

 NTNU  HMS	Safe Job Analysis (SJA) - general	prepared by	Number	Date	
		HSE section	HMSRV2606	29 March 2011	
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SJA title:	
Date:	Location:
- Tick for completed checklist:	

Participants:		
Responsible for SJA:		

Work description: (What and how?)



Risks associated with the work:

Protection/safety measures: (action plan – see the next page)

Conclusion/comment:

Recommendation/ approval:	Date/Signature:	Recommendation/ approval:	Date/Signature:
Responsible for SJA:		Responsible for area:	
Responsible for implementation:		Other (position):	

HSE aspect	Yes	No	Not applicable	Comments / measures	Resp.
Documentation, experience, competence					
Well-known work operation?					
Knowledge of experience/adverse events from corresponding operations/?					
Necessary staff?					
Communication and coordination					
Possible conflict with other operations?					
Handling of potential incidents (alarm, evacuation)?					
Need for extra staff on duty/security?					
Workplace					
Awkward work postures?					
Work in tanks, manholes or similar?					
Work in trenches or shafts?					
Clean and tidy?					
Protective equipment in addition to personal equipment?					
Weather, wind, visibility, lighting, ventilation?					
Use of scaffolding/lift/harness/straps?					
Working at height?					
* Ionizing radiation?					
Emergency exits OK?					
Chemical hazards					
Use of hazardous/toxic/corrosive chemicals?					
Use of flammable or explosive chemicals?					
Must the chemicals be approved?					
Biological materials:					
Dust/asbestos?					
Mechanical hazards					
Stability/strength/tension?					
Crush/cut/impact?					
Noise/pressure/temperature?					
Treatment of waste?					
Are special tools needed?					
Electrical hazards					
Current/voltage/over 1000V?					
Shock/leakage current?					
Loss of power supply?					

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Site					
Need for inspection?					
Labelling/signs/barriers?					
Environmental impact?					
Central physical security systems					
Work on security systems?					
Disconnection of security systems?					
Other					