

IndustrySafe Job Safety Analysis Review End User Guide

1 Open the Job Safety Analysis Module

1.1 Click on the Job Safety Analysis Module

The screenshot shows the top navigation bar of the IndustrySafe application. The 'Job Safety Analysis' menu item is highlighted with a blue arrow. Below the navigation bar is the 'JSA Summary' section, which includes a table of records and several action buttons.

System ID	Facility	Task Name	Section	Location	Department	Analysis Done By	Review Cycle	Start Date	Last Review Date	Next Review Date	Status	Overall Risk
1260	Facility F-133	Excavating			Department4	Candice Brady	4 Months	12/06/2019			Draft	Medium
1240						Anastasiya Shmatova		11/28/2019			Draft	
1181	Facility F-001					Karolina Kiselyova		11/19/2019			Feedback Received	

2 Open an existing JSA

2.1 Click on the System ID of the JSA you wish to review.

The screenshot shows the 'JSA Summary' section of the application. A blue arrow points to the System ID '1260' in the first row of the table.

System ID	Task Name	Section	Location	Department	Analysis Done By	Review Cycle	Start Date	Last Review Date	Next Review Date	Status	Overall Risk
1260	Excavating			Department4	Candice Brady	4 Months	12/06/2019			Draft	Medium
1240					Anastasiya Shmatova		11/28/2019			Draft	
1181	Facility F-001				Karolina Kiselyova		11/19/2019			Feedback Received	

2.2 Review the **Basic Information** for the JSA

Basic Information	
Task Name *	Excavating
Division *	Division D-3
Facility *	Facility F-133
Status *	Draft
Start Date	12/6/2019
Analysis Done By *	Brady, Candice
Supervisor's Name *	Irene Michael
Supervisor's ID *	emp00875
Section	
Location	
Supervisor's Title	Employee
Department	Department4
Review Cycle *	004 - 4 Months

2.3 Click the **View JSA Reviewers** button to see the reviewers selected for this JSA.

Overall Risk Medium

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

2.4 Scroll to the bottom of form to see the steps, hazards, and controls identified for the JSA.

JSA Task Checklist							EDIT	
View All							begin excavation	mobilizing to job site
begin excavation								
Item	Hazard Category	Hazard	Risk	Control	Residual Risk	Comments		
1	Strain or Injury By	pull muscle	H	ergonomically lift	M	<input type="text"/>		
2	Struck or Injured By	fall in	H	dont	L	<input type="text"/>		
mobilizing to job site								
Item	Hazard Category	Hazard	Risk	Control	Residual Risk	Comments		
3	Motor Vehicle	vehicle accident		drive safely	L	<input type="text"/>		

Save
 Save and Add
 Delete
 Feedback
 Print
 Print Analysis Form

2.5 Enter comments as appropriate for individual hazards and controls.

Residual Risk	Comments	
M	<input type="text"/>	
L	<input type="text"/>	

2.6 Click **Save** to save your comments

The screenshot shows the 'JSA Task Checklist' interface. At the top, there are tabs for 'View All', 'begin excavation', and 'mobilizing to job site'. The 'begin excavation' tab is active. Below the tabs is a table with the following columns: Item, Hazard Category, Hazard, Risk, Control, Residual Risk, Comments, and an icon column. The table contains three rows:

Item	Hazard Category	Hazard	Risk	Control	Residual Risk	Comments	Icon
1	Strain or Injury By	pull muscle	H	ergonomically lift	M		+
2	Struck or Injured By	fall in	H	dont	L		+

Below the table, there is a section for 'mobilizing to job site' with one row:

Item	Hazard Category	Hazard	Risk	Control	Residual Risk	Comments	Icon
3	Motor Vehicle	vehicle accident		drive safely	L		+

At the bottom of the interface, there are several buttons: Save, Save and Add, Delete, Feedback, Print, and Print Analysis Form. A large blue arrow points to the 'Save' button.

2.7 Attachments can be added to each line item by clicking the green Plus icon. Once added, the Green Plus icon will **change** to a Paperclip.

This screenshot is identical to the one above, showing the 'JSA Task Checklist' interface. However, a large blue arrow points to the green Plus icon in the 'Comments' column of the second row (Item 2) in the 'begin excavation' section.


Add files to item ✕



To attach files, You may click the Browse button to select multiple files.

No file chosen



Attached Files:

Progress:

	<input type="text" value="Pug.jpg"/>	Pug.jpg	22.67 KB	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
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mobilizing to job site							
Item	Hazard Category	Hazard	Risk	Control	Residual Risk	Comments	
3	Motor Vehicle	vehicle accident	<input type="checkbox"/>	drive safely	L	<input type="text"/>	

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

mobilizing to job site							
Item	Hazard Category	Hazard	Risk	Control	Residual Risk	Comments	
3	Motor Vehicle	vehicle accident	<input type="checkbox"/>	drive safely	L	<input type="text"/>	

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.

Status	High Risk Hazards	Feedback
Feedback Received		26 Dec 2019, 09:54 AM (EST)
Feedback Received	Needs more steps.	26 Dec 2019, 09:54 AM (EST)

2.9 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	Risk	Control	Residual Risk	Comments
3	Motor Vehicle	vehicle accident	<input type="checkbox"/>	drive safely	L	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>

3 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

