

Job safety analysis:

Identify and control hazards

Key takeaways

- PPE is the **last** line of defense when engineering (controls) or policy/practice controls do not protect the employee from the hazard.
- Necessary PPE is a direct result of the hazards present.
- Document the evaluation of the task, its hazard, what could harm employees, and which PPE protects from injury or illness.

Employers are responsible for ensuring employees are protected from hazards in the workplace. Where engineering controls (physical barriers) and administrative controls (policy, job rotation, etc.) can't protect employees, personal protective equipment (PPE) should be used. PPE should be the last line of defense because it's the least reliable.

To determine the necessary PPE for a task, complete a job safety analysis (JSA). The JSA (or job hazard analysis, JHA) will identify the task, hazards associated with the task, and controls to minimize risk (which includes PPE).

Keep in mind that documentation of these evaluations should be kept on file as well. A JSA may be a complex spreadsheet, a simple "yes/no" format, or a multibranch analysis system. Your organization just needs to complete the evaluation of hazards and appropriate protection for employees, and to keep records of the evaluation and decision-making process.

Example:

| TASK | HAZARD | RISKS | PPE NEEDED |
|-----------------|-----------------------------|---|--------------------------------|
| Mowing the lawn | Flying debris, noise +90 dB | Impalement of eyes, loud noise exposure | Safety glasses, earmuffs/plugs |

Whatever the JSA flows or looks like, it should draw the connection between the hazard and its protective measure. JSAs are a safety tool that can be used to define and control hazards associated with a process job or procedure.

Take action (Complete one or more activities as a team)

- GROUP DISCUSSION:** What hazards and risks are associated with your tasks that result in **PPE requirements**? If your team doesn't have any, what PPE do other teams use and what are the hazards and risks prompting it?
- DOCUMENT REVIEW:** Print a JSA your company has on file. Does it accurately reflect a process, hazards, risks, and PPE? If there are tasks identified which do not have a documented JSA, complete one as a team.
- PROS/CONS DISCUSSION:** Review a JSA on file and discuss the limitation of the PPE chosen for the task. What are the benefits? What are the limitations or frustrations? Are there other ways to control the hazard besides PPE?

