

IndustrySafe Job Safety Analysis Hazard Identification End User Guide

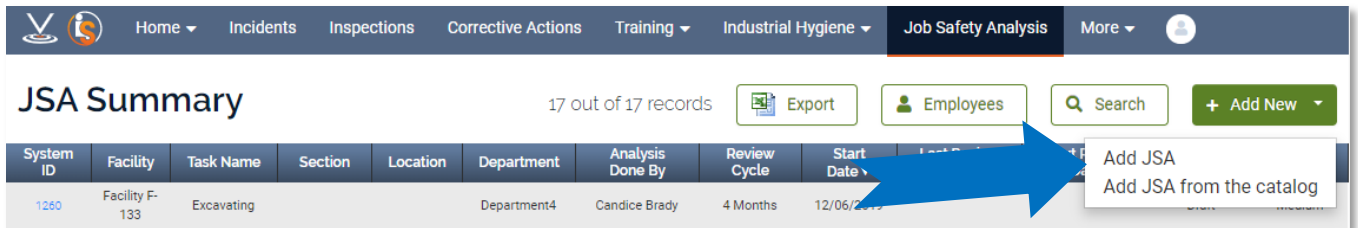
1 Open the Job Safety Analysis Module

1.1 Click on the Job Safety Analysis Tab



2 Add a JSA

2.1 Click the Add New in the top right-hand corner and a drop down will appear. Click on Add JSA.



2.2 Complete the **Basic Information** section and click **Save**.

JSA Recording Form:

[Save](#) [Save and Add](#) [Feedback](#) [Print](#) [Print Analysis Form](#)

[Basic Information](#) | [Additional Features](#) | [History Section](#)

Basic Information

Name *	<input type="text"/>
Department *	<input type="text"/>
Facility	<input type="text"/>
Status *	<input type="text" value="Draft"/>
Start Date	<input type="text" value="12/12/2019"/>
Analysis Done By *	<input type="text" value="Dimitriadis, Dina"/>
Supervisor's Name *	<input type="text" value="Start typing name here"/>
Supervisor's ID *	<input type="text"/>
Section	<input type="text"/>
Location	<input type="text"/>
Supervisor's Title	<input type="text"/>
Department	<input type="text"/>

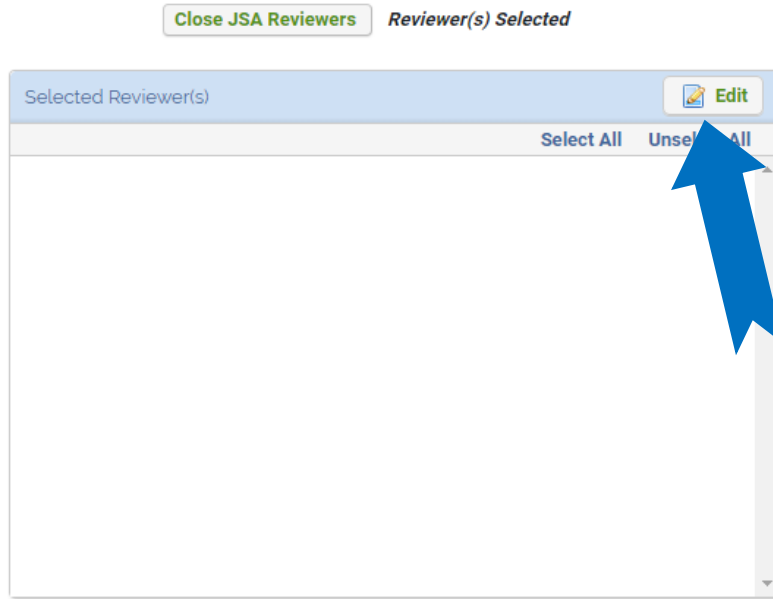
2.3 Add JSA Reviewers by selecting the **View JSA Reviewers** button.

