



SAFETY JSA APP | INSTRUCTION GUIDE

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For Mobile Devices





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Instructions apply to both Apple and Android tablets and smartphones. However, please note, the screen shots used may appear slightly different when viewed from your smartphone.

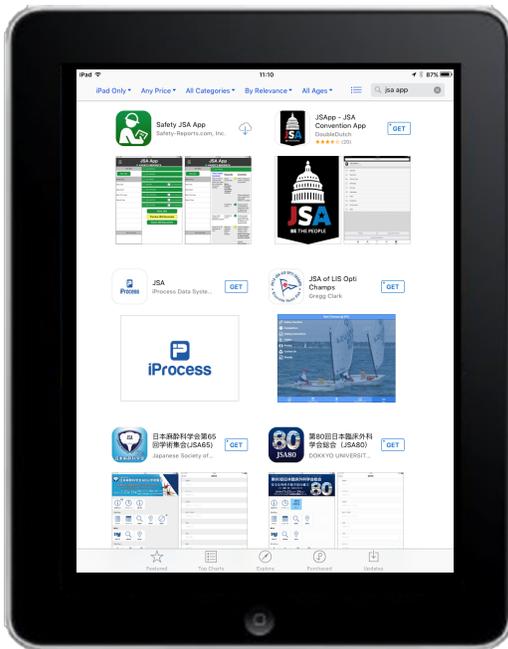


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1. Download App



Go to **App Store** (Apple or Google Play) and search *Safety JSA App*.

Look for our green icon 
Select it and download the app.



Open the app by selecting the icon from your home screen on the device.

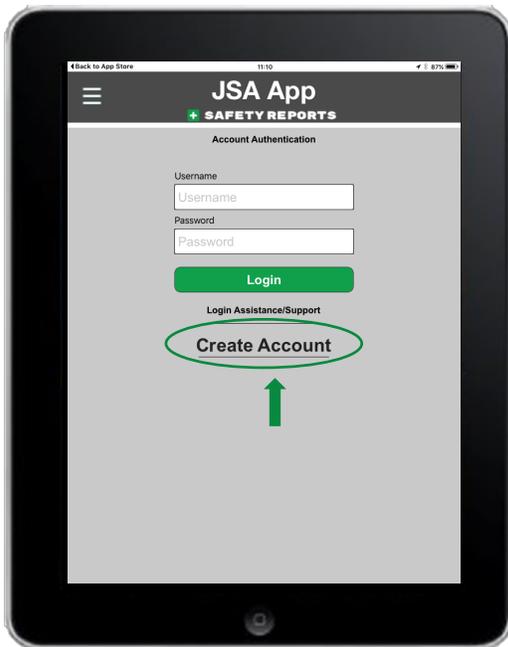


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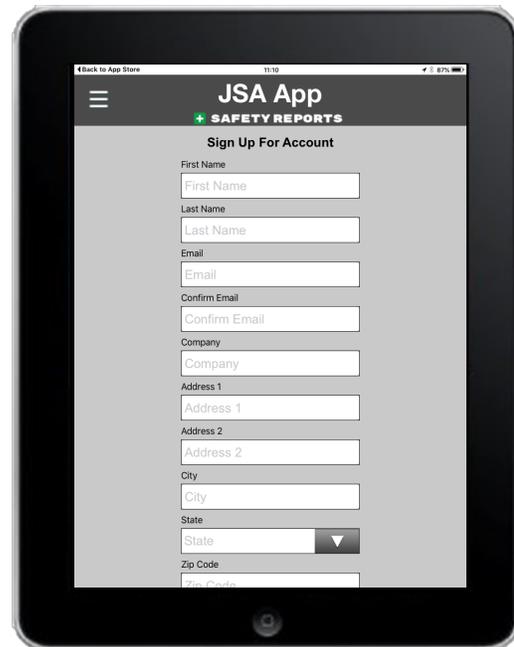
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2. Create Account



The first thing you'll need to do when you open the app is to select "Create Account".



Complete the required fields and select the green "Create Account" button at the bottom of the screen.



