



# Safety Works - Keep Informed

## 5 Steps to Conducting Effective Job Safety Analysis/ Job Hazard Analysis (JSA/JHA) \*

**Takeaway:** A Job Safety Analysis (JSA) helps to identify and diagnose potential hazards in the workplace before they become a problem. It is only effective if you act on the information gathered from it. Institute controls for all the hazards you've uncovered through you JSA/JHA

The National Safety Council estimates that an on-the-job fatal accident occurs every 90 minutes while, an on-the-job injury requiring professional medical treatment happens every 5.2 seconds. Work place injuries and fatalities cost the U.S. economy approximately \$122.6 billion dollars each year. Furthermore, according to physical therapist and industrial consultant, H. Duane Saunders, in the United States, 97 percent of money spent on medical care is directed towards the treatment of illnesses, injuries and disabilities; only 3 percent is actually spent on prevention. Therefore, knowing how to effectively conduct a job safety analysis can reduce this unnecessary expense to companies.

### What is a Job Safety Analysis?

A Job Safety Analysis (JSA), also known as a Job Hazard Analysis (JHA), is a technique that examines all aspects of a specific job-related task in order to identify hazards before they cause accidents.

According to the Occupational Health and Safety Administration (OSHA), a JSA must focus on the relationship between the worker, the task and the tools, as well as the work environment. After hazards have been identified, steps are taken to eliminate or reduce hazards to an acceptable risk level.

### Benefits of Conducting a Job Safety Analysis

Health and safety compliance in the workplace can add value to a business, as well as the lives of its workers. In addition, helping employers prevent/reduce workplace injuries, illnesses and fatalities, they have a number of direct and indirect benefits and can be beneficial to businesses for the following reasons:

- Establishing proper job procedures
- Ensuring that all employees are properly trained
- Identifying previously un-noticed hazards
- Reducing workers' compensation costs
- Increasing worker productivity
- Assisting with regulatory compliance
- Maintaining a healthier workforce



### Risk Management & Insurance Services

CA License #0B84519  
6201 Oak Canyon, Suite 100,  
Irvine, CA 92618-5232



### Inside this issue

- Understanding the Dangers of Heat Stress .....2
- 5 Tips for Better Emergency Preparedness .....3
- Cal OSHA Updates .....3
- Office Safety .....4
- Know Your Exits .....4
- Office Safety: Knowing Fire Safety Can Save Your Life .....5
- Job Safety Analysis (cont'd.) .....6
- Job Safety Analysis (cont'd.) .....7
- What is Available to Improve your Ergonomic knowledge? .....8

### What can employers and employees do to help prevent heat stress during the summer?

In many parts of the country, the weather is already hot and humid. Workers in hot environments can be at risk for heat stress, which can lead to serious illness. Older workers; workers with existing health conditions such as high blood pressure, diabetes and obesity; and those working strenuously or in direct sunlight are at greatest risk. Nobody can control the weather, but heat stress is preventable if employers and workers take proper precautions.

### Types of heat stress

- Heat stroke is the most serious condition related to heat and should be considered a medical emergency. When the body becomes unable to control its temperature, the mechanism that controls sweating fails, the body is unable to cool down and the core temperature quickly rises.
- Heat exhaustion occurs when the body loses too much water and salt through excessive sweating. It usually is caused by exposure to high temperatures, especially with high humidity, and strenuous activities.
- Heat syncope is a fainting episode or dizziness that can occur from prolonged standing or a sudden rise from sitting or lying down. Blood vessels in the body dilate to radiate heat, which lowers blood pressure.
- Heat cramps are painful, involuntary muscle spasms that usually affect workers who sweat a lot during strenuous activity. This sweating depletes the body's electrolyte and moisture levels, which contribute to painful cramps. Heat cramps can be a symptom of heat exhaustion.
- Heat rash is a skin irritation caused by excessive sweating in hot, humid weather. It also is known as "prickly heat." It occurs when skin ducts are blocked and perspiration is trapped beneath the skin.

Employers should follow these tips to help prevent heat stress among workers:

- Schedule routine maintenance and repair for cooler months.
- Schedule jobs in the morning or evening, when temperatures are cooler.
- Acclimatize workers by exposing them for progressively longer periods to hot work environments.
- Reduce the physical demands of workers.
- Use relief workers or assign extra workers for physically demanding jobs.
- Provide cold water or non-alcoholic beverages to workers.
- Provide rest periods and water breaks in cool areas.
- Monitor workers who are at risk for heat stress.
- Provide heat stress training that includes information about risk, prevention, symptoms, treatment and personal protective equipment.

