



# SEED FOR SAFETY

ISO 9001:2015 Certified

## JOB SAFETY ANALYSIS



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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

**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

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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