



Procedure

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: June 4, 2018

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Purpose

To identify and control health and safety hazards

Procedure

Manager/Supervisor:

- Ensures that JSA's are written for tasks that are high-risk, new, have been modified or are performed infrequently or rarely
- Establishes work groups that will develop the JSA's
- Ensure all member of the work group receive training in JSA
- Provides work groups with the necessary time and resources
- Works with workers to identify hazards & develop controls
- Develop safe work procedures from the JSA's
- Implements controls identified in the JSA to eliminate and/or manage the hazard(s)
- Communicates the controls and safe work practices to workers
- Reviews and revises JSA's 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

Worker:

- Works with manager/supervisor to identify hazards present in particular tasks
- Participates in the development of JSA's
- Follows safe work procedures as developed

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.

Resources

- [JSA Templates](#)
- [Risk Assessment Matrix](#)

Review Dates:

January 1, 2017

April 3, 2018

May 15, 2018

June 4, 2018