Yara Suomi Oy
Siilinjärvi

SAFE JOB ANALYSIS (SJA)

Guide for using the analysis form

This guide is made to help on the task of performing safety/risk analysis with Yara Siilinjärvi safe job analysis (SJA) form.

For the first page title field shall at least following information filled:

- **Name and description of the job/task**
- **Date (of the analysis) and the name of contractor executing the job/task**
- **Names of the team performing the analysis**
- **Person responsible for the analysis / safety of the job**

Additionally, other information can also be given, like for example the number of work permit if it is known at the time the analysis is performed.

Phases/tasks during the job that have an identified risk shall be described in the table as shown in the example. Phase/task is numbered, and the risks related to it are described shortly. Magnitude of the risk (risk factor) is found by defining the severity of the consequences (S) and probability of the incident (T). **Risk factor R = S x T.**

Measures for managing the risk are described, after which the residual risk factor is found the same way as above. If the residual risk factor remains high, 8 or 9, after the countermeasures, the job or task needs an approval from the manager on the function/factory (signing of the work permit). If risk factor is >9 the job/task should NOT be started but must be redesigned finding a safer way to do it.

All the job phases/tasks that are found to include a risk shall be described and countermeasures found to tackle the risks. Analysis shall be delivered to responsible Yara technical personnel. Risk analysis shall be accepted by responsible Yara personnel before starting the job!

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Critical task or job: Conveyor belt replacement **Related to work permit, number(s): SVI-123456**											
	Authors and date: 1.1.2021 **Company/executer of job: SafetyFirst ltd.**		**Members of work group and signatures:** **Sam Safety, Cindy Security, Harry Helmet**								
	Signature of person responsible: Harry Helmet										
No	**Work phase / task**	**Possible risks**	**Risk assesment** **S**	**T**	**R**	**Measures for managing the risk**	**Done**	**Residual risk** **S**	**T**	**R**	
If risk factor R=S*T is 8 or 9 even after preventive measures = residual risk, job or task needs an approval from the manager on the function/factory (signing of the work permit). If risk factor is between 12-16, the job/task should NOT be started but must be redesigned finding a safer way to do it.											
1	Cutting the old belt	Movement of the belt, entanglement or squeezing between moving parts	4	2	8	Locking the conveyor belt to position, detaching the electricity from motor	X	4	1	4	
		Material falling from the conveyor	4	2	8	Delimitation of the are (preventing people to walk under the conveyor), using personal protection	X	4	1	4	
2	Detaching the conveyor motor	Motor starts running, squeezing, entanglement	4	2	8	Detaching the power from the motor, using locks to prevent re-attachment	X	4	1	4	

Consequences: **1**=minor, 2=moderate (MTC or small financial/property loss <100 000€), 3=serious (LTI or loss between 100.000€-1.000.000€), 4=catastrophic (permanent injury, death or loss of >1 M€

Probability: 1= unlikely (not known to happen) 2= possible (has happened) 3= probable (will happen without countermeasures, has happened before) 4= Regular (has happened several times before)