How to Use This JSA Template

PURPOSE

This Job Safety Analysis (JSA) template is a structured, field-ready tool for breaking a task down into individual steps, identifying hazards at each step, and documenting the control measures that will be used to protect workers. It is designed to be completed before work begins and reviewed with all crew members as a pre-task safety briefing.

WHEN TO COMPLETE A JSA

- Before any non-routine or high-risk task
- When a new task, process, or piece of equipment is introduced
- After an incident, near miss, or significant change in conditions
- When new or inexperienced workers are assigned to a task
- As part of daily pre-task planning for construction and field operations

RECORD RETENTION

Completed JSAs should be retained as safety training records. They serve as documented evidence that hazards were identified and communicated to workers before work began. Keep completed JSAs for the duration of the project plus one year minimum.

HOW TO COMPLETE THIS JSA

1. Fill out the Project & Task Information header — date, JSA number, project, location, supervisor, safety officer, crew size, company, and a clear description of the specific task being analyzed.
2. Complete the Pre-Task Site Conditions section — check each condition and mark the status. If any condition is unacceptable, address it before proceeding.
3. Check all Required PPE for this specific task.
4. Break the task into sequential steps — list each step in the order it will be performed in the Task Hazard Analysis table (page 3). Use 4–8 steps for most tasks.
5. For each step, identify ALL hazards — think about what could go wrong: struck-by, caught-in, fall, electrical, chemical, ergonomic, heat/cold, noise.
6. Rate the Initial Risk for each step using the Risk Matrix — combine the severity of the worst possible outcome with the likelihood of it occurring.
7. Document specific control measures for each hazard — use the Hierarchy of Controls (elimination first, PPE last). Controls must be specific and actionable, not generic.
8. Rate the Residual Risk after controls are applied — this should be lower than the initial risk. If residual risk is still HIGH or CRITICAL, add more controls or stop the task.
9. Review the completed JSA with ALL crew members before work begins — every person on the crew must understand the hazards and controls for each step.
10. All crew members sign the Crew Review & Sign-Off section confirming they reviewed and understand the JSA.
11. If conditions change during the task, use the Mid-Task JSA Revision section to document the change, update controls, and re-brief the crew.

UNDERSTANDING THE RISK MATRIX

The risk matrix combines Severity (how bad could the outcome be) on the vertical axis with Likelihood (how likely is it to happen) on the horizontal axis. Rate each hazard BEFORE controls are applied for the Initial Risk, then AFTER controls for the Residual Risk. Use the letter codes:

C = Critical	H = High	M = Medium	L = Low

HIERARCHY OF CONTROLS

1	Elimination	Remove the hazard entirely (most effective)
2	Substitution	Replace with something less hazardous
3	Engineering Controls	Isolate people from the hazard
4	Administrative	Change how people work (training, procedures, signage)
5	PPE	Protect the worker with personal equipment (last resort)

Always work from top to bottom. PPE should never be the only control measure for a HIGH or CRITICAL risk.

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JOB SAFETY ANALYSIS (JSA)

Pre-Task Safety Document Complete before beginning work

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PROJECT & TASK INFORMATION

Date	JSA Number / Rev.	Project Name / Number	Location / Work Area

Task / Scope of Work (describe specific task being analyzed)	Permit Required? [ ] Yes [ ] No	Permit Number

Supervisor / Foreman	Safety Officer / EHS	Crew Size	Company / Subcontractor

Equipment / Tools Used	Relevant Permits & Standards (LOTO, confined space, hot work, etc.)

PRE-TASK SITE CONDITIONS

CONDITION	STATUS	CONDITION	STATUS
Weather / Temperature	[ ] Acceptable [ ] Restrictions Apply	Fall Hazards Present	[ ] Yes [ ] No [ ] N/A
Heat Index / Wind Speed	_____°F / _____ mph	Confined Space Entry Required	[ ] Yes [ ] No [ ] Permit Issued
Ground / Surface Conditions	[ ] Stable [ ] Unstable [ ] Wet	Energized Equipment Nearby	[ ] Yes [ ] No [ ] LOTO Applied
Overhead Hazards	[ ] None [ ] Utility Lines [ ] Other	Excavation / Trenching	[ ] Yes [ ] No [ ] Shored/Sloped
Lighting Adequate	[ ] Yes [ ] No [ ] Supplemental Added	Chemical / HazMat Exposure	[ ] Yes [ ] No [ ] SDS Available
Emergency Exit / Egress	[ ] Clear [ ] Restricted	First Aid / AED Accessible	[ ] Yes [ ] No [ ] Location: _____

REQUIRED PPE FOR THIS TASK

[ ] Hard Hat (Class: ____)	[ ] Safety Glasses	[ ] Face Shield	[ ] Chemical Goggles
[ ] Hi-Vis Vest / Class: ____	[ ] Steel-Toed Boots	[ ] Cut-Resistant Gloves	[ ] Chemical-Resistant Gloves
[ ] Hearing Protection	[ ] Fall Protection Harness	[ ] Respirator (Type: ____)	[ ] Arc Flash PPE (Cal/cm²: ____)
[ ] Full-Body Suit / Tyvek	[ ] Knee / Elbow Pads	[ ] High-Voltage Gloves	[ ] Other: _____

ANALYSIS REFERENCE

RISK MATRIX

SEVERITY ↓ \ LIKELIHOOD →	Likely	Possible	Unlikely
Fatal/Crit.	CRITICAL	HIGH	HIGH
Serious	HIGH	MEDIUM	LOW
Minor	MEDIUM	LOW	LOW

HIERARCHY OF CONTROLS

1	Elimination	Remove the hazard entirely
2	Substitution	Replace with something less hazardous
3	Engineering	Isolate people from the hazard
4	Administrative	Change how people work
5	PPE	Protect the worker (last resort)

EMERGENCY INFORMATION

Nearest Hospital / Trauma Center	Emergency Assembly Point	Site Emergency Contact / Number	911 Called By

First Aid Location on Site	AED Location	Directions to Site (for EMS)

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TASK HAZARD ANALYSIS

List steps in order • Identify ALL hazards per step • Apply hierarchy of controls

#	Job Step	Identified Hazards	Initial Risk	Control Measures (see Hierarchy)	Residual Risk
1					
2					
3					
4					
5					
6					
7					
8					

C = Critical ▪ H = High ▪ M = Medium ▪ L = Low ▪ Rate each hazard using the Risk Matrix above. Residual Risk = risk remaining after controls are applied.

STOP WORK AUTHORITY: Every worker on this crew has the authority and responsibility to stop work immediately if they observe an imminent hazard, an unanticipated condition, or any situation not addressed by this JSA. Work may only resume after the hazard is corrected and this JSA is reviewed and updated. No one may be penalized for exercising stop-work authority.

CREW REVIEW & SIGN-OFF

By signing, I confirm I have reviewed this JSA, understand the hazards and controls for each task step, have received the opportunity to ask questions, and agree to follow the controls listed.

Printed Name	Signature	Role	Printed Name	Signature	Role

JSA APPROVAL & AUTHORIZATION

Prepared By (Supervisor / Foreman)		Signature		Date / Time	
Reviewed By (Safety / EHS)		Signature		Date / Time	
Authorized By (Superintendent / PM)		Signature		Date / Time	

MID-TASK JSA REVISION

If site conditions change or an unanticipated hazard is encountered, STOP WORK. Document the change below, update controls, re-brief all crew members, and obtain re-authorization before resuming.

Time of Change	Changed Condition / New Hazard	Updated Control Measure(s)	Re-Authorized By	Crew Briefed [ ]