Workers should:

- Wear light-colored, loose-fitting, breathable clothing such as cotton and avoid synthetic fabrics. Be aware that protective clothing or PPE may increase the risk of heat stress. This does not mean workers should avoid proper PPE.
- Avoid exposure to extreme heat, sun exposure and high humidity when possible.
- Gradually build up to heavy work, and schedule heavy work during the coolest parts of day.
- Take more breaks in the shade or a cool area.
- Drink water frequently, about 1 cup every 15 to 20 minutes. Avoid alcohol and drinks with large amounts of caffeine or sugar. Clearer-colored urine will indicate appropriate hydration.
- Monitor your physical condition and that of co-workers.

*\*Responding is Langdon Dement, EHS advisor, UL EHS Sustainability, Franklin, TN.*

# 5 Tips for Better Emergency Preparedness Amanda Willard

Emergencies can happen suddenly at any time, wreaking havoc and devastation and taking a costly toll on the lives of workers, your local community, and on the finances of business and industry. When an emergency happens, your workers play a key role in the execution and success of your company's emergency preparedness plan.

In that light, it's often said that the best defense is a good offense, and when it comes to emergency preparedness, the best strategy is to *Prepare* and *Plan* to safely *Respond*.

The following 5 tips detail how you can stay on top of emergency preparedness in your workplace.

## Step 1: Evaluate Your Existing Plans

Your first step is to review and re-evaluate your company's emergency response plan, making sure that plans are in place for all possible types of emergencies. These can include, but aren't limited to:

<ul style="list-style-type: none"><li>• Fires and explosions;</li><li>• Hazardous material incidents and chemical spills;</li><li>• Hurricanes, earthquakes, tornadoes, floods, lightning and winter storms;</li><li>• Infectious disease outbreaks and pandemics;</li></ul>	<ul style="list-style-type: none"><li>• Power outages;</li><li>• Vehicle or aircraft incidents;</li><li>• Structural collapses;</li><li>• Terrorist attacks, biological agents (bioterrorism), civil disturbances, bomb threats and workplace violence;</li></ul>
--	---

## Step 2: Train Your Workers

Your next step is to review your company's emergency response procedures and policies with workers. Ensure that all employees (including new and returning workers) have received orientation and training in these areas:

- Their specific roles and responsibilities in your company's emergency response procedures;
- The potential hazards, threats and protective actions specific to your workplace;
- Your company's established communication procedures, including notifications and warnings;
- Your company's evacuation and shelter procedures;
- The location of common emergency equipment and how to use this equipment;
- The emergency shutdown procedures; and
- Established home communication plans for workers to contact and locate family members during an emergency.

## Step 3: Communicate Your Plans and Procedures

Once everyone has received proper training, it's important to keep workers up to date and involved in your company's emergency planning. Use internal communications tools such as handouts, posters, newsletters and intranets to keep workers informed of emergency plans and procedures.

## Step 4: Practice

It's also important to practice your emergency response plan. Schedule regular drills and exercises for all potential situations to help keep your workers prepared for the unexpected.

## Step 5: Drive the Message Home

Of course, emergencies also occur in the home and the community. Stress to your workers the importance of developing and testing family and individual emergency preparedness plans.

**Conclusion** During an emergency or crisis, the biggest risk to your workers in the workplace is the confusion and panic resulting from being unprepared. If you keep workers informed, educated, trained and practiced, they will be able to respond to a crisis in a more self-assured, confident manner.

## Cal OSHA Updates

### Proposed

[Sections 1504, 1526, 3361, 3364, 3437, 3457 and 5192](#) Single-User Toilet Facilities

[Sections 1618.1 and 1618.4](#) Cranes and Derricks in Construction: Operator Qualification

[Sections 2300, 2305.2, 2940.2 and Appendix A to Article 36](#) Electric Power Generation, Transmission, and Distribution; Electrical Protective Equipment: Final Rule - Correction

[Section 3203\(a\)](#) Employee Access to Injury and Illness Prevention Program

[Sections 3441 and 3449](#) Outdoor Agricultural Operations During Hours of Darkness

[Section 8615\(g\)](#) Fall Protection in Telecommunications

**For more information regarding the development of Occupational Safety and Health regulations, e-mail [oshsb@dir.ca.gov](mailto:oshsb@dir.ca.gov)**

**Need a Safety Slogan for the Month?**

Working Safely  
May Get Old, But  
So Do Those Who  
Practice It.

~~~~~  
Watch Where You  
Walk Or You Might  
Need A Walker.

~~~~~  
Those Precious  
Fingers Don't Ig-  
nore, Or They  
Could End Up On  
The Floor.

~~~~~  
The Door To Safe-  
ty Swings On The  
Hinges Of Com-  
mon Sense

~~~~~  
Shortcuts Cut Life  
Short

~~~~~  
Safety Is About  
Doing The Right  
Thing, Even If No  
One Is Looking.