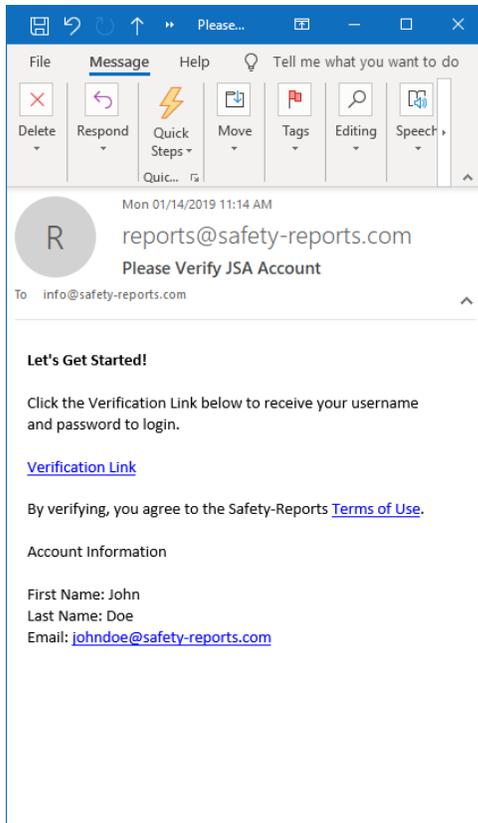
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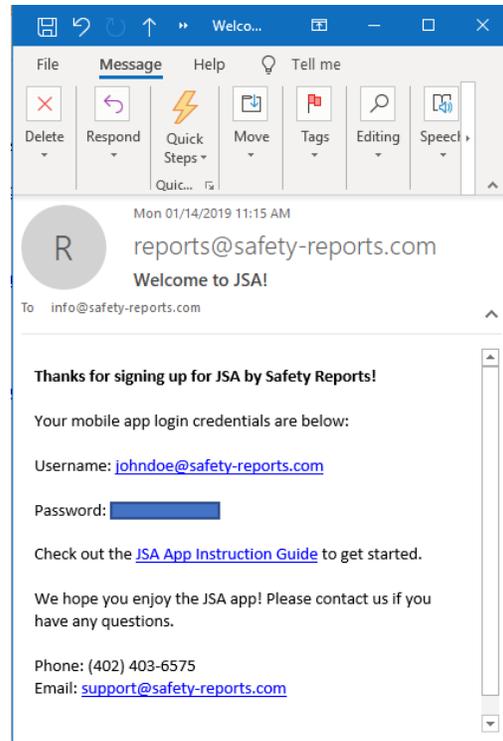
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2. Create Account

(continued)



Look for a “Verification” email in your inbox. Open it and select the Verification Link.



Upon selecting the Verification Link, you'll receive an email with your login credentials.

Congratulations, your account has been created!

