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Job safety analysis

Job safety analysis evolved from job or task analysis, and is defined as: ‘the identification of all the accident prevention measures appropriate to a particular job or area of work activity and the behavioural factors which most significantly influence whether or not these measures are taken’.



Job/task analysis

The identification and specification of the skill and knowledge contents of jobs.

Job/task training analysis

The identification and specification of what has to be taught and learned for individual jobs.

Job safety analysis

The approach is both diagnostic and descriptive. It may be job-based or activity-based.

- **Job-based:** Machinery operators; fork lift truck drivers
- **Activity-based:** Manual handling operations; roof work; cleaning activities.

Job safety analysis evolved from:

- a) task analysis; and
- b) method study and work measurement (SREDIM).

The latter incorporates the SREDIM principle, namely:

SELECT – the work to be studied

RECORD – the method of doing the work

EXAMINE – the total operating system

DEVELOP – the optimum methods for doing the work

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INSTALL – the method into the company's operations

MAINTAIN – the defined and measured method

Applying the SREDIM principle to job safety analysis, the procedure is as follows:

- Select the job to be analysed.
- Break the job down into component parts in an orderly and chronological sequence job.
- Critically observe and examine each component part of the job to determine the risk of accident.
- Develop control measures to eliminate or reduce the risk of accident.
- Formulate written safe systems of work and job safety instructions.
- Review safe systems of work and job safe practices at regular intervals to ensure utilization.

Job safety instructions

These are used as a means of communicating the safe system of work to the operator. They can be produced as:

- a) a general manual covering all jobs;
- b) specific cards attached to machines or displayed in the work area.

Criteria for selection of jobs for analysis

- Past accident and loss experience
- Maximum potential loss
- Probability of accident recurrences
- Legal requirements
- Relative newness of the job
- Number of employees at risk

A Job Safety Analysis record should be maintained for each job analysed.

Stages of job safety analysis

Job safety analysis usually takes place in two specific stages, each of which has different information requirements.

Initial job safety analysis

The following factors are considered:

Job title Department/Section

Job operations Machinery/equipment used

Materials used Protection needed

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Hazards Degree of risk

Work organization Specific tasks

Total job safety analysis

The following factors are considered:

Operations Hazards

Skills required External influences on behaviour

Learning methods



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