To reduce and control accidents, it is necessary that each supervisor thoroughly inform his/her employees of the safety procedures and equipment required for each duty/responsibility. The supervisor must make sure that each employee understands these procedures.

The supervisor shall use a written outline of each duty/responsibility and written guidelines for the safe accomplishment of the duty/responsibility. Steps for developing these guidelines through job safety analysis are as follows.

1. Each job is broken into basic steps describing what is done in sequence.

2. Each step is analyzed for hazards and possible accidents (identify as many hazards as possible for job safety).

3. Methods of eliminating hazards are defined, such as eliminating the process or operation, providing a substitute action without the hazard, isolating the process or operation to eliminate or minimize the hazard, or providing personal protective equipment and enforcing use.