New Currency Field 3

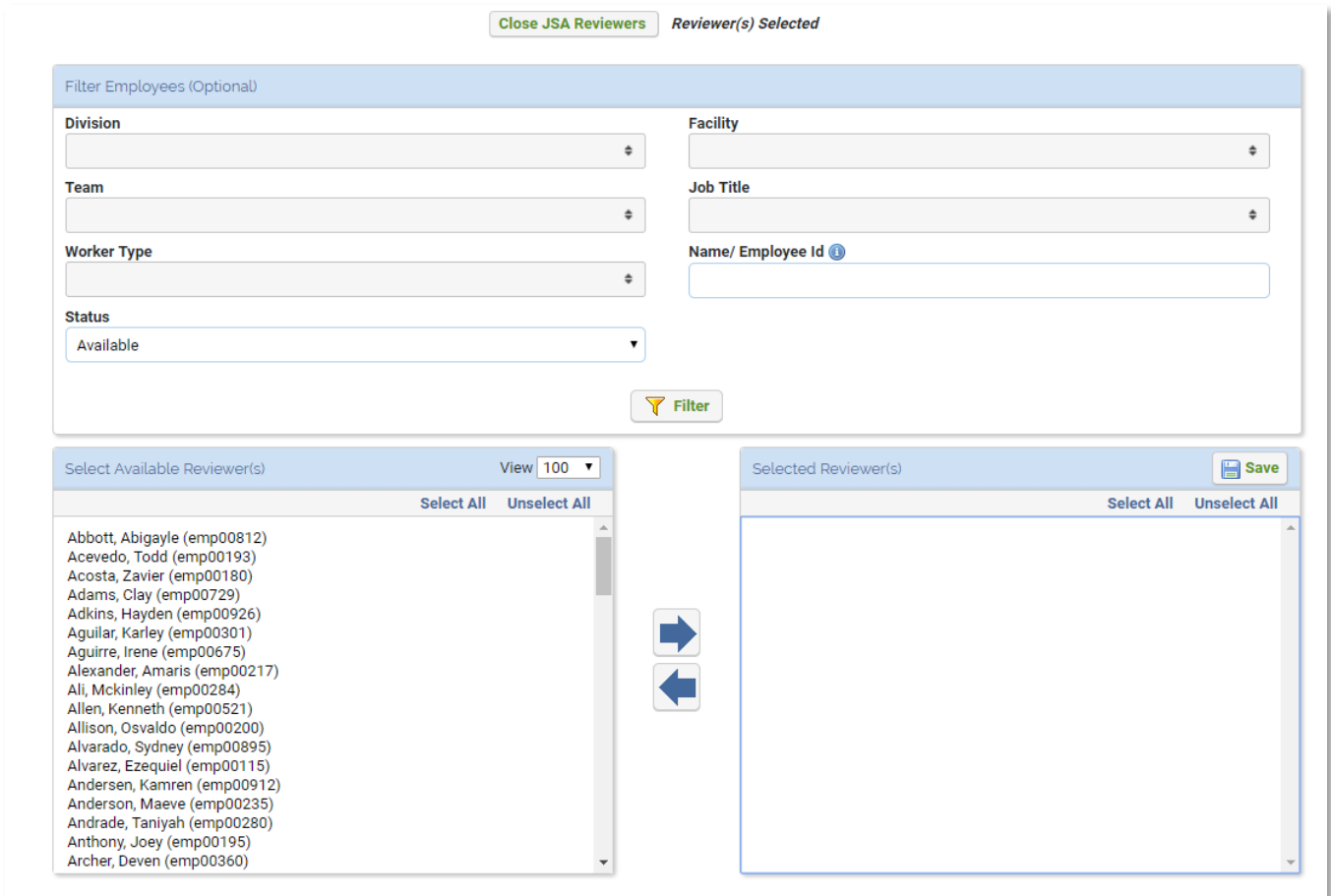
Overall Risk

[View JSA Reviewers](#) *Reviewer(s) Selected*

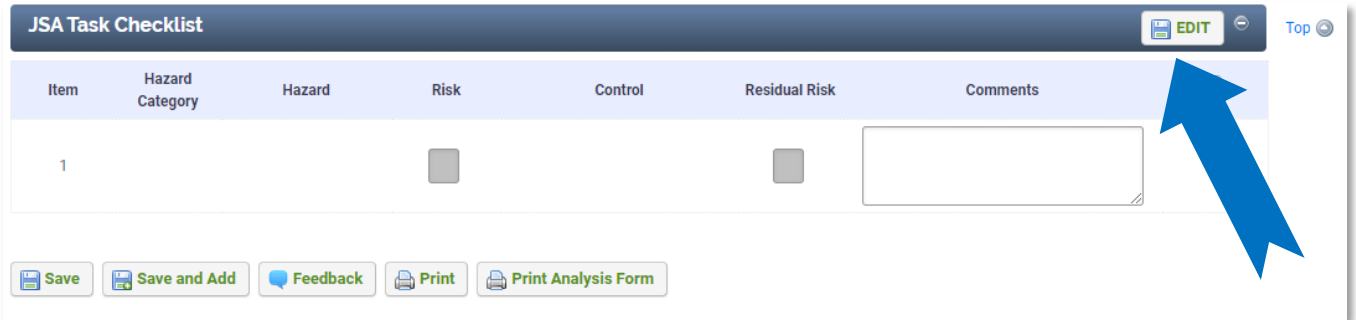
2.4 A Selected Reviewer(s) list will appear below. Select **Edit** to add/remove JSA Reviewers. Once JSA Reviewers have been added, click **Save** on



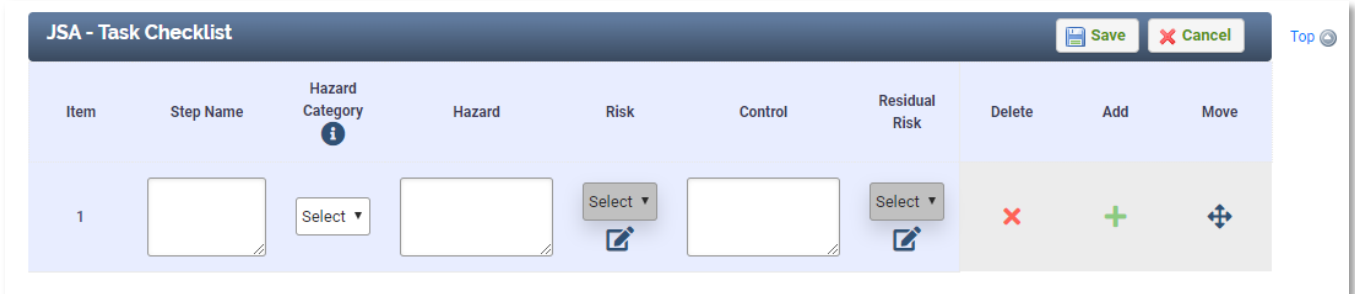
Selected Reviewer(s) box to save your changes.
After clicking the **Edit Button**, a field of available reviewers appear.



2.5 Add Steps to the JSA Task Checklist by clicking **Edit**.



2.6 Enter Step Name, Select Hazard Category, and Hazard Description



2.7 To calculate the Risk and Residual Risk. Click on the **Edit Button** underneath the Risk and/or Residual Risk to fill out the Risk Assessment. Select the Severity and Probability. Then Click **Save**. **Note:** If the Risk Assessment Icon has been disabled, select the Risk value from the drop down in the checklist.



