



Job Safety is Everyone's Responsibility

While we continue to work towards decreasing our frequency and severity rates each year for our membership, it is easy to become complacent when it comes to safety. Supervisors and Managers need to remember not to compromise or take short cuts while conducting daily activities and projects at their respective Clubs. The employees that work for you are your responsibility and you must ensure their health and safety while they are at the workplace. To assist and refresh everyone on their roles and responsibilities when it comes to safety, please review the following job safety analysis program, as it can serve as a good tool for review of a hazardous job or implement control measures after any type of incident or identified trends.

JOB SAFETY ANALYSIS

Most of the current injuries reported are often the result of careless actions by employees or improper instruction, but if management has a strong commitment to its safety program and enforces all of the policies and procedures, many of these types of incidents may be eliminated. Additional safety training/instruction may be necessary to enforce the importance of safe working operations. Employees should not only be trained on how to complete their job tasks, but on how to complete them without injuries. When training new employees on new tasks/job duties, include veteran employees as well. This will assist in reaffirming those practices that are safe and eliminate those that are not. The first place to start would be in the Kitchen and Greens areas. Designate a couple of employees in the area to review operation/job task such as deli slicing or food preparation, dishwashing activities in the Kitchen area. In the Greens area take a look at weed whacking, mower operations, chain saw activities. From these reviews, recommendations can be brought up and easier ways to complete the job tasks and alternative training methods could also be considered. Again, this is also a great tool to review accidents in your areas to come up with corrective measures to prevent reoccurrences or to evaluate a new process or procedure to eliminate any potential hazards that may exist.

Job Safety Analysis: Supervisors/Managers should be responsible for initiating job Safety analysis in their respective areas. After an initial survey of their specific areas of the general hazards should be identified, either by an initial survey or post incident. The following procedures for job safety analysis are recommended:

Supervisor Responsibility: The procedure will be reviewed with the employee's supervisor to explain its scope and purpose. The supervisor will ensure that the employee understands that the job is being analyzed, not the employee's job performance. This will also serve as training for everyone involved with the specific activity being reviewed. Supervisors/Managers will be versed in the procedures used for job safety analysis. Once trained, supervisors will be required to enforce process or procedural changes that were agreed upon.

Employee Responsibility: The procedure will be reviewed with the employee's performing the job to explain its scope and purpose. Also to ensure the employee understands that the job is being analyzed, not the employee's job performance. Their input to procedural changes is critical and recommended. The new procedures and processes will be followed in accordance with performance expectations and safety and procedural rules.

Safety Analysis: Record the steps required to accomplish the job on the job safety task analysis form (provided below). If the job is complex, it should be broken down into detailed segments. Each step will be reviewed in the order of occurrence as the employee is observed performing the job. Each segment will be reviewed in proper sequence.

Feedback: After reviewing the job steps discuss the potential hazards with the employees. Obtain his/her comments concerning safety improvements. Implement changes when feasible.

Documentation: Each job safety analysis should be documented. A sample "JSA" form can be found within this article. Attachments will be included to the form as required to document or support protective measures requirements for the specific job. Copies of the form will be maintained as follows:

- I. **Employee's will be given a copy of the form.**
- II. **The Department Supervisor will maintain a copy in his or her office files.**
- III. **A copy of the form will be maintained in the employee's personnel record.**
- IV. **The Club will maintain a copy of the form in the General Managers office.**

Job Safety Reevaluation: Supervisors will conduct a reevaluation when one or more of the following conditions occur:

- 1.) When an accident or injury occurs. It must be determined if the incident occurred as a result of the employee ignoring established safety practices, or if the safety practices need revision.
- 2.) Anytime there is a change or modification in the methods, materials, equipment, or procedures used by this job or activity.

Periodic Review: A periodic review should be conducted on an annual basis to ensure that the job controls are adequate and no further changes or modifications are necessary and the new modifications are effective and actively enforced.

INSTRUCTIONS FOR COMPLETING JOB SAFETY ANALYSIS FORM

Job Safety Analysis (JSA) is an important accident prevention tool that works by finding hazards and eliminating or minimizing them *before* the job is performed, and *before* they have a chance to become accidents. Use you JSA for job clarification and hazard awareness, as a guide in new employee training, for periodic contacts and for retraining of senior employees, as a refresher on jobs which run *infrequently*, as an accident investigation tool, and for informing employees of specific job hazards and protective measures.

Set priorities for doing JSA's: jobs that have a history of many accidents, jobs that have produced disabling injuries, jobs with high potential for disabling injury or death, and new jobs with no accident history.

Here's how to do each of the three parts of a Job Safety Analysis:

SEQUENCE OF BASIC JOB STEPS

Break the job down into steps. Each of the steps of a job should accomplish some major task. The task will consist of a set of movements. Look at the first set of movements used to perform a task, and then determine the next logical set of movements. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. How does that break down into job steps? Picking up the box from the conveyor and putting it on a handtruck is one logical set of movements, so it is one job step. Everything related to that one logical set of movements is part of that job step.

The next logical set of movements might be pushing the loaded handtruck to the storeroom. Removing the boxes from the truck and placing them on the shelf is another logical set of movements. And finally, returning the handtruck to the receiving area might be the final step in this type of job.

Be sure to list all the steps in a job. Some steps might not be done each time—checking the casters on a handtruck, for example. However, that task is a part of the job as a whole, and should be listed and analyzed.

POTENTIAL HAZARDS

Identify the hazards associated with each step. Examine each step to find and identify hazards—actions, conditions and possibilities that could lead to an accident.

It's not enough to look at the obvious hazards. It's also important to look at the entire environment and discover every conceivable hazard that might exist.

Be sure to list health hazards, as well, even though the harmful effect may not be immediate. A good example is the harmful effect of inhaling a solvent or chemical dust over a long period of time.

In order to do part three of a JSA effectively, you must identify potential and existing *hazards*. That's why it's important to distinguish between a hazard, an accident and an injury. Each of these terms has a specific meaning:

HAZARD—A potential danger. Water/Oil on the floor is a hazard.

ACCIDENT—An unintended happening that may result in injury, loss or damage. Slipping on the oil is an accident.

INJURY—The result of an accident. A sprained wrist from the fall would be an injury.

Some people find it easier to identify possible accidents and illnesses and work back from them to the hazards. If you do that, you can list the accident and illness types in parentheses following the hazard.

RECOMMENDED ACTION OR PROCEDURE

Using the first two columns as a guide, decide what actions are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness.

Among the actions that can be taken are: 1) engineering the hazard out; 2) providing personal protective equipment; 3) job instruction training; 4) good housekeeping; and 5) good ergonomics (positioning the person in relation to the machine or other elements in the environment in such a way as to eliminate stresses and strains).

List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step of the job.

Be specific. Say *exactly* what needs to be done to correct the hazard, such as, "lift, using your leg muscles." Avoid general statements like, "be careful."

Give a recommendation action or procedure for every hazard.

If the hazard is a serious one, it should be corrected immediately. The JSA should then be changed to reflect the new conditions.