



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 40-002

Title: General Policy: Job Safety Analysis

Saskatchewan Employment Act:

OHS Regulation: 22 (b)

Date: January 1, 2017

Date Revised/Reaffirmed: May 15, 2018

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Purpose

To identify and control health and safety hazards

Definition

- **“Job Safety Analysis (JSA)”** is a documented, systematic process that identifies and assesses existing and potential health and safety hazards associated with a particular task. Methods for controlling these hazards are identified and then incorporated into written safe work procedures.

Roles and Responsibilities

Employer must ensure:

- The occupational health and safety program identifies existing and potential risks to the health and safety of workers
- The program includes procedures to respond to an emergency, that will be taken to reduce, eliminate or control those risks

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That all JSA's are reviewed at a minimum of every three years unless there is a change in job function, then JSA's would have to be updated at the time of change
- That all JSA's are communicated to workers and kept readily available

Worker must ensure:

- They are trained in and follow the safe work procedures

Materials

- Copies of the JSA for the tasks specific to the work

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

April 3, 2018

May 15, 2018