

Appendix 2

Job Safety Analysis	Job	
	Title/Position of person who does this job:	
	Department/Area	Date Prepared
Is lockout/tagout required on this job? Yes No	Identify machine specific procedure:	
Is personal protective equipment required? Yes No	Identify personal protective equipment:	
Are hazardous materials used on this job? Yes No	Identify chemicals and location of MSDS information:	
Basic Job Steps	Potential Accidents or Hazards	Safe Job Procedure
In this column list the basic steps involved in performing this job. Observe the job as it is done. Discuss the job steps with the operator and record the steps as they are performed. Describe what is done, not how it is done. Usually, three or four words can describe each basic step.	In this column, list the potential situations that may cause injury or illness. Look for the following situations: being struck by; struck against; contact with or by; caught in, on or between; fall from same or different height; overexertion; exposure to gasses, fumes, mists, etc.	In this column, determine the safe job procedure to avoid the hazard identified in each job sequence. Use simple do and don't statements to describe safe job procedures. Look for alternatives instead of this job step. Avoid general statements like "be careful" or "be alert."
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