

# ADMINISTRATIVE SETUP CHECKLIST

## JOB SAFETY ANALYSIS

OPTIONAL

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Assign **Default Responsible for Review (JSA)** user role at desired location(s). This is helpful if one person should always review all JSA analyses upon completion. If it is not assigned, the responsible for review can be filled in by the analysis team.

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Assign **Default Responsible for Closure (JSA)** user role at desired location(s). This is helpful if one person is always responsible for the final review and closure of JSA analyses. If it is not assigned, the responsible for closure can be filled in by the person responsible for review.

