

PURPOSE

The purpose of a Job Safety Analysis (JSA) is to establish a systematic approach for identifying potential hazards and eliminate or control those hazards. The job safety analysis procedure is designed to prevent injuries and illnesses when performing required jobs.

SCOPE

This policy will apply to all operating and support personnel who perform tasks associated with the Calhoun mill operation.

PROCEDURE

Job safety analysis is an evaluation of work steps performed during a job task. Job safety analysis is an important accident prevention tool for finding hazards and eliminating or minimizing them *before* the job is performed, and *before* they have an opportunity to cause accidents. JSAs are a tool for continuous improvement and JSAs ensure that safe work procedures are established for employees to follow.

1. The area manager will be responsible for identifying jobs, within their line of authority, for which job safety analysis will be developed.
2. Jobs with a high frequency and/or severity of injuries and illnesses, a number of near misses, high employee turnover, jobs with high worker complaints, non-routine jobs and newly established jobs will be given priority consideration for developing JSAs.
3. The department supervisor and area manager will review, update and approve the written JSAs at least annually.
4. It will be the responsibility of the department supervisor and area manager to ensure that employees follow the approved written JSA.
5. It is also the responsibility of the area manager to ensure that supervisors and other appropriate individuals are knowledgeable of the current JSA policy and procedures. It will be the responsibility of the department supervisor to ensure that employees are informed on the purpose of the JSA procedure and the proper application of JSAs within their respective departments.
6. Multiple employees will develop the JSA. At least one employee must be from the department and have experience with the job for which the JSA is being developed.
7. Prior to completing the JSA, the job task will be observed by individuals completing the JSA, and a documented list of each set of steps made to perform the task. Employees who routinely perform the job task will be interviewed for input concerning proper sequencing of steps and safe work procedures.
8. JSA's will include the proper personal protective equipment, tools used and critical safety procedures to be followed for completing the task safely.
9. When the process or task responsibilities change, the JSA will be updated to reflect the current job requirements.

TRAINING


1. Each department will designate a person to provide instruction and training to individuals who will conduct JSAs for the department.
2. Employees who develop JSAs will be trained according to an established lesson plan approved by the Safety Department.
3. When JSAs have been developed for a job, the JSA will be reviewed initially by all employees who perform the job and at least annually thereafter. If an employee is injured while performing a task covered by a JSA, the JSA will be reviewed for accuracy within 30 days.

RECORDKEEPING

1. A current copy of all JSAs will be maintained electronically and a hard copy kept in a designated location within the department for employee access and review.
2. All JSAs will be documented on the attached form (addendum I) for consistency and continuity.



Scott Palmer
General Manager



Dallas Jones
Health & Safety Manager