



HCSS Safety – JSA/JHA/AHA Field Report

This document details how to record JSA/JHA/AHA in the HCSS Safety Field Application. The HCSS Safety Application provides a framework for evaluating hazards associated with various construction activities either “from scratch” or with the help of preconfigured templates. The safety evaluations created within this module can be formatted to adhere to either JSA or AHA standards.



Recording a JSA/JHA/AHA

Select the JHA Icon from the Field safety Home Page.
Confirm the Job, date and time are Accurate.

A. Select a JSA/JHA/AHA

1. Based on a prebuilt **Template** from your company library, a **Copy Previous** or you can select **Start from Scratch**.

B. Complete the Basics Screen

1. Tap each of the fields in the **Job Information** and **Form Information** sections of this screen to either open a menu from which you can select a pre-existing option or type within the space provided.

C. Recording Required PPE

1. Tap on any piece of **PPE** that should be used when performing the Activity in question. Check marks will appear next to those pieces of **PPE** that have been selected, including those that are part of a Template being used.

D. Recording Primary Hazards

1. Tap on any **Primary Hazard** that may be present when performing the Activity in question. Check marks will appear next to those **Primary Hazards** that have been selected, including those that are part of a Template being used.

E. Completing Steps, Hazards and Corrections

1. Tap the **Step** button to view existing Steps in a Template. Make any edits desired in each box in the **Step** selected.
2. To add a Step to a Template or if you are creating a JSA From Scratch, tap on **New Step**. Tap within the Step field to edit the Name of the Step
3. List each **Hazard** and its respective **Control(s)** in the field provided. Tap the **Add Details** button to create new rows as needed.

F. Documenting Inspection and Training Requirements for all Tools and Equipment

1. Tap the **Add Tools & Equipment** button to display additional sets of Tools & Equipment information fields as needed. For each Tool or piece of Equipment you list, you will need to tap in the appropriate fields to list the requisite Inspection and Training Requirements.

G. Finalizing the Analysis on the Summary Screen

1. This screen allows you to review the completed **JSA/JHA/AHA**. None of the fields displayed on the Details tab are editable here. You must return to the page where the information was first entered in order to do any editing.
2. Add a **Note** by tapping the **Notes** tab and type or dictate additional notes.
3. Add signatures by tapping the **Signatures** tab. By default, the rows will display requesting signatures from the Recorder and Supervisor. If other individuals will sign this JSA/JHA/AHA, tap the **Add Signature** button to either select those people's names from your Employee List or type in the names of non-employees.

H. Submitting a JSA/JHA/AHA

1. Tap the **Send** button in the top-right corner of the Summary page.
2. When you tap the **Send** button, the report will be sent to the Manager. A prompt will appear asking if you want to hold a **Meeting**.
3. If you tap **OK**, the **Meeting** entry screen will open. You can then hold a **JSA Meeting** and report the **Meeting** there.

NOTE: You can revise and resend a JSA/JHA/AHA after it has been submitted.