



Saskatchewan Health Authority

Procedure

Saskatoon & Area - Occupational Health & Safety

Number: 40-002

Title: General Policy: Job Safety Analysis

Saskatchewan Employment Act:

OHS Regulation: 3-11(1)(b)

Date: January 1, 2017

Date Revised/Reaffirmed: November 15, 2021

Any PRINTED version of this document is only accurate up to the date of printing. Saskatchewan Health Authority (SHA), Occupational Health & Safety Services (OHS) cannot guarantee the currency or accuracy of any printed policy. Always refer to the Occupational Health & Safety internal website for the most current versions of documents in effect. This policy complies with legislation (minimum standards) at the time of this writing and/or revision. SHA OHS accepts no responsibility for use of this material by any person or organization not associated with SHA. No part of this document may be reproduced in any form for publication without permission of SHA OHS Services.

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

November 15, 2021