

3. Order of Basic Job Steps

Unit Objectives

Upon completing this unit, you should be able to:

1. List the steps for completing an example job in order and in an accurate and concise manner.
2. Distinguish between information that is relevant and information that is not relevant for a JSA order of basic job steps.

In preparing to write the basic job steps, observe people experienced with the job from planning to completion of the task. Ask for their input and discuss such things as:

- How do they perform the job step by step?
- What do they understand the hazards to be at each step?
- How can the hazards be eliminated or safeguarded?
- Have they been injured at any time while performing this job?
- Do they know of other injuries incurred while performing this job?

When you write the JSA, the challenge is to be detailed enough to be effective but not so detailed that the JSA is difficult and cumbersome to use. Our goal is to write what action is performed at each step of a job. **Tell what is done, not everything about how to do it.** More detailed information about how to perform the job should be in the job procedures for your site.

The JSA should be written in such a way that a person who is new to the specific job (but has relevant work experience and training) is able to:

1. Understand what specific precautions are required;
2. Perform the job safely by following the recommendations given.

3.1

True or false?

___ Be sure to include everything about how to do each step.

Begin the description of each job step with an action word (verb) and describe how that action is applied. For example:

Drain material from flange into waste drum.

Replace lid.

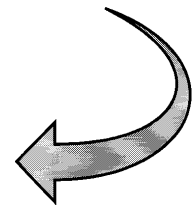
Disconnect seal flush.

Empty container into hopper.

Planning and Preparation

Detail...

Tell what is done at each job step but not all about how to do it.



Begin with a specific action word.



3.2

What kind of word should begin each of the job step descriptions?

- A safety word
- Name of personnel classification performing the job
- An action word
- A word that gives location of the activity

3.3

The JSA basic steps should tell...

- What is done at each step
- How to do each activity
- Safety needs
- How to plan for safety

Keep statements accurate but simple.

Number the steps in the order they are performed. Do not use any unnecessary words. Do not combine actions in long strings in one step. Remember, we will be identifying specific hazards based on how you present the actions to take. **Putting too much in one step will make it difficult to be specific about how to eliminate or safeguard every hazard.** For example, this would be too many actions for step number 2 in *how to change a standard light bulb* (see page 6):

Too much activity is described in this example job step. It is actually more than one job step.

2. Turn light switch off or open breaker, and unscrew protective globe and light bulb.

Now you are ready to analyze two example work scenarios and begin writing JSAs for each. You will need to refer to pages 13-18 frequently in completing the questions and forms for each job. Individuals taking this course will perform jobs of every kind in a wide variety of environments. It is not possible to use an example for each type of job. In this course, we will be learning skills that you can apply on any job. **All the information needed to complete the two example JSAs is given in each scenario.**

Our first scenario uses a somewhat humorous situation at home. The second scenario uses a common maintenance situation in a chemical plant. Read the scenarios at this time. They are presented as if you were "observing" the job being performed.

Keep in mind that mistakes happen in each scenario and that these are not recommended procedures!

Job: Hiding Bill's Christmas Present

Meet Kate. She and her husband Bill have three children who keep her on the go. Kate has just bought Bill an entertainment cabinet for Christmas. It was a great buy at a one-day sale for December 22 only. It does, however, require "some assembly." It is made of heavy pressed particle board. All of the boards, the glass doors, and other parts are in an amazingly compact box that weighs about 150 pounds! A nice young man (who plays football) put it in her car at the store. Kate was especially grateful for his help because it was starting to drizzle, and she was tired after running all day to get everything done in time.

It is getting late as Kate turns off the street and into her driveway. She realizes she has to get the box out of the car right away, because she must bring six girls in her daughter's Brownie troop to a holiday program this evening. She decides to hide the box in the basement. As her boot touches the driveway, she notices a glaze of ice forming on the driveway as the sun starts going down. She must hurry! She opens the back of the car, leans in, and struggles to pull the box to the edge of the tailgate. At this point, it is very obvious to her that she cannot lift the box by herself. It's too early for her neighbor to be home to help, so Kate gets her son's wagon. She works the box back and forth until it drops into the wagon with a thump. She pulls the wagon into the garage.

Kate realizes that the only way she can carry the cabinet into the house is a few pieces at a time. The box is stapled with the huge brass staples that are two inches long. Working her cold fingers under the top edge, she struggles to tear the top open. It is impossible! The cardboard won't give, and the staples were made to stay in forever. Looking around the garage, Kate sees the hedge trimmers. She uses the blade point to pry apart the staples. She pulls out the glass doors first.

It is tough getting the family room door open with her hands full and numb with the cold, but Kate manages it. Dashing through the kitchen, she trots down the basement stairs, carefully avoiding the Tonka truck that her son has left on the first step (waiting for Mom to put it away in the toy box in the basement). Kate has a little trouble finding a good place to hide the doors because the bulb at the bottom of the stairs burned out last week. She is too short to reach it; and Bill hasn't had time to fix it. She finds a good place in the corner behind the rather large pile of clothes to be ironed or mended. Kate has to move fast because it is almost time for Bill to come home. Besides, she is worried about getting dinner ready and eaten in time to make the program! She has to make three trips, but Kate zips back up to the kitchen just as Bill comes in the door.

Use Kate's scenario on page 13 for answering these questions.

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3.4

What conditions in the environment today present a potential hazard while performing this job? There is more than one answer.

- Noise of traffic on the street
- Ice on the driveway
- Falling temperature outside
- Size of the garage door
- Sun going down
- Poor housekeeping habits

3.5

What one very important element is missing that would have helped Kate eliminate most of the hazards in this job?

- Planning for the job in advance
- Wearing safety glasses
- Defensive driving training
- Asking another mother to drive to the program
- A bigger car with more safety features

3.6

Put the job steps in the list below in the order in which Kate performed them. The first and last steps are numbered for you.

- ___ Open back door.
- 1 ___ Park car.
- ___ Walk through house to basement steps.
- ___ Get box out.
- ___ Open the back of car.
- ___ Put wagon into garage.
- 12 ___ Hide pieces in basement.
- ___ Put box in wagon.
- ___ Open door to family room.
- ___ Go downstairs.
- ___ Pull box to edge of tailgate.
- ___ Pull out glass door pieces.

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Begin Writing Kate's JSA

Use the information from the scenario and the correct answers to question 3.6 (correct any mistakes by checking the answer sheet) to fill in the header and the first column, Order of Basic Job Steps, for Kate's scenario on the form on page 15.

3.7

Notice that the statements above are very brief with no unnecessary words. What kind of word begins each statement?

- A short name
- The name of an object
- An action word
- A word telling where the job is done

3.8

What do you think is the main reason Kate was not injured doing this job?

- Her safety awareness
- It was not dark yet.
- Luck
- She was wearing boots.