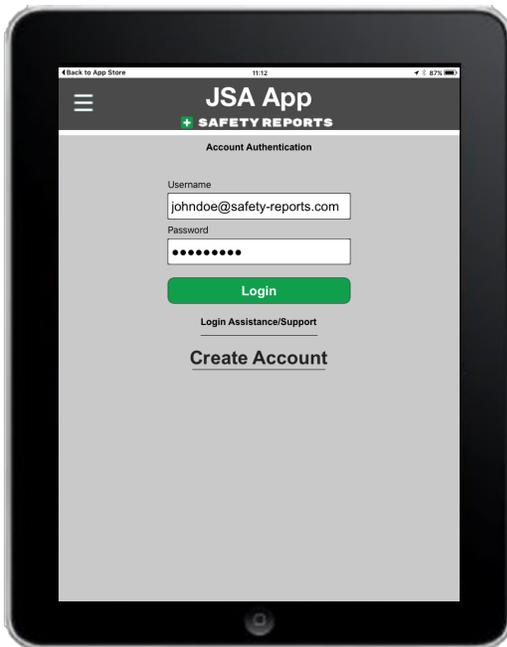


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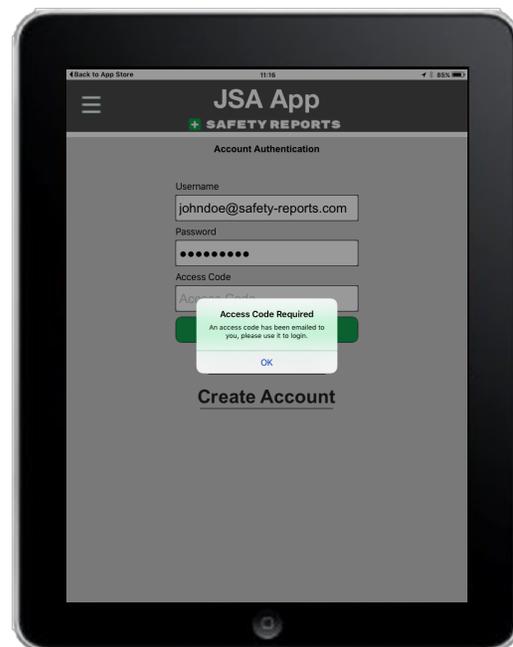
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3. Log into App



From the Account Login page in the app, enter your username and password.



You'll be immediately notified that a passcode is required to access the app. Click "OK" and a passcode will be emailed to you.



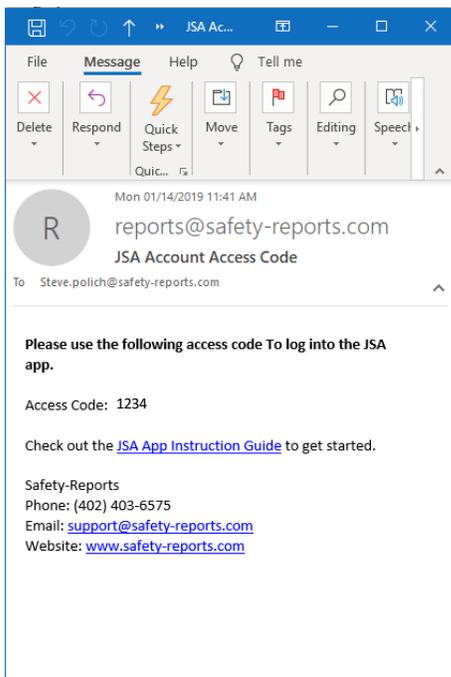
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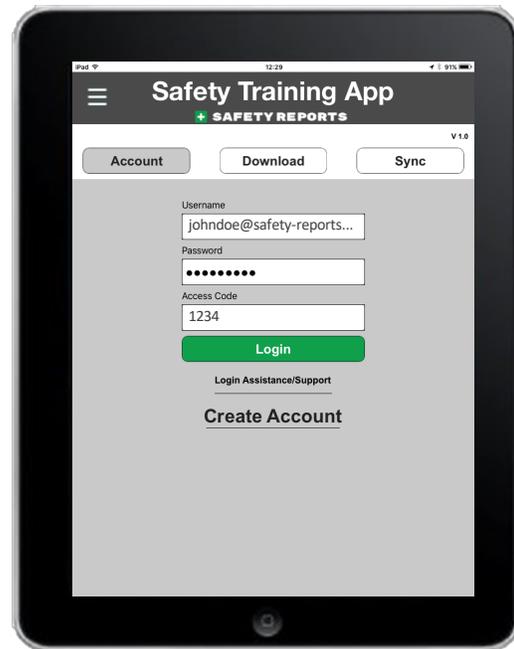
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3. Log into App

(continued)



Check your email account for your JSA Account Access Code. Note, the code is only needed for the first time you login to the app on your device.



Enter your JSA Account Access Code and select the green Login button to finish the login process.

