APWU Stand Up for Safe Jobs — EVERY WORKERS' RIGHT

EVERY JOB HAS RISKS!

What is a JSA?
Job Safety Analysis

▶ Every job in the postal service requires a JSA to be completed by a supervisor. (ELM-812.51 and EL 801 Section 8-14)

▶ Based on the observance of duties performed, potential hazards and injuries are identified that may occur. The JSA identifies how to prevent accidents or eliminate hazards.

▶ Supervisors are to distribute completed JSAs to employees and allow input.

▶ JSAs are to be updated if an accident occurs or operations are changed. (EL 801 Section 8-14.5)

It is the supervisor's responsibility to distribute and explain the JSA to their employees. If necessary, management gives further training, so the employee knows exactly how to do the job safely.

When an accident occurs, management is to review the most recent JSA (ELM 821.22) and to determine what changes must be made.

Is to be used by union representatives during an investigation.

FOR MORE INFORMATION AND ASSISTANCE ON JOB SAFETY ANALYSIS, PLEASE CONTACT

Your Regional Coordinator
Your Regional Safety Rep