

Hawk Energy

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JOB SAFETY ANALYSIS PROCEDURES

A Job Safety Analysis (JSA) is a systematic evaluation of the work steps performed during a job task. JSAs are an important accident prevention tool used to identify hazards and eliminate or minimize risks before work begins and before incidents have the opportunity to occur. JSAs support continuous improvement and ensure that safe work practices and SIMOPS procedures are established and followed by employees.

A JSA must be completed and reviewed before the start of every job and/or task, regardless of size or duration. No work shall begin until all hazards have been identified, discussed, and appropriate controls have been implemented.

The Area Manager will be responsible for identifying jobs within their line of authority for which JSAs will be developed and maintained.

Jobs involving high injury or illness potential, frequent incidents, near misses, high employee turnover, worker complaints, non-routine tasks, or newly established operations will receive priority consideration for JSA development.

It is the responsibility of the Department Supervisor and Area Manager to ensure employees follow all approved written JSAs. The Area Manager is also responsible for ensuring supervisors and other appropriate personnel are knowledgeable of current JSA policies and procedures.

Department Supervisors are responsible for ensuring employees understand the purpose of the JSA process and the proper application of JSAs within their department.

JSAs should be developed by two or more employees whenever possible. At least one employee involved must be experienced with the task being evaluated and familiar with the department operations. Short Service Employees shall not perform tasks without the direct supervision or mentorship of an experienced employee.

Prior to completing the JSA, the job task shall be observed and documented step-by-step by the individuals completing the analysis. Employees who routinely perform the task should be consulted to ensure proper sequencing, hazard recognition, and safe work procedures are accurately identified.

All JSAs shall include required Personal Protective Equipment (PPE), tools and equipment used, identified hazards, hazard controls, and applicable Life Critical Safety Procedures necessary to complete the task safely.

Whenever processes, equipment, personnel responsibilities, or task procedures change, the JSA shall be reviewed and updated to reflect current job requirements.