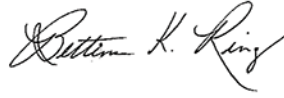


## Policy and Procedure 8-12

# Workplace Safety – Job Safety Assessments

**Issued By:** Bettina K. Ring, State Forester



**Effective Date:** February 14, 2017

**Codes/Mandates:** OSHA Standard 1910.132, Personal Protection Equipment  
OSHA Standard 1910 Subpart I App B, Non-mandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection

**References:** N/A

**Forms:** 8.20 Job Safety Assessment

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## PURPOSE

Many workers are injured and killed in the workplace every day in the United States. Workplace injuries, however, can be prevented by looking at workplace operations and establishing proper job procedures, including the use of personal protective equipment (PPE). One of the best ways to do this is to conduct job safety assessments (JSA).

The main purpose of conducting a JSA is to identify what controls are needed to keep employees safe from the hazards found in their jobs. Ideally, after a hazard is identified, steps are then taken to eliminate or reduce it to an acceptable risk level. This includes implementation of administrative and/or engineering controls as well as requiring the use of PPE.

Supervisors will find that job safety assessments are likely to result in fewer worker injuries and illnesses; safer, more effective work methods; reduced workers' compensation costs, and increased worker productivity. The analysis also can be a valuable tool for training new employees in the steps required to perform their jobs safely.

## POLICY

Job safety assessments will be conducted on all jobs/tasks in the workplace that involve hazards to employees with priority as follows:

- ◆ Jobs/tasks with the highest or reoccurring injury rates
- ◆ Jobs/tasks with the potential to cause severe or disabling injuries, even if there is no history of previous accidents

- ◆ Jobs/tasks with close call or near-miss accident histories (even if not documented)
- ◆ Jobs/tasks in which one simple human error could lead to a severe accident or injury
- ◆ Jobs/tasks that are new to an operation or have undergone changes in processes and procedures
- ◆ Jobs/tasks that are non-routine
- ◆ Jobs/tasks complex enough to require written instructions

## DEFINITIONS

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“Agency” and “VDOF” means the Virginia Department of Forestry.

“Commonwealth” means the Commonwealth of Virginia.

“Job safety assessment (JSA)” is an evaluation of job tasks as a means of identifying hazards before they develop into injuries. It focuses on the relationship between the worker, the task, the tools and the work environment. It is not an evaluation of the worker.

## PROCEDURES

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### Responsible Parties

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**Agency safety officer** is responsible for consulting at all levels for input on job hazards; reviewing accident trends; conducting JSAs and/or coordinates assessments with supervisors or subject matter experts; selecting control measures (engineering, administrative and PPE), which ensure appropriate levels of protection; maintaining a master file of completed JSAs; reviewing JSAs and coordinates approval of recommended controls measures, and incorporating PPE and other required controls to the workplace safety policy and procedures where appropriate.

**Supervisors and program managers** are responsible for being thoroughly familiar with the job tasks performed by each of their employees and identifying those tasks that pose safety hazards; conducting JSAs and/or coordinating assessments with subject matter experts for job tasks; being familiar with the types of hazards related to various body parts (*See Policy and Procedure 8-14, Workplace Safety – Personal Protective Equipment*) and the types of PPE that are available to prevent associated injuries (i.e., splash protection, impact protection, etc.); selecting and recommending control measures (engineering, administrative and PPE), which ensure appropriate levels of protection to their employees; coordinating with the agency safety officer regarding implementation of recommended control measures, and training direct reports on the use of required control measures and ensures that control measures are used.

**Employees** are responsible for identifying, reporting and discussing job-related hazards with supervisors, safety committee or agency safety officer.

**Safety committees** may identify sources of job-related hazards for employees; conduct JSAs (or coordinate the evaluations with subject matter experts) for job tasks performed by the employees within the work unit, and may discuss, select and recommend control measures (i.e., engineering, administrative and PPE), which ensure appropriate levels of protection.

### Conducting a Job Safety Assessment

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Using the Form 8.20 Job Safety Assessment, identify potential hazards to employees.

### Training

Training is not required to conduct safety assessments. However, personnel who perform assessments should acquire a good working knowledge of the types of hazards typically regulated by OSHA as well as the various types of controls used

to mitigate hazards. Where a person has a lack of knowledge regarding a particular situation that needs assessment, a subject-matter expert should be used.

## Implementing Control Measures

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- ◆ Control measures determined through JSAs that deal with localized tasks or non-routine tasks will be deployed by the supervisor or work unit manager.
- ◆ Control measures determined through JSAs dealing with Agency-wide issues will be deployed through the agency safety officer.

## AUTHORITY

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This policy and procedure is issued by the Virginia State Forester.

## INTERPRETATION

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The director of human resources and agency safety officer are responsible for the interpretation of this policy and procedure.