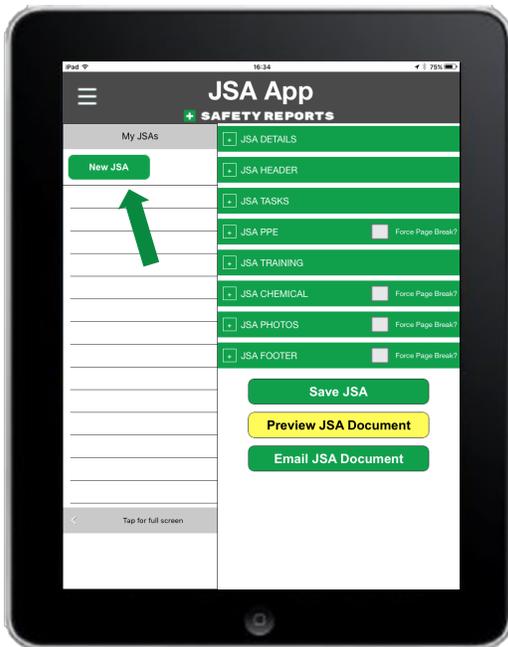


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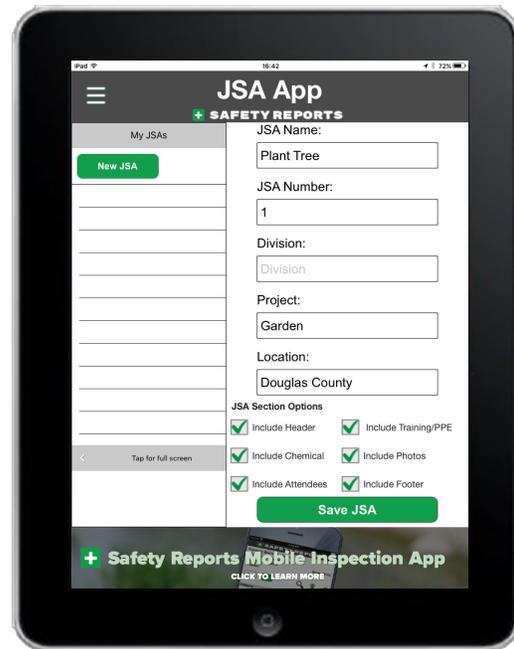
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4. Create New JSA



Begin by selecting the green New JSA button on the top left corner of screen.



Next, complete the Create New JSA Detail section and select "Save JSA" at the bottom of screen when finished.

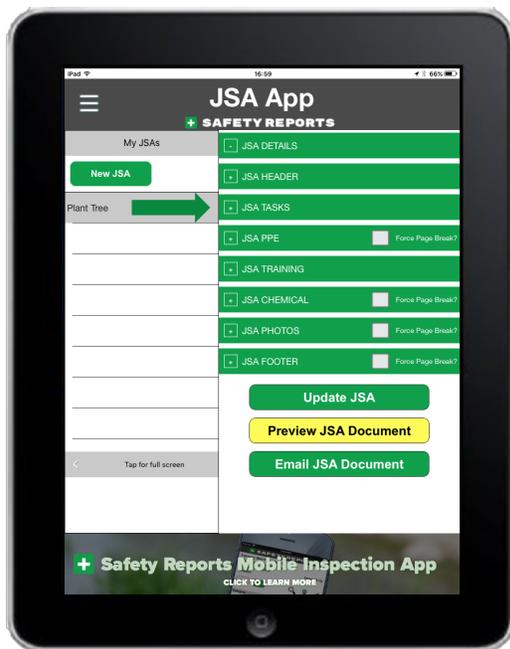


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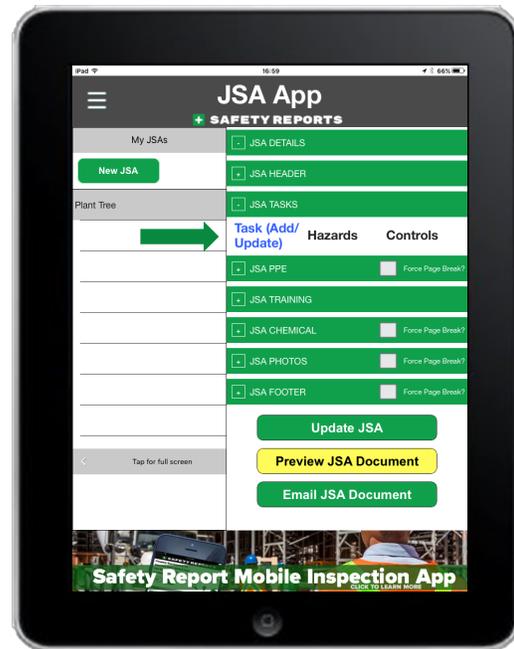
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5. Add Tasks, Hazards, Controls



After the JSA is created, check the green bar titled **JSA TASKS**.



Then, click on the **Task (Add/Update)** link.



