

# Job Safety Analysis Made Easy

## 1 Who Should Attend . . .

This program is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs.
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work.
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA).

## 2 MIOSHA Training Institute

MIOSHA Consultation Education and Training (CET) Division and Macomb Community College (MCC) have developed the MIOSHA Training Institute (MTI) through a formal alliance. The MTI introduced an Assessment-Based Certificate program, effective October 1, 2007. The certificate program offers participants an opportunity to be recognized for their educational efforts and increased technical expertise. Courses are offered throughout the state in sponsorship with other M-TEC<sup>SM</sup> facilities, community colleges, and safety and health organizations. To learn more about the certificate program, log-on to the CET Division website at [www.michigan.gov/mti](http://www.michigan.gov/mti).

## 3 What You'll Learn . . .

Job Safety Analysis (JSA) has been identified as a key component in an effective Safety and Health Management System. Training will provide attendees with the tools and knowledge required to prioritize, create, use, and review a JSA program to enhance their overall Safety and Health Management System. In addition, worksite analysis is one of the five required elements used to judge a company's readiness for inclusion in the prestigious Michigan Voluntary Protection STAR program. The JSA training will help participants justify the need for a hazard identification program to their upper management and create buy-in from production employees.

### Agenda

*We offer a flexible program agenda to emphasize the construction topics you want most.*

- ▶ Describe what a Job Safety Analysis (JSA) is and the purpose.
- ▶ Introduce some basic skills in the recognition and control of occupational hazards.
- ▶ Introduce JSA techniques and create simple and effective JSA.
- ▶ Identify how to use a JSA within Safety and Health Systems.

**The meeting site and parking is accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call 517-284-7720 at least 30 days before the program. The Department of Licensing and Regulatory Affairs is an equal opportunity employer/program.**

**New**

## ***MIOSHA Education Training Materials Have Gone Electronic***

MIOSHA Training Institute (MTI) has changed the delivery of its printed education materials to an electronic format.

Before a seminar or workshop, registered attendees for this class will receive an e-mail with a link and instructions for accessing electronic presentation slides. The handout can be printed in advance or downloaded onto a laptop, tablet or smartphone to view during the seminar or workshop. A flash drive will be provided at the class which will include additional handouts and reference materials.

**Important:** When registering for this class, please provide your complete email address.

***Remember to download your course handout ahead of time!***

### ***Frequently Asked Questions***

**Q: How will I receive my materials?**

**A:** You will receive an e-mail from this cosponsor, which will include instructions and a link to the MIOSHA website. Download the handout to your computer or other device before traveling to the class. Additional materials will be provided to you in class on a flash drive.

**Q: Which e-mail address will materials be sent to?**

**A:** The link will be sent to your e-mail address. Make sure that you provide us with your valid e-mail address (where you want the handout link to be sent).

**Q: Will I be able to print my materials at the seminar or workshop?**

**A:** Print or download the presentation slides before you arrive for the class. No printing services will be available.

**Q: What electronic format will the handouts be in?**

**A:** All materials will be available as PDF documents.

**Q: Will I be able to charge my device at the seminar or workshop?**

**A:** We recommend that your device is fully charged before you arrive. Charging stations may not be available in the classroom.

**Q: What happens if I do not receive an email?**

**A:** In the unlikely event that you do not receive the link via email, please call the Contact Number listed on the next page for assistance.



# Facilitator

Karen was appointed to the Consultation Education and Training Division of MIOSHA in 1992. She is a Senior Occupational Safety Consultant working in Oakland County providing consultative advice and training opportunities for both employers and employees. Prior to her position at the agency, Karen worked as a Loss Control Consultant in the insurance industry, which gave her insight to workers' compensation, property and liability issues while assisting clients with their safety programs.

Karen graduated from Grand Valley State University with a Bachelor's degree in Occupational Safety and Health.



**Karen Odell**

*Senior Occupational Safety Consultant  
MIOSHA, CET Division*

## Program Details

DATE: October 13, 2016

LOCATION: Alro Processing Center  
2500 Enterprise Drive  
Jackson, Michigan 49203

COST: \$90 per person.  
Includes course materials.

TIME: Check-in - 8:30 a.m.  
Program - 9:00 a.m. to 12:00 p.m.

DEADLINE: Register by October 7, 2016  
Please register early!

CONTACT: Olivia Steele - (517) 782-8268  
osteele@mijama.org

Certification/Maintenance Points Available

**COSPONSOR: Jackson Area Manufacturers Association (JAMA) / Academy for Manufacturing Careers**

## How to Register

Job Safety Analysis Made Easy

### Four Easy Ways to Register:

- ▶ **Phone:** (517) 782-8268
- ▶ **Fax:** (517) 435-4126
- ▶ **Email:** osteele@mijama.org
- ▶ **Mail:** JAMA/Academy for Manufacturing Careers  
2545 Spring Arbor Road, Suite 201  
Jackson, Michigan 49203-3791  
Attn: Olivia Steele

***Please enclose check or  
money order made payable to:  
Academy for Manufacturing Careers***

### ***Complete Separate Registration Form for Each Attendee***

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ (Required for Registration)  
Credit Card #: \_\_\_\_\_  
Credit Card Security Code: \_\_\_\_\_ (Three or Four Digits)  
Visa  Master Card  Discover  American Express   
Print Credit Card Holder's Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

***This course has been approved for both residential builders  
pre-licensure and continuing safety training requirements.***

All meetings are accessible and barrier free. Please contact the cosponsor or the CET Division, at least 30 days in advance, to request necessary accommodations.