Job Safety Analysis (JSA / JHA)

HSP-O-002F · 29 CFR 1910 Subpart I App B; OSHA 3071 · ISO 45001:2018 · All Sites (Frederick, Dayton, Denton, Field Service) · PUBLISHED

1. PURPOSE

Break a job into steps, identify hazards at each step, and document controls before the job is performed. Job Safety Analysis (JSA / JHA) supports OSHA 29 CFR 1910 Subpart I Appendix B and OSHA Publication 3071.

2. SCOPE

All STULZ jobs that are new, non-routine, have known hazard history, or are designated by EH&S. Reviewed annually or when conditions change.

3. RELATED DOCUMENTS

HSP-O-002	Job Safety Analysis Program - parent program.
HSP-O-009	PPE Hazard Assessment.
HSP-O-004	Toolbox Talks & Pre-Task Plans.
29 CFR 1910 Subpart I App B	OSHA - Non-mandatory PPE hazard-assessment guidelines.
OSHA 3071	Job Hazard Analysis.
ISO 45001:2018	Clauses 7.5.3 (documented information), 8.1 (operational control), 9.1 (monitoring & measurement).

4. JOB IDENTIFICATION

Site / Facility:	☐ Frederick (MD)	☐ Dayton (TN)	☐ Denton (TX)	☐ Field Service

Job / Task Name:			
Department / Function:		**Frequency (Daily / Weekly / Monthly / One-time):**	
Prepared By:		**Date Prepared:**	
Reviewed By:		**Review Date:**	

5. PPE REQUIRED FOR THIS JOB

PPE required at minimum (head, eye, hand, foot, hearing, respiratory, body):

Tools and equipment used:

6. STEP-BY-STEP HAZARD ANALYSIS

List the steps of the job in order. For each step, identify hazards and the controls applied (engineering / substitution / administrative / warning / PPE - in that order).

#	Job Step	Hazards	Controls (Hierarchy)

7. EMERGENCY PROCEDURES

Emergency contacts, evacuation route, first-aid location, spill response, AED location:

8. AUTHORIZATION & SIGNATURES

PREPARER	Prepared with input from those who perform the job. Reviewed annually or upon change.		
Printed Name:		Date / Time:	
Signature:			

CREW MEMBERS	Each member affirms training and understanding by signing the Pre-Task Plan (HSP-O-004F-02) before the job.		
Printed Name:		Date / Time:	
Signature:			

EH&S / SUPERVISOR REVIEW	Reviewed and approved. PPE assessment aligns with HSP-O-009F-01.		
Printed Name:		Date / Time:	
Signature:			

9. RECORDS & RETENTION

Completed form shall be uploaded to the controlled records register (HSP-009) within 24 hours of completion. Retain for a minimum of 5 years or the duration required by site retention schedule, whichever is longer. The event shall be included in the annual HSP-O-002 program audit and reported in the next Management Review (ISO 45001 §9.3) as a control verification event. If completion was due to a near-miss, incident, or nonconformity, open a corrective action under ISO 45001 §10.2.

10. REVISION HISTORY

Rev	Date	Author	ISO Controlled By	Summary of Change
1	06/30/2026	EH&S	Graeson Garrett	Initial release. Linked to HSP-O-002.