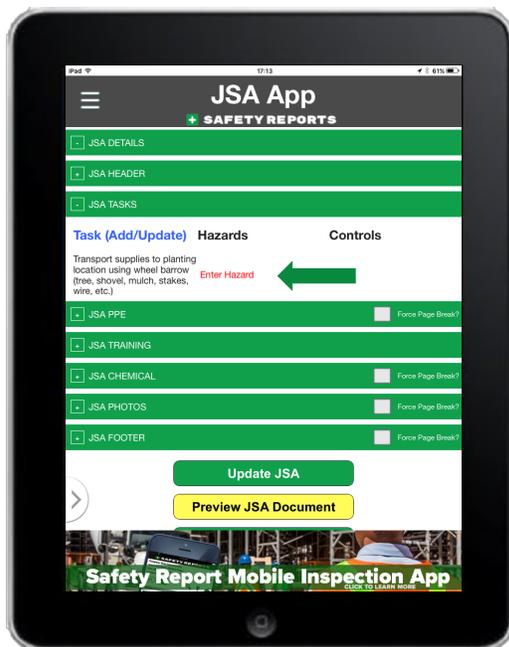
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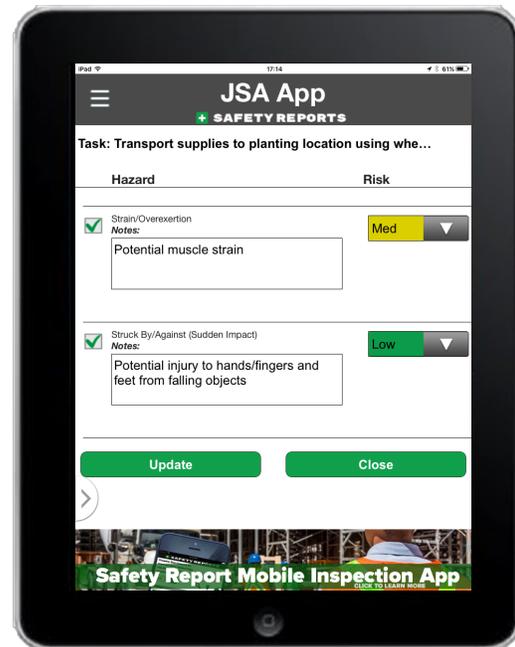
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5. Add Tasks, Hazards, Controls

(continued)



After the first step is entered, select **“Enter Hazard”**



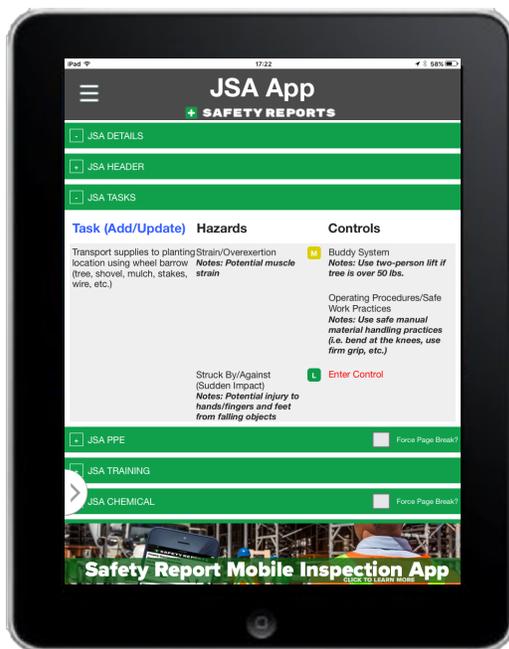
Select from our existing list of hazards and/or add your own custom hazards then select the hazard rating (optional). Hit the green **“Update”** button when finished.



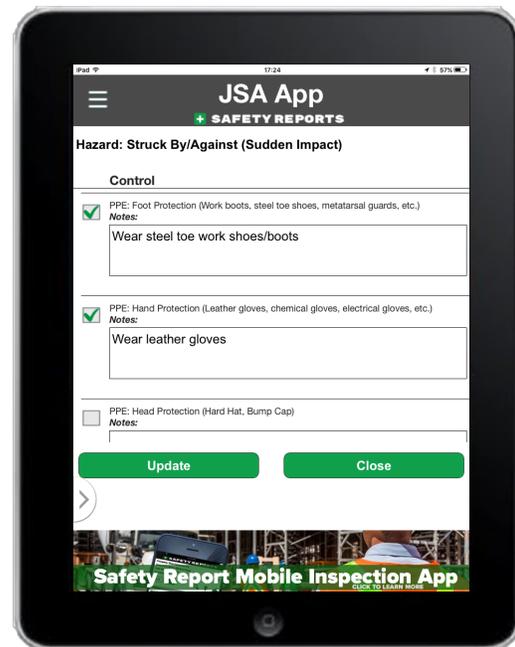
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5. Add Tasks, Hazards, Controls

(continued)



Once the hazards are identified, next, select “**Enter Control**” to identify the controls for each of the hazards you selected.



Select from our existing list of Controls and/or add your own custom controls. Add “notes” as needed and hit the green “Update” button at bottom of screen when finished.

NOTE: Continue adding Tasks, Hazards and Controls until JSA is completed

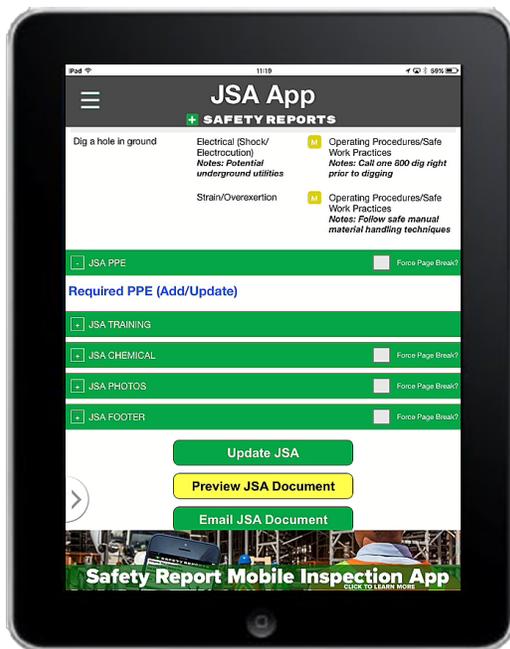


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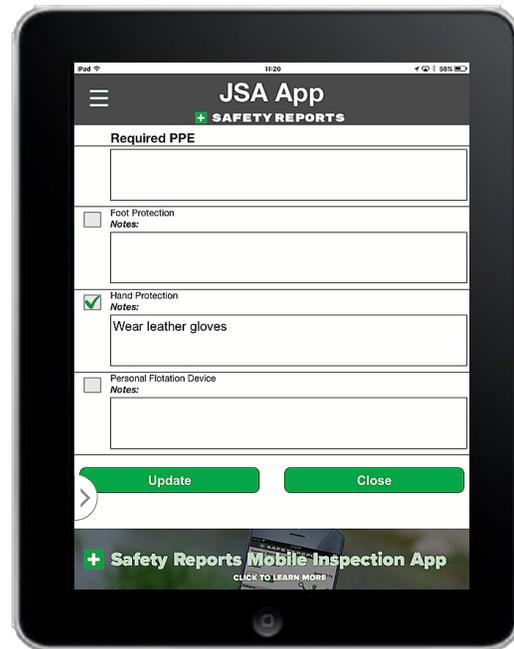
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6. Add PPE Requirements



To add PPE requirements to the JSA, tap on the green bar titled **JSA PPE**. Then select the blue **Required PPE (Add/Update)** link.



Check the box(es) next to the PPE requirements and add notes (optional). Select “Update” when finished.

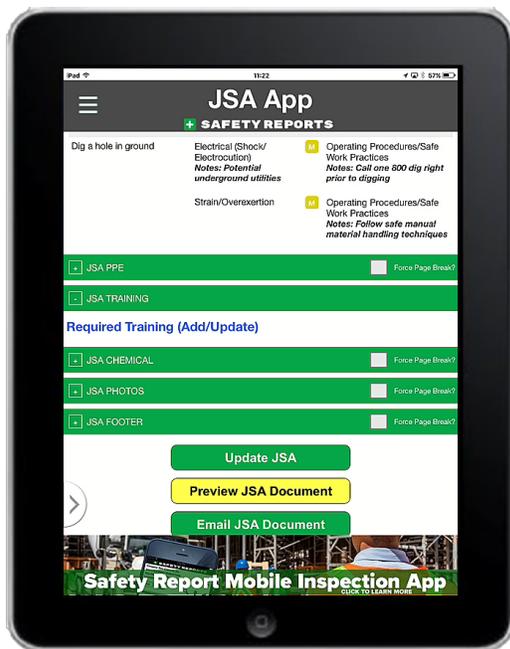


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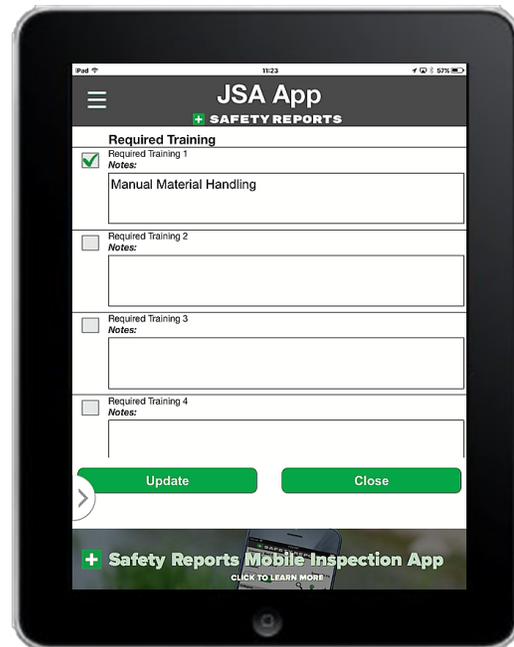
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7. Add Training Requirements



To add Training Requirements to the JSA, tap on the green bar titled **JSA Training**. Then select the blue **Required Training (Add/Update)** link.



Check the box(es) next to the Training requirements and add notes to describe required training. Select “Update” when finished.

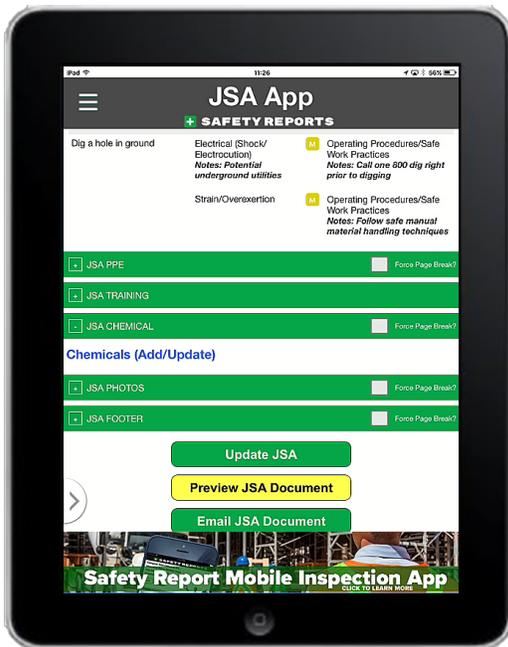


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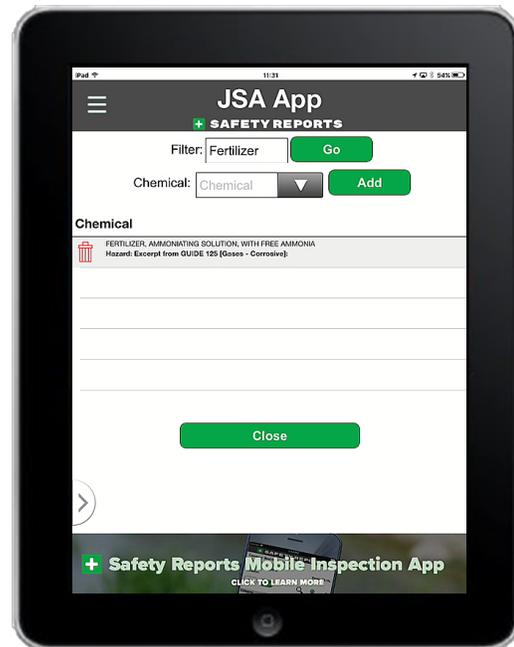
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8. Add Chemicals



To add Chemicals to the JSA, tap on the green bar titled **JSA Chemical**. Then select the blue **Chemicals (Add/Update)** link.



Use the “Filter” to find the chemical from the database and select the chemical name from the list of available chemicals and select “Add” to upload it to the JSA.

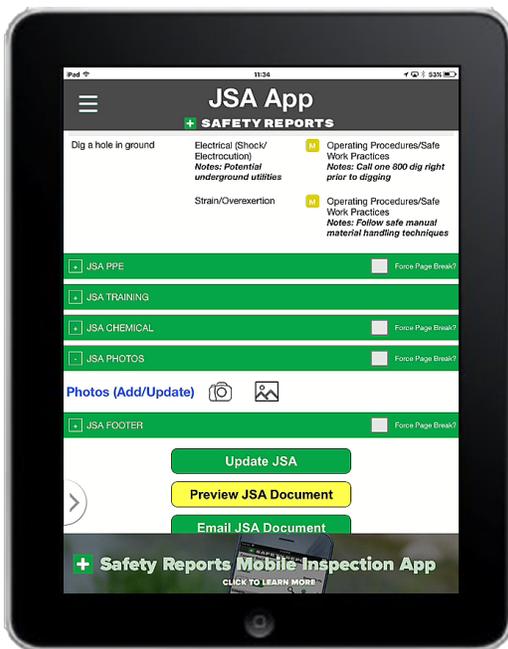


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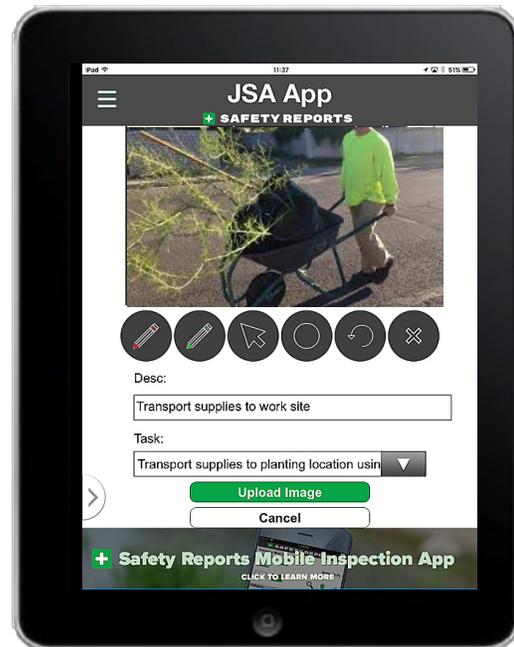
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9. Add Photos



To add photos, tap on the **JSA Photos** bar. Then select the Camera icon or the Gallery icon next to the blue **Photos (Add/Update)** link.



Use photo editing tools (optional) and then add a description (optional) then select the Task to assign it to. When finished, select the green “Upload Image” button.

NOTE: You can edit photos by select the photo after they’re uploaded.

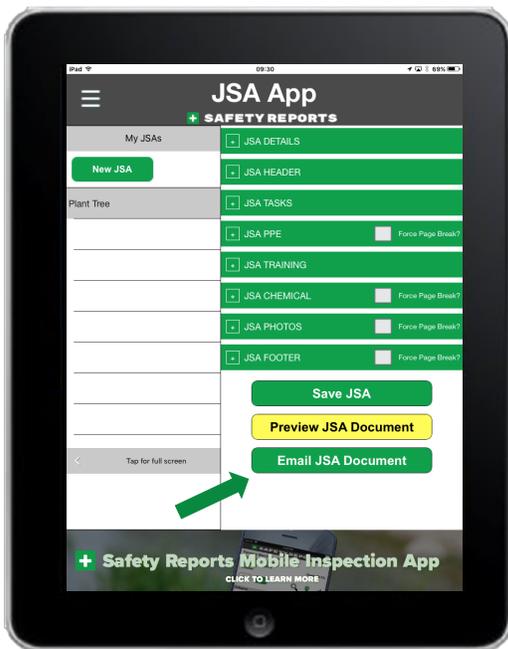


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10. Submit JSA



Click “Email JSA Document” to submit your JSA via email in PDF format.



Or, you can also select the yellow “Preview JSA Document” button to view the JSA before submitting it. Click the “Close” button when done previewing.