

REMOVING THE HAZARD FROM THE JOB

efits come from use of the JSA in these phases of the supervisor's work

- 1 Giving individual training to employees
- 2 Making employee safety contacts
- 3 Instructing the new man on the job
- 4 Preparing for planned safety observations
- 5 Giving prejob instructions on irregular jobs
- 6 Reviewing job procedures after accidents occur
- 7 Studying jobs for possible improvement in job methods.

When a JSA is distributed, the supervisor's first responsibility is to explain its contents to employees and, if necessary, to give them further individual training. The entire JSA must be reviewed with the men concerned so that they will know how the job is to be done—without accidents.

The JSA can furnish material for planned safety contacts. All steps of the JSA should be used for this purpose. The steps that present major hazards should be emphasized and reviewed again and again in safety contacts.

New men on the job must be trained in the basic job steps. They must be taught to recognize the hazards associated with each job step and must learn the necessary precautions. There is no better guide for this training than a well-prepared JSA.

Occasionally, the supervisor should observe his men as they perform jobs for which job safety analyses have been developed. The purpose of these observations is to determine whether or not the men are doing the jobs in accordance with the safe job procedures. Before making such observations, the supervisor should prepare himself by reviewing the JSA in question so that he will have firmly in mind the key points that should be part of his observations.

Many jobs, such as certain repair or service jobs, are done infrequently or on an irregular basis. The men who do them will benefit from prejob instruction that reminds them of the important hazards and the necessary precautions. Using the JSA for the particular job, the supervisor should give this instruction at the time he makes the job assignment.

Whenever an accident occurs on a job

covered by a job safety analysis, the JSA should be reviewed to determine whether or not it needs revision. If the JSA is revised, all employees concerned with the job should be informed of the changes and instructed in any new procedures.

When an accident results from failure to follow JSA procedures, the facts should be discussed with all the men who do the job. It should be made clear that the accident would not have occurred had the JSA procedures been followed.

All supervisors are concerned with improving job methods to increase safety, reduce costs, and step up production. The job safety analysis is an excellent starting point for questioning the established way of doing a job. And study of the JSA may well suggest definite ideas for improvement of job methods.

Purchasing

The safety department should have excellent liaison not only with the engineering departments but also with the purchasing department.

Purchasing for safety

It should be the duty of the safety department to devise and put in writing the safety standards that will guide the purchasing department. These standards should be set up so that the hazards involved in a particular kind of equipment or material being purchased are eliminated (as by substitution of a safe material for a dangerous one) or guarded for the protection of the worker, the machine, and the product.

The purchasing agent is not concerned closely with educational and enforcement activities, but he is vitally concerned with many phases of the engineering activities. It is his duty to select and purchase the various items of machinery, tools, equipment, and materials used in the establishment, and it is his responsibility—at least in part, and often to a considerable degree—to see that in design, manufacture, and particulars of shipment of all these items, safety has received adequate attention.

In one example, a lead hazard occurred in the unloading of litharge (PbO), which was shipped in 10-gallon paint pails with covers. These pails arrived, either in trucks or in boxcars, with a film of litharge on the outside. When they were moved, a lead