Risk Assessment


Risk

2.8 Hover over the column being worked on to see the Delete, Add, and Move buttons on the right side.

JSA - Task Checklist							<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	Top
Item	Step Name	Hazard Category	Hazard	Risk	Control	Residual Risk	Delete	Add	Move
1	<input type="text"/>	Select	<input type="text"/>	Select	<input type="text"/>	Select	<input type="button" value="X"/>	<input type="button" value="+"/>	<input type="button" value="Move"/>

2.9 When finished adding Steps to the JSA Task Checklist, click the **Save Button**.

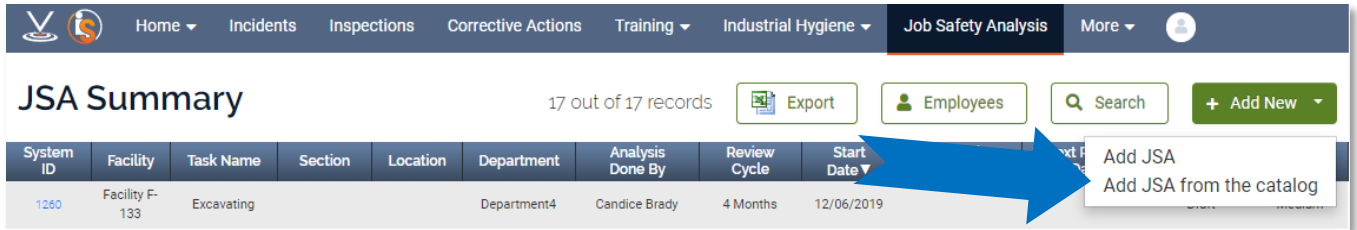
JSA - Task Checklist							<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	Top
Item	Step Name	Hazard Category	Hazard	Risk	Control	Residual Risk	Delete	Move	
1	<input type="text"/>	Select	<input type="text"/>	Select	<input type="text"/>	Select	<input type="button" value="X"/>	<input type="button" value="Move"/>	



3 Add JSA from Catalog

IndustrySafe includes an option to create a new JSA by copying the checklist from an existing JSA.

- 3.1 Click the **Add New** in the top right-hand corner and select **Add JSA from Catalog**.



- 3.2 Find an existing JSA to copy from by using any of the following filters: Business Group, Region, Division, Facility, Date Range, Status, and Task Name.

Select a JSA from the Catalog:

[Continue](#)

[Basic Information](#) | [History Section](#)

Basic Information Top

Division

Facility

Section

Location

Department

Date Range From: To:

Status

Task Name *

[Continue](#)

3.3 Click the **Continue** button.

Select a JSA from the Catalog:

[Continue](#)

Basic Information | History Section

Basic Information Top

Division

Facility

Section

Location

Department

Date Range From: To:

Status

Task Name *

[Continue](#)

3.4 Edit the Task Name for the new JSA if desired, and enter a Start Date.

Do you want to create this JSA? ✕

Note: The new JSA will be populated with the information below.

Task Name

Start Date *

begin excavation

Item	Hazard	Control
1	Strain or Injury By	pull muscle
2	Struck or Injured By	fall in

mobilizing to job site

Item	Hazard	Control
3	Motor Vehicle	vehicle accident

[Yes](#) [No](#)

- 3.5 Click the **Yes button** after confirming that you have selected the appropriate existing JSA from which to copy and entering in the start date for the new JSA.

Do you want to create this JSA? ✕

Note: The new JSA will be populated with the information below.

Task Name

Start Date *

begin excavation

Item	Hazard	Control
1	Strain or Injury By	pull muscle
2	Struck or Injured By	fall in

mobilizing to job site

Item	Hazard	Control
3	Motor Vehicle	vehicle accident



3.6 Fill out the **Basic Information** of the new JSA Recording Form and click **Save**.

JSA Recording Form: 1300


[Save](#) [Save and Add](#) [Delete](#) [Feedback](#) [Print](#) [Print Analysis Form](#)

[Basic Information](#) | [Additional Features](#) | [History Section](#)

