



**Risk Management Department**  
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## JOB SAFETY ANALYSIS

1. Pick a task to analyze. 2. Watch an employee complete the task step-by-step. 3. Watch the employee complete the task as many times as necessary. 4. Write each step of the task in order.		5. List the potential hazards for each step. 6. Develop a new procedure to complete the task safely. 7. Create policy for the new procedure. 8. Educate employees about new policy and procedure.	
Job Title:		Date of Analysis:	New: <input type="checkbox"/>
Page:	Of:	JSA Number:	Revised: <input type="checkbox"/>
Title of employee completing the task:		Supervisor:	Analysis performed by:
Department:		Location of analysis:	Reviewed by:
Sequence of steps:	Potential hazards:	Recommended action or procedure:	