~~~~~  
Safe Crane Opera-  
tion Is Uplifting

~~~~~  
10 Fingers, 10  
Toes 2 Eyes 1  
Nose...Safety  
Counts

## Office Safety

**Takeaway:** *Do not stand on chairs or desks, report faulty furniture, and keep floors clean and unobstructed.*



The office can prove to be a dangerous work place. It can result in cuts, burns, slips, trips, falls, crush injuries, repetitive strain injuries and eye strain. To keep yourself and your fellow workers safe in the office follow these guidelines:

- Furniture should have rounded edges, as opposed to sharp edges. If you notice protruding edges, faulty chairs or wobbly table legs, report this immediately so that it can be repaired
- Do not misuse tilting chairs, making sure that they are kept in good repair
- Do not use chairs, tables or other items of furniture in place of a ladder
- When not being used, be sure to close all desk, file cabinet and table drawers
- Only open one file cabinet drawer at a time, and do not leave it open after use
- When closing drawers do so slowly, to ensure you do not pinch your fingers
- Paper cutter blades should be closed when you are not using them
- Keep your hands away from printer and typewriter carriages
- Sharp objects, such as scissors, paperclips, thumbtacks and razorblades should be stored out of sight and used carefully
- Floors and walkways must be kept clean, dry and unobstructed
- Stacked objects must not be stored where they will cause a hazard

## Know Your Exits

**Takeaway:** *Get into the habit of identifying the emergency exits at the stores you visit, hotels you are staying at and public buildings you enter.*



In an emergency you do not have a lot of time to take in your surroundings. That is why getting familiar with the layout of buildings makes smart safety sense. When you enter a store, hotel or public building, identify the emergency exits by doing a quick visual sweep of the premises. If an emergency does arise, you'll be able to get you and your loved ones to safety a lot quicker.

Most public buildings will have an emergency evacuation plan posted on the wall. Get into the habit of locating and checking this out. The plan will provide you with a layout of the floor you are on, as well as the important exits and any evacuation procedures. They should also give the location of fire extinguishers and first aid kits and the phone numbers to ring in the event of an emergency.

In a disaster, most people will try to exit the same way they came in. This creates a potentially lethal bottleneck situation. This has resulted in many deaths as people get stuck and then trample over each other. By simply glancing at the emergency evacuation plan or taking note of the emergency exit signs, you will be able to avoid the stampede and get out in a timely fashion.

## Office Safety: Knowing Fire Safety Can Save Your Life

**Takeaway:** *How many people in your office can name where the fire extinguishers are located and where the rendezvous point is in the event of a fire? Find out what else you might be missing.*

Some people assume that working in an office cannot be as dangerous as working in the field, but that is only because they haven't had any dangerous encounters at work. According to the National Fire Data Center's Topical Fire Report Series, an average of 86,500 nonresidential **fires** are reported in the United States each year (between 2009 and 2011). Fire safety is important in any structure, but when it comes to hazards with fatal consequences, fires rank high in the office environment. Here we'll take a look at fire safety and what everyone in an office needs to know about it.

### What You Don't Know About Fire Safety ...

How many people in your office can name where the fire **extinguishers** are located and where the rendezvous point is in the event of a fire? Is there a designated fire marshal who will take attendance at the muster point? Or does everyone fend for themselves? Overall, a well-orchestrated and well-rehearsed plan in case of fire can help prevent chaos. Here's what a fire safety plan should include:

#### ***Know Where Fire Extinguishers Are Located***

A fire can start anywhere, so it's important for all employees to know where the fire extinguishers are located. That isn't enough though; employees should also know how they work. Most extinguishers run using "PASS:" pull the pin, aim the hose, squeeze the handle and use a sweeping motion to extinguish!

#### ***Have a Clearly Stated Evacuation Route***

If the alarm goes off, follow procedures and make for the meeting point using the defined evacuation route in a clear and calm manner. It is recommended to use the stairs in office towers in lieu of the elevators, but always refer back to the office evacuation plan.



#### ***Choose a Buddy***

On your way to the evacuation point, make a note of where your buddy is. Everyone should be responsible for a buddy at work, so everyone can be counted. Was your buddy present at work? Were they in the office? Think about where your buddy was, and if he or she is around to be counted.

#### ***Meet at a Muster Point***

All employees should be instructed to meet at a muster point, or meeting place, a safe distance from the building. This ensures that everyone will be able to get information on whether it's safe to re-enter the building. At this time, attendance is usually taken, including the possibility of missing persons, so be sure to report in, and get counted.

#### ***Practice Evacuation***

It is important to engage in practice drills at least once or twice a year to ensure that everyone in the office is aware of the potential threat of a fire and how to react in the event of one. Even if a fire does not occur, a fire drill is great way to keep the office team sharp and prepared for emergencies if they ever do happen.

Continued on page 7