Basic Information Top

Task Name *	Excavating
Division	
Facility	
Status *	Draft
Start Date	12/9/2019
Analysis Done By *	Dimitriadis, Dina
Supervisor's Name *	Start typing name here
Supervisor's ID *	
Section	
Location	
Supervisor's Title	
Department	
Review Cycle *	004 - 4 Months
Last Review Date	mm/dd/yyyy
Next Review Date	

3.7 If all required fields are complete and all data is in a valid format, the successful save message will appear.

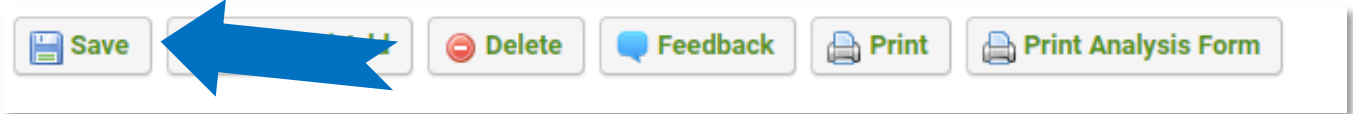
 Save Successful

JSA Recording Form: 1300

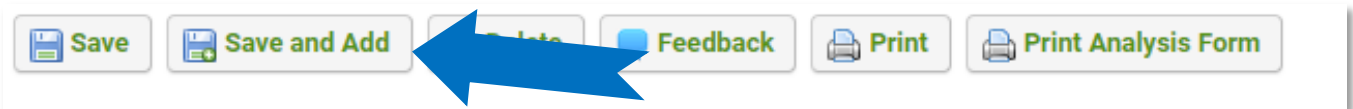
[Save](#) [Save and Add](#) [Delete](#) [Feedback](#) [Print](#) [Print Analysis Form](#)

4 Save, Save and Add, Give Feedback, and Print the JSA

4.1 At the top and bottom of the recording form, you can **Save** the **JSA Recording Form**.



4.2 The **Save and Add** feature will take the basic information, the JSA Checklist, and the JSA Reviewers and copy them over to a new JSA form. A dialogue box will prompt you to enter a new Start Date, as well as select a Status for the JSA.

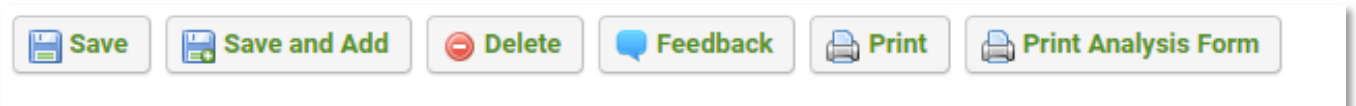


Do you want to save a new JSA? ✕

Note: All information from the current record will be copied to the new record.

Start Date * Status

4.3 Click the **Feedback** button to add feedback to the JSA as a whole.



Enter your Feedback and click **Save**. Your feedback will appear in the History section.

Feedback

Record any feedback you would like to add. Once complete, hit save.

✖ Cancel
💾 Save

The history section will display any feedback entered for the JSA. **Note:** Feedback will only appear after you exit the form and return back.

History				
	User	Status	High Risk Hazards	Feedback
Updated	Dina Dimitriadis	Draft		16 Dec 2019, 09:03 AM (EST)
Updated	Dina Dimitriadis	Feedback Received		16 Dec 2019, 09:03 AM (EST)

4.4 You can print the JSA form by selecting the **Print** button. You will be able to print the Basic Information, JSA Checklist, all photo attachments, and any Feedback added.

mobilizing to job site

Item	Hazard Category	Hazard	Control	Residual Risk	Comments
3	Motor Vehicle	vehicle accident	drive safely	L	<div style="border: 1px solid #ccc; height: 30px;"></div>

💾 Save
💾 Save and Add
🗑 Delete
💬 Feedback
🖨 Print
🖨 Print Analysis Form

5 General Notes about IndustrySafe

- Fields with a red *are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen

