

















- Before you start typing in the responses, make sure that you save your template - Job Safety Analysis.doc to a new file name so that your template will remain the same. (On your top toolbar go to File – Save As... - go to the desired subdirectory and then type in a new File name, then hit Save.
- Double click on the white Xxxxx then you will be able to overtype your response to the cells listed: Job/Title Description, Task Description, Personal Protective Equipment, and Relevant Training. MAKE SURE YOU ARE CONSISTENT WHEN TYPING USING UPPER AND LOWER CASE LETTERING.
- For the Step Sequence/Task Specific column, if either steps 1 thru 20 are not listed as a Severe Risk – delete the SR in the first cell, left of the step number. Also, delete the SR = Severe Risk in the very bottom cell. Then select or highlight that row and change the font color to black font with no italics. (On your top toolbar go to Format – Font – Font color: select black – Font style: select bold only.)
- Also, for the Step Sequence/Task Specific column add either of the following icons           (by selecting the icon from above and copying then pasting it) at the very bottom of the cell under where the SR would be if the step was considered a Severe Risk, if it is not considered a Severe Risk delete the SR but leave the icon. This column should only be considered SR if the following icons    are inserted in this column.
- In the 3 columns beside the step numbers you will find Xxxxx, you will be able to double click on the Xxxxx then overtype your response. You may also hit your Enter key after each response so that it will be numbered automatically (example: 1.1., 1.2., 1.3. and 1.1.1., 1.1.2., 1.1.3.). If for some reason you accidentally hit your Enter key too many times just hit your Backspace key until the cursor is where you want it to be and it will take away the extra numbering and text. DO NOT ENTER for extra numbering in the Step Sequence/Task Specific column because it will not number correctly.
- In column, Job Safety Procedure – 1.1.1. Use designated PPE. – delete the icons that do not apply. Only click once on the icon, then hit your Delete key, because if you click more than once it will try and take you to the program where the icon was actually created to modify the icon.
- In the Step Sequence/Task Specific column if a picture is required for steps 1 thru 20 – highlight (INSERT PICTURE HERE.) then on your top toolbar go to Insert – Picture – From File... - locate the file name of the picture and then hit Insert. If a picture is not required highlight (INSERT PICTURE HERE.) and delete the text.

- In the Severe Risks in Steps to Emphasize cell, double click on the Xxxxx and overwrite your response for the 4 Severe Risks (if you have more than 4 SRs just hit your enter key for a new bullet – then start typing, if you have less than 4 SRs – delete the bullets – also delete the text “No severe risks identified”, if there are Severe Risks identified). Also, where you see the symbol (#) after each listed bullet – replace the # symbol with the step number 1 thru 20 that corresponds with your response. If there are no SRs identified – delete the bullets and leave the text “No severe risks identified”. The Severe Risks listed here should only be the steps with the following icons    listed under the Step Sequence/Task Specific column.
- If all 20 steps are not used, delete the rows by placing your cursor inside the table to be deleted. Then on your top toolbar go to Table – Select, Table – then the table will become highlighted. Then go back to your top toolbar and go to Table – Delete, Table.
- At the very end of the document fill out the correct information for the following:

Date of Creation – August 27, 2021

Date of 1st Revision

Name

Date of 2nd Revision

Name