**Oil and Gas Industry**

**1. Job Information**

* **Job Title/Description**:
* **Job Location**:
* **Date**:
* **Start Time**:
* **End Time**:
* **Supervisor**:
* **Prepared by**:
* **Reviewed by**:

**2. Job Steps (Task Breakdown)**

List all the steps involved in the job. Each step should be listed clearly to identify the scope of the work.

| **Step No.** | **Job Step Description** | **Task Owner (Person Responsible)** | **Equipment/Tools Involved** | **Potential Hazards** |
| --- | --- | --- | --- | --- |
| 1 | e.g., Setting up rig equipment | Rig Supervisor | Crane, Winch | Heavy lifting, Pinch points, Falls |
| 2 | e.g., Drilling operations | Driller | Drill Rig, Drilling Mud | Rotating equipment, Exposure to toxic gases, Noise |
| 3 | e.g., Rig maintenance | Maintenance Worker | Wrenches, Hand tools | Burns, Electrocution, Slips, Trips, Falls |
| 4 | e.g., Equipment testing | Safety Officer | Pressure testing equipment | High pressure, Explosive atmosphere, Chemical exposure |
| 5 | e.g., Well control operations | Well Control Engineer | BOP, Pressure equipment | Blowout, High pressure, Fire |

**3. Hazard Identification and Risk Assessment**

For each identified hazard, determine the risk level (Low, Medium, High) and provide control measures.

| **Step No.** | **Identified Hazards** | **Likelihood (Low/Med/High)** | **Severity (Low/Med/High)** | **Risk Level (Low/Med/High)** | **Control Measures** |
| --- | --- | --- | --- | --- | --- |
| 1 | Heavy lifting, Pinch points | High | High | High | Use of lifting equipment, Proper training, Tag lines, PPE (gloves, safety boots) |
| 2 | Exposure to toxic gases (e.g., H2S) | High | High | High | Gas detectors, Personal gas monitors, Ventilation, PPE (SCBA, full-face respirator) |
| 3 | Slips, trips, and falls | Medium | Medium | Medium | Housekeeping, Proper footwear, Use of handrails and ladders |
| 4 | High pressure | Medium | High | High | Pressure relief valves, Regular maintenance, Operator training |
| 5 | Blowout or explosion | Medium | High | High | Blowout preventer (BOP), Pressure monitoring, Emergency response plan, Fire suppression systems |

**4. PPE (Personal Protective Equipment) Requirements**

List all PPE required for this job. Ensure that all personnel are provided with and properly trained on the use of the required PPE.

| **PPE Type** | **Required for Job Steps (Yes/No)** | **Description** |
| --- | --- | --- |
| Hard Hat | Yes | Required for all personnel on site |
| Gloves | Yes | Safety gloves for handling materials, avoiding pinch points |
| Safety Boots | Yes | Steel-toe boots for foot protection |
| Hearing Protection | Yes | Ear plugs or earmuffs in high noise areas |
| Respiratory Protection | Yes | SCBA or air purifying respirator for toxic gas exposure |
| Flame-Resistant Clothing (FRC) | Yes | For areas with potential fire hazards |
| Eye Protection | Yes | Safety goggles or face shield when working with hazardous materials |

**5. Emergency Procedures**

Outline emergency procedures relevant to the specific job being performed. Include evacuation routes, emergency contacts, and emergency equipment locations.

* **Evacuation Routes**:
* **First Aid Kit Location**:
* **Fire Extinguisher Location**:
* **Spill Containment Kit Location**:
* **Emergency Contact Numbers**:
	+ Rig Supervisor: [Phone Number]
	+ Safety Officer: [Phone Number]
	+ Medical: [Phone Number]
	+ Fire Department: [Phone Number]

**6. Environmental Considerations**

Identify potential environmental risks associated with the job and specify preventive measures.

| **Potential Environmental Impact** | **Likelihood (Low/Med/High)** | **Control Measures** |
| --- | --- | --- |
| Oil Spill | High | Use of spill kits, Secondary containment, Proper disposal of waste |
| Noise Pollution | Medium | Use of noise barriers, Hearing protection for workers |
| Air Emissions | Low | Regular equipment maintenance, Use of scrubbers or filters where applicable |
| Waste Disposal | Medium | Proper waste segregation and disposal protocols |

**7. Work Permits and Approvals**

List the necessary permits for the job and confirm that they are in place prior to starting work.

| **Permit Type** | **Required (Yes/No)** | **Permit Issued By** | **Date Issued** | **Permit Expiry Date** |
| --- | --- | --- | --- | --- |
| Hot Work Permit | Yes | Safety Officer | [Date] | [Date] |
| Confined Space Entry Permit | Yes | Safety Officer | [Date] | [Date] |
| Work at Heights Permit | No | N/A | N/A | N/A |
| Excavation Permit | No | N/A | N/A | N/A |

**8. Training and Competency**

Ensure that all personnel involved in the job have received adequate training and are competent to perform the task.

| **Worker Name** | **Job Role** | **Training Completed** | **Certification (Yes/No)** |
| --- | --- | --- | --- |
| John Doe | Driller | Well Control, H2S Awareness | Yes |
| Jane Smith | Rig Supervisor | First Aid, Lifting Operations | Yes |
| Bob Brown | Maintenance | Electrical Safety, Lockout/Tagout | Yes |

**9. Authorization**

The job may begin only after all safety considerations have been addressed and approvals are received from the responsible personnel.

* **Job Safety Analysis (JSA) Reviewed by**:
* **JSA Approved by**:
* **Date**:
* **Signature of Supervisor**:
* **Signature of Worker(s)**:

**10. Job Completion Verification**

Upon completion of the job, a final review should be conducted to ensure that all safety protocols were followed and no hazards were left unaddressed.

* **Job Completed Safely (Yes/No)**:
* **Remarks**:
* **Signature of Supervisor**:
* **Signature of Worker(s)**:

**11. Post-Job Review and Feedback**

After job completion, gather feedback to improve safety practices and make any necessary updates to future JSAs.

* **Lessons Learned**:
* **Recommendations for Improvement**: