POLICY

There is no policy

PROCEDURE

Job Safety Analysis
College vice presidents and supervisory personnel may conduct a job safety analysis to determine any hazardous conditions or procedures and how to eliminate/correct them.

A properly completed job safety analysis provides information for training purposes and assists in isolating or eliminating hazards associated with a given job.

A job safety analysis may be applied to tasks done in virtually any college work setting, including offices, laboratories and shop areas.

A job safety analysis system provides the following benefits:
1. Assures safe, efficient procedures for individual training of current employees.
2. Assures safe procedures are available and used for new employee orientations.
3. Prepares the department for on-the-job safety inspections.
4. Provides a means for reviewing procedures after accidents occur.
5. Provides a means for studying tasks for possible improvements in work methods.

Job safety analysis has four main steps:
1. Selecting the job: Initially select those tasks with the worst safety records. Review accident injury and illness reports to determine which tasks have the highest incident rates.
2. Define the Scope: Carefully define scope of the task. The task should be a specific job; not necessarily all the elements of an employee's job description.
3. Identifying steps: Organize the task into a sequence of logical steps. Select an employee to perform the task. The employee should be experienced in the job and be willing to share his or her ideas. Tell the employee that he or she was selected on the basis of experience and capability. Explain to the employee that the task is being evaluated, not the employee; the goal of the analysis is to make the job safer.
4. Identifying Hazards: Observe the employee performing the task. Identify all real and potential physical and environmental hazards. These may include: (1) being struck by an object; (2) getting caught on, in, or between objects; (3) slipping/falling from one level to another; (4) causing a strain due to pushing, pulling or lifting; and (5) being exposed to environmental hazards; e.g., gases, vapors, fumes, dust, heat or cold.
Repeat the observation until all hazards and potential accidents have been identified. Check with the observed employee to see if anything has been missed or overlooked.

Develop Solutions
After determining the physical and environmental hazards of a job, develop solutions to the hazards. The principle means of eliminating hazards include:

1. Finding a new way to do the job;
2. Changing the physical conditions that create the hazards;
3. Changing the job procedure to eliminate hazards; and
4. Questioning the necessity for or frequency of doing a hazardous task.

Prepare procedures
When writing procedures, be specific and concrete. Do not say, "be careful" or "use caution." State exactly what needs to be done to eliminate accident potential. State specifically what to do and how to perform the procedure.

Review procedures
Review the new procedures with employees. This review helps ensure the proposed procedures are practical and usable.