## Accident Analysis

DEFINITION -

WHAT DOES **ACCIDENT ANALYSIS** MEAN?

After an accident occurs in the workplace, an accident analysis is conducted to uncover the proximate and enabling causal factors so that measures can be identified and implemented to prevent a recurrence. The process generally involves the systematic collection, documentation, and communication of relevant information.

An accident analysis is also sometimes referred to as an accident investigation. *By Safeopedia*

~ ~ ~ ~

## Loss Control Management

DEFINITION -

WHAT DOES **LOSS CONTROL MANAGEMENT** MEAN?

Loss control management refers to the process of managing the level of safety risk within a workplace. *By Safeopedia*

Continued from page 1

## When Should a Job Safety Analysis Be Conducted?

A job safety analysis should be conducted for all job roles. However, the Occupational Safety and Health Administration (OSHA) recommends that priority be given to the following job types:

- Jobs with the highest injury, illness and fatality rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs where one simple human error can lead to a severe accident or injury
- Jobs that are new to the company's operations or have undergone changes in processes and procedures
- Jobs complex enough to require written instructions

## How to Effectively Conduct a Job Safety Analysis

*Involve employees.* Discuss what you are going to do and why. Be sure to emphasize that you are evaluating the job task and not employee performance. Involving employees will provide you with valuable knowledge about the job task, as well as ensure a quality analysis

*Review accident history.* Review the company's accident history with your employees. This includes the company's injury, illness, and near miss history. The information will help you to determine whether or not existing hazard control measures (if any) are adequate, and to determine which jobs pose the highest risk to your workers



## R U MEASURING UR RISK

*Conduct a preliminary job review.* Discuss with your employees the hazards that they know exist in their current job task and work environment. Brainstorm with them ideas to eliminate or control those hazards. Additionally, identify the OSHA standards that apply to that job role and be sure to incorporate these requirements into your job safety analysis

*Set priorities.* List, rank, and set priorities for hazardous jobs. Hazardous jobs will include all those job types specified by OSHA listed above

*Outline the steps or tasks.* Every job can be broken down into steps. Watch the employee perform each step when conducting your job safety analysis. Get input from employees who perform the same job tasks. Also, it is important that you review the job steps with the employee to ensure that nothing was omitted.

## The Job Safety Analysis Process

### 1. Identify the hazards in each step of the job task

To do this, consider the following:

- What could go wrong?
- How could it happen?
- What are other contributing factors?
- What are the consequences?
- How likely is it that the hazard will occur?

Continued on page 7

Continued from page 6

## 2. Review the list of hazards identified with the employees responsible for carrying out the job

You should:

- Discuss what can be done to eliminate or reduce these hazards with the affected employees.

## 3. Correct the unsafe conditions and processes by implementing methods of hazard control

These may include:

- Changes to equipment or engineering controls
- Improvement to the work environment, such as better lighting and ventilation
- Administrative controls or changes to the work processes and how the task is done
- Changes in the use and type of personal protective equipment, e.g. gloves, hearing protection, boots, etc.
- Retraining all employees affected by the new changes and ensure that they clearly understand the changes made

## 4. Review the job safety analysis

This should be done:

- Periodically as you may discover hazards that you may have previously missed
- When the job task or process has changed
- When injuries or near misses occur while performing the job task

## 5. Utilize the information obtained from conducting the job safety analysis

This information can be useful for:

- Training new employees
- Conducting accident investigations

## Conclusion

Once you've completed your Job Safety Analysis, you must act on the information you gained from it. It can't simply be done to check off boxes – employers who don't demonstrate a commitment to health and safety by controlling identified hazards will have gone through all of the trouble of conducting a JSA without getting any of the benefits. So, remember, what makes a Job Safety Analysis effective isn't just what you do during it; it's also the actions you take after it's done.

*\*Kurina Baksh contributing editor for Safeopedia*

Continued from page 5

### *Practice Prevention*

According to statistics from the Federal Emergency Management Agency (FEMA), **most fires occur in the afternoon, and are from cooking and storage issues. Half the battle is in fire prevention, so it is important to be safety aware.**

### Don't Get Burned

If you are caught in a building during a fire, make sure to stay low and below the smoke line if possible. Close any doors that may become a passageway for fire and smoke. This may prevent the spread of fire to other areas of the office. Get close to an extinguisher if you can, and use a piece of clothing to put over your face so you can filter out some of the smoke. Stay vocal, but try not to panic, and work your way along the floor the safest possible area you can think of.

If you are not sure about the safety plan at your office, or wherever you work, you do not need to be afraid or ashamed to ask. Fire safety is often taken too lightly - until it's too late. Better safe than sorry.

