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| A | Consult a basic training on JSA |

Writing a JSA normally involve six steps. At AAFC, step 2 « Identification information’s Registration» is added in a way to provide the compilation of the information’s to the national database.

Click here to view the final result of a JSA example written with this writing tool and appreciate the global aspect of the expected result.

Select any desired step to obtain supplementary information’s.

**At first occurrence, it is strongly recommended to pass through all steps** (less than 10 minutes required)

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| 1/7 Job selection to analyse |
| 2/7 Identification information’s Registration |
| 3/7 Job division into a sequence of Task |
| 4/7 Hazards Identification for each Task |
| 5/7 Preventive Measures Recommendation’s to mitigate Hazards |
| 6/7 Communication to employees |
| 7/7 Periodic Review and Continuous Improvement |

JOB SAFETY ANALYSIS

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| **# 001** | **Job :** Orchard pruning with Gyrette |

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| **Branch**  Research | **Analysed by**   Mr. Henry |
| **Region** Atlantic | **Supervisor** Mr. Orange |
| **Job Environment**  Farm and fields | **Team** Orchard Development |
| **Organisation**  Kentville | **Date**  January 2012 |
| **Work site**  Experimental Farm | **Training by** Ms.Apple |

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|  | **Personal protective equipment** | **Complementary document**  Operator’s manual |

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| **General informations**   1. Provincial certification is required in order to operate this equipment 2. Maintenance program based on operator manual have to be observed |

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| # | Sequence of Tasks | Potential Hazards | Preventive Measures |
| **1** | Start up and move to desired location | 1.1. Thrown out of cage | 1.1.1. Ensure cage gate is locked before moving |
| **2** | Stop at tree and move boom for operations | 2.1. Hit on branches | 2.1.1. Survey the intended path for any branches which may interfere with the ascension |
| 2.2. Drive lever engaged by branches | 2.2.1. Protect lever by positioning boom in a way that the left side of the cage is facing away from the canopy |
| 2.3. Unstable terrain (rain) | 2.3.1. Check terrain for slippage before parking  2.3.2. Reconsider another day at place if too slippery |
| **3** | Moving around trees | 3.1. Uneven terrain | 3.1.1. Always place boom in the lowest position  3.1.2. Watch for dips and obstructions in land surface |
| 3.2. Sloped terrain | 3.2.1. Do not drive across a slope  3.2.2. Always have the single back wheel facing down the slope and the two drive wheels facing up the hill |
| 3.3. Clothing may snag on branches | 3.3.1. Select clothing free of tears and with close fitting  3.3.2. Survey intended path and avoid any source of snagging  3.3.3. Survey the intended path for any branches which may interfere with the ascension |
| **4** | Pruning branches and large limbs | 4.1. Tip of the equipment when driving | 4.1.1. Always drop boom to its lowest position for increased stability  4.1.2. Watch for dips and obstructions in land surface  4.1.3. Remove large limbs and place them against the tree trunk |
| **5** | Shut down and park | 5.1. Electric shock | 5.1.1. Park away from overhead hydro wires |

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| **Transmission to employees**   * Transmit JSA to employees who will perform the job * Add JSA to any existent protocol if required * Ensure new employees training by using JSA. |

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| **Periodic Review**   * Revise JSA if the nature of the work change * Revise JSA when a new hazard is detected * Your Local Health and Safety Committee (or OHS representative) will determine the local revision process applicable for your JSA. |

1/7 Job selection to analyse

Ideally, a JSA should be performed for all jobs. However, there are practical constraints on time and resources. For these reasons, it is usually necessary **to set priorities**.

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| Factors to be considered in assigning priorities could include:   * Accident statistics; * Potential for severe injuries or illnesses; * Modified jobs; * Investigation result; * Present risk factors (isolated work, violence, weather, work at height, etc.) |

Your Manager and/or [Regional OHS Coordinator](http://intranet.agr.gc.ca/agrisource/AgriDoc.do?id=2055937&lang=eng) can help you to target needs.

2/7 Identification Informations Registration

Purposes of information’s collection are to **compile, archive and ensure the periodic review of JSAs** for supervisors, managers, Local OHS Committees (or OHS representatives), Regional OHS Coordinators or National Policy Committee.

Precise reports creation and sorting information’s required the specification of the following fields:

