



*Environmental Health & Safety*  
*A Department of Facilities Management*  
*4202 Fowler Avenue, OPM 100*  
*Tampa, FL 33620-6980*  
*Phone: (813) 974-4036*  
*Fax: (813) 974-9346*

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USF is committed to providing a safe and healthy environment for students, employees, and visitors. Preventing workplace injuries and illnesses by looking at our workplace operations, conducting job safety analyses, establishing proper job procedures, and ensuring all employees are trained properly is one of the best ways to protect employee health and safety. Conducting job safety analyses is one component of the University's larger commitment to health and safety.

The purpose of these Job Safety Analysis procedures are to provide supervisors and managers with effective tools and information in order to assist in performing a Job Safety Analysis (JSA). Performing an effective JSA anticipates what could go wrong in order to identify and reduce or eliminate hazards associated with a job or task; thereby, resulting in fewer worker injuries and illnesses; safer, more effective work methods; reduced workers' compensation costs; and increased worker productivity. The analysis can also be a valuable tool for training new employees in the steps required to perform their jobs safely.

- **Activities** are the components of a person's job. A person's job may include many activities, which include performing specific work such as oxy-acetylene welding, operating a forklift, mopping floors, etc. Activities can be divided into individual steps or tasks.
- **Control Measures** are used to eliminate or minimize job/task hazards. There are five types of control measures, listed here according to their levels of effectiveness.
  1. **Elimination** is the most effective control measure because it removes the hazard altogether.
  2. **Substitution** is replacing the hazard with a non-hazardous or less hazardous option.
  3. **Engineering controls** eliminate or reduce exposure to a chemical or physical hazard through the use of engineered machinery or equipment, such as fume hoods or sound booths.
  4. **Administrative controls** are changes in work procedures such as written safety policies, rules, supervision, schedules, and training with the goal of reducing the duration, frequency, and severity of exposure to hazards.
  5. **Personal Protective Equipment (PPE)** – Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that can cause workplace injuries and illnesses.
- **Hazards** are associated with conditions or activities that, if left uncontrolled, can result in injuries or illnesses. A sampling of hazards includes: working at heights, slippery surfaces, exposed moving machinery parts, fires, explosions, noise, electricity, toxic emissions, corrosive chemicals, low oxygen, repetitive tasks, heavy lifting, infectious pathogens, and assaults.
- **Job Safety Analysis** is a process that focus on job tasks as a way to identify hazards before they result in injury. It focuses on the relationship between the worker, the task, the tools and equipment, and the environment, and identifies control measures to reduce or eliminate the hazard.
- **Steps or Tasks** are individual components of an activity listed in a JSA that are analyzed for hazards, control measures, PPE, and training requirements.





