



County of Riverside Job Safety Analysis (JSA)

Date:	Department:	Facility:	Analysis Performed by:
Special / Primary Hazard:			
Required PPE:			
Job Steps:	Hazards:	Control Measures:	

I have reviewed the above JSA and am familiar with the required job tasks.

Employee Name (Print)	Signature :	Date: Click here to enter a date.
Supervisor Name (Print)	Signature :	Date: Click here to enter a date.



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JHA STEPS / INSTRUCTIONS

- 1. SPECIAL / PRIMARY HAZARD: - List here any exposures to hazards specific to or inherent in the job. The primary job task will involve exposure to one of the following examples:**
 - a. Repetitive motion tasks, like computer data entry, mail sorting or document processing
 - b. Handling hazardous chemicals or substances such as caustics, flammable and combustible liquids
 - c. Environmental contaminants and heat or cold stress

- 2. REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE): PPE is required when there is a known hazard and must be worn or used when exposed to that hazard. Failure to wear or use PPE should invoke the disciplinary process. PPE that is recommended is usually left to the discretion of the employee when the hazard is not imminent but could under certain circumstances cause injury.**
 - a. Examples of REQUIRED PPE could include; Medical-disposable gloves, chemical gloves, leather gloves, safety glasses, hard hats, respirators, animal control stick and leash
 - b. Examples of RECOMMENDED PPE could include; Work boots, back belts, lab coat, face shields, computer ergonomic accessories like anti-glare screens, adjustable keyboard platforms and wrist rests

- 3. BASIC JOB TASK STEPS – The actual physical work done by the employee including movements and tools used. Direct observation and employee feedback through dialogue are essential skills to determine how each job task is actually performed.**
 - a. Example: Job Task – Setting up immunization clinic. Steps: (1) Gather materials (2) Load van (3) Drive to site (4) Unload van (5) Setup clinic (6) Run clinic (7) Clean up clinic (8) Load van and return to office

- 4. EXISTING & POTENTIAL HAZARDS – List here the existing hazards actually observed while the job task is performed and the potential hazards, hazards that can arise unpredictably.**
 - a. Examples include; overexertion, improper lifting or body movements, slips, trips and falls, vehicle accidents, risk factors associated with muscular-skeletal disorders (awkward postures, repetitive motions, muscular force), chemical spills, dangerous animals and people or any hazard already mentioned above

- 5. RECOMMENDED CONTROL MEASURES – List here the preventative and protective measures needed to prevent exposure to hazards. Control measures include:**
 - a. Job procedures, safety rules or work practices to be written and followed
 - b. Required training or instruction in policy, procedure and safe work practices
 - c. Safety tools or equipment to be provided