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| **#** | A unique identification number will be generated automatically after the JSA creation. |
| **Job** | Writer must edit the job concerned by the JSA.  Examples : Centrifuge, Pesticide mixing, réparation pesticide, Tank maintenance, etc. |
| **Branch** | A drop down menu offers a list that will allow sorting at source.  Choices available:   * Sciences and Technologies Branch * Communication and Consultations Branch * Research Branch * Strategic Policy Branch * Rural and Co-operatives Secretariat * Legal Services * Corporate Secretariat (includes DMO) * Corporate Management Branch * Information Systems Branch * Office of Audit and Evaluation * Farm Financial Programs Branch * Market and Industry Services Branch |
| **Region** | A drop down menu offers a list of regions associated at each Regional OHS Coordinator to allow the creation of regional reports.  Choices available:   * Atlantic * Québec * NCR(1) * NCR (2) * Ontario * Manitoba * Saskatchewan * North of Alberta / BC * South of Alberta / BC * ZZZ AESB |
| **Job**  **Environnement** | A drop down menu offers a list of job environment where it is executed in order to target the activity sector concerned by the JSA.  Choices available:   * Laboratory * Farm and field * Building Maintenance * Greenhouse * Office * Automotive vehicle |
| **Organisation (LOHSC or OHS representative)** | A drop down menu offers a list of Organisations linked with pre-selected sections « Branch » and « Region ». The Organisation is associated to a Local OHS Committee (or OHS representative) to allow creation of reports for them.  Choices available:   * Atlantic :Charlottetown, Fredericton, Halifax, Kentville, Moncton, St-Johns, Truro * Québec : Montréal (2001), Montréal (Pari Mutuel), Normandin, St-Hyacinthe, St-Jean-sur-Richelieu, Québec (CRDSGC), Québec (Jules Dallaire), Sherbrooke * NCR(1) :ECORC * NCR (2) * Ontario : Guelph, Harrow, London, Toronto * Manitoba : Brandon, Winnipeg * Saskatchewan : North Battleford, Saskatoon, Watrous, Regina, Outlook, Swift Current, Maple Creek, Weyburn * North of Alberta/BC : Edmonton, Lacombe, Agassiz * South of Alberta / BC: Calgary, Lethbridge, Summerland * ZZZ AESB |
| **Workplaces** | A drop down menu offers a list of workplaces complementary and linked with the pre-selected « Organisation » in a way to precise the physical location (address or work unit) where the JSA is applicable and allow creation of reports for each desire workplaces.  Examples :   * Kentville : Nappan * St-Jean-sur-Richelieu : L’Acadie, Sainte-Clotilde * ECORC : Ferme expérimentale centrale * London : Vineland * Winnipeg : Morden, Glenlea, Dauphin * Saskatoon : Melfort, Scott * Lethbridge : One Four, Vauxhall, Stavely * Lacombe : Beaverlodge, Fort Vermilion * Agassiz : Kamloops |
| **Analysed by** | Work station PI address from which the JSA is written will automatically be recognized and the associated user name will be posted on the JSA. |
| **Supervisor** | A drop down menu offers a list of supervisor’s name linked with the pre-selected « Organisations». |
| **Team** | A drop down menu offers a list of Team names linked with the pre-selected « Supervisors ». |
| **Date** | Writing date will appear for continuous improvement and revision. |
| **Training by** | Optional feature to add the employee name responsible to offer the training on the job subjected to the JSA. |
| **Picture** | Optional feature to facilitate equipment identification. |
| **Personal protective Equipment** | Optional feature to select personal protective equipment that will appear on the JSA.  Choices available: |
| **Complementary documents** | Optional feature to integrate at the JSA any relevant file that could help :  Examples : PST, protocole opératoire, manuel d’utilisateur, etc. |
| **General**  **informations** | Optional feature available to writer to include **important information’s to underline** without being directly related to a specific JSA step.  Examples: references to a Program, Politic, Directives, Procedure etc. Mandatory certification, Driving licence, Pesticide certification, Warning, etc. |

3/7 Job division into a sequence of task

A rule of thumb is that most jobs can be described in less than ten tasks. Otherwise, it is recommended to split the job, each segment subject to a distinct JSA.

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| Tips   * Keep the tasks in their correct chronological sequence * **Notes should be made of what is to be done rather than how it is done** * Start with an action verb, short, accurate, concise * Avoid to present the statement in his negative form using “Do not” |

4/7 Hazard identification for each Tasks

When each task of the job is defined, hazard associated must be identified (one or more).

Click on this checklist that regroup typical hazards by categories and expose the most common examples.

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| Tips   * Associates hazards as much as you can find for each tasks * **Use short, clear and concise terminology to expose the hazard nature** * Avoid the use of too general hazard (ex: hazardous to health, risk of dying) or too specific (ex: can cause third degree burn) |

5/7 Preventive Measures Recommendation’s to mitigate Hazards

This step is determining ways to eliminate or mitigate the hazards identified by following common hazard control strategies, in order of preference.

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| Preventive measures hierarchy :   * **The eliminate the hazard**; * **The reduction** of hazard, including isolating it; * The **provision** of personal protective equipment, clothing, devices or materials; * **Administratives procedures.** |

Vous pouvez consulter cet aide-mémoire pour obtenir des exemples communs

6/7 Communication to employees

If well presented, it is possible to use JSA to train an employee on how to perform a job in a safe way. But we can obtain a better result by developing work procedure written in a narrative form, easiest to read, commonly called “Safe Work Procedure” (SWP).

If you use SWP at your work place, they supplement JSAs and remain usable.

**Through this actual database, redaction and transmission of SWPs will not be subject of supplementary explanations and can be managed locally.**

The following notices will be automatically posted to footer of JSAs:

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| * Transmit JSA to employees who will perform the job * Add JSA to any existent protocol if required * Ensure new employees training by using JSA. |

7/7 Periodic Review

Periodic review and continuous improvement of JSAs are essential in numerous circumstances to prevent them from becoming obsolete and maintain them relevant.

The following notices will be automatically posted to footer of JSAs:

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| * Revise JSA if the nature of the work change * Revise JSA when a new hazard is detected * Your Local Health and Safety Committee (or OHS representative) will determine the local revision process applicable for your JSA. |