JSO - Narrative Format Sample

Date:	Location:	Task: Highway Accident Scene

Crew : EMS	Temp: ?

Describe Potential Hazards/Controls

Hazards/Controls

Hazards	Controls
• Traffic- Struck by	• PPEHI Vis Clothing, • Engineering Control - Retro-reflective Striping on vehicle, Emergency Lighting, Cones, Traffic Control • Administrative Control- Proper positioning of a vehicle
• Strain, Sprain, Back Injury	• Engineering Control – Powerflex Cot • Administrative/ safe work practices Proper Lifting Technique
• Tall Vegetation/Grass –Ticks Chiggers	• Safe Work Practices Long Pants
• Slip Trip Fall,	• Safe Work Practices
• Blood Exposure	• Universal Precautions
• Covid -19 Exposure	• Face Mask, Surgical Gloves, Disinfectant after contact

Insert picture if available

Describe Task:

The observation involved an EMS crew responding to an incident involving an MVA on Rt. 295.

Traffic control included the use of Cones, High Visibility Clothing. The vehicle was positioned on the shoulder to allow traffic to flow. The vehicle was equipped with Retro-reflective Chevrons and Flashing emergency lighting. EMS Personnel were properly attired in Class III hi-visibility vests. Universal Precautions were in place as well as precautions for exposure to the Covid-19 virus. Additional control was provided by a police unit from the local PD.

The injured party was located in a grassy area, which necessitated the use of the power-flex cot. The rough terrain and tall grass contributed to a malfunction of the cot when a cable was caught on the grass causing the manual override to be stuck. This caused the cot to lower slowly.

Recommendations:

In light of the above incident, it is recommended that a change in procedure to ensure that the cot is in good working order and to review ways to provide protection or secure the cable to prevent fouling when operating in tall grass.
Recommend that newer or different equipment be purchased for rough terrain.

Ensure that all EMS personnel understands the Limitations of the Power-flex Cot in Tallgrass and Rough Terrain

Review and Change procedure for retrieving patients in rough terrain and tall grass.

Ensure that the Powerflex cot is serviced and tested by proper authority.

Observer:

_____
Your name
Your Position
Your Department

Narrative Format JSO Instructions – Revised 9-10-19

Consider the task to be observed:

Complete Date, Time, Crew information, etc.

Begin by identifying all known and potential hazards associated with the job.
List the kind of control(s) used to reduce or eliminate the hazard, i.e., Engineering control, Administrative control or Personal Protective Equipment (see below for leaf collection). **Note:** Identified controls are not necessarily always used.

Hazards	Controls
• **Traffic – Struck By, Mobile Work Zone**	• **Engineering Control - Amber Lights, PPE - Hi-Visibility Clothing**
• **Flying Particles**	• **PPE - Safety Glasses, Gloves, Long Pants/Sleeves**
• **Noise**	• **PPE - Hearing Protection**
• **Back Injury, Strains & Sprains**	• **Engineering control – Gas-powered blowers**
• **Breathing Hazard**	• **PPE - Dust Mask**
• **Fatigue**	• **Safe Work Practice – Speed, the substitution of hand tools**

Take several pictures to document conditions or work practices.

- Describe the tasks being performed. Include information on how the controls are being used.
- Describe any deficiencies in procedure or controls.
- Describe good behavior.
- Describe conditions, i.e., weather, lighting conditions, heat, cold, etc.

Include personal observations on procedures being employed.

In short, the JSO should tell the story of the task at hand. Who, what, when, where, and how of the task being performed.

Done correctly, the JSO becomes an effective tool which can be utilized in several areas.

- The JSO will first give the observer an insight as to how the jobs are being performed regarding safety and adherence to procedure.
- It will help identify areas of need, such as training, equipment, or safe work practices.
- It satisfies the requirements of a hazard assessment as required by PEOSH.
- Observations can be used to describe a workers position to a physician when trying to offer transitional duty or determine fitness for duty.
- It can be used as material for a Tool Box Talk to review the results.
- Improve morale by pointing out what is good as well as what is deficient