

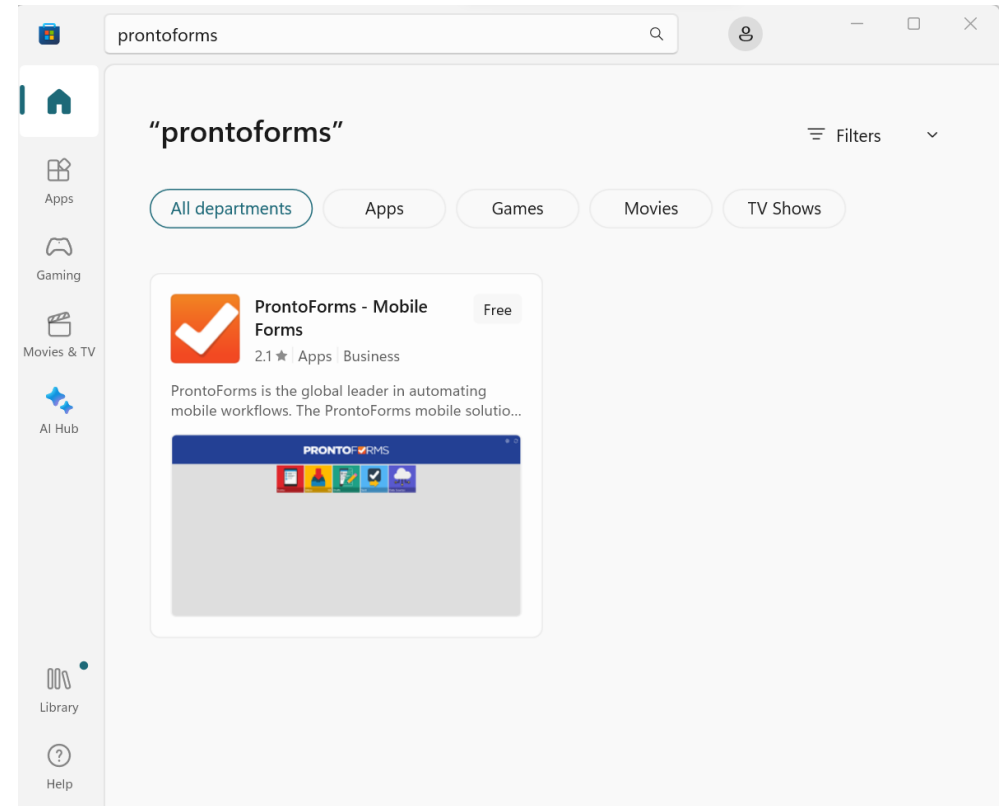
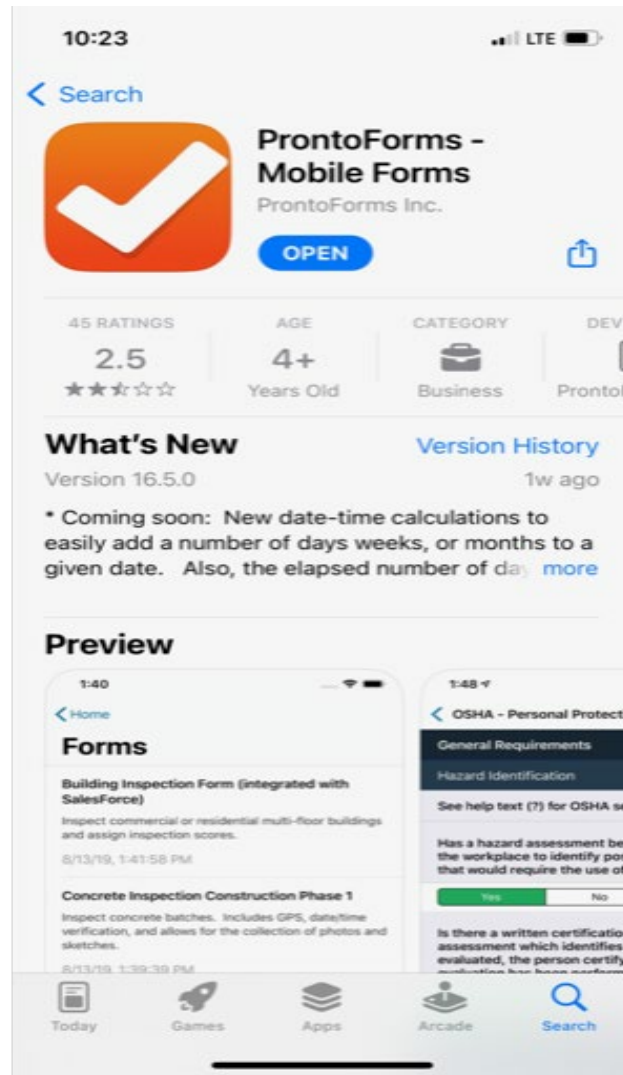
ProntoForms JSA Introduction



ProntoForms is the new software used for JSAs

It can be found in the apple or android Appstore for mobile devices

It can be found in Microsoft Store on your computer or laptop



Logging into Pronto Forms

Once the app has been downloaded to your device, you will login using the following information:

- Username – Louisiana Cat email
- Password – abcd1234

The logo for PRONTOFORMS, featuring the word "PRONTO" in white, a red checkmark icon, and "FORMS" in white, all on a dark blue background.

Username

Password

Sign In

[Forgot password?](#)

[Corporate Login](#)

Using Pronto Forms - Forms

Once logged in you will see the icons of the main screen. The forms icon will be where the JSA templates are located.

Depending on what shop or location you work at will dictate what JSA templates are available to you.



Navigating pages in Pronto Forms

Sections of JSA



Used to send JSA once it is complete. (System will not allow it to send unless it is filled out 100%)



Arrows used to navigate between pages of JSA



Fillable portions of JSA



Filling out JSA in Pronto Forms

Fill out each section within the JSA template. If you leave any sections blank or do not add comments in sections requiring comments, you will not be able to proceed to the next step of the JSA.

Development - Shop (JSA)

Page listing

General Information *

Louisiana CAT

Work Order *

Conducted on

Conducted by

Location *

SIS Media Login

SIS Media Number (if no SIS Media mark N/A) *

Summary

Adding Area Hazards to JSA

Using the + Icon you will add the area hazards to the job.

You may add multiple area hazards within one entry however you must add all mitigation steps for each area hazards listed. If you would like to add multiple entries, you will add one, then use the check mark to save that entry, then use the + icon to add additional area hazards and mitigations.

Development - Shop (JSA)

Page listing

General Information * ✓

Area Hazards ⚠

Area Hazards

	Hazard	Mitigation/Control	Risk
1	Moving equipment, Heat, Slips trips falls	Be aware of surroundings, take breaks and drink water, watch footing and use good housekeeping.	Low

+ Add Entry

View All

← → Summary

Filling out Job Steps on JSA

When filling out the steps of the job, each step may be individually added or you may input the steps in one row, listed out by number. i.e.

1. Gather tools and parts
2. Remove bolts
3. Remove belly pan

Make sure to identify the specific hazards and mitigations of each step

The screenshot shows a software interface for creating a Job Safety Analysis (JSA). The title is "Plan your Work". Below the title is the instruction: "Read the procedure and think about how you are going to carry out the task".

On the left side, there is a navigation menu with the following items:

- Copy of Development - LCR Shop (JSA)
- Page listing
- General Information * (with a blue warning icon)
- Area Hazards (with a green warning icon)
- Plan your Work (with an orange warning icon)

The main content area displays a table titled "Job Steps". The table has the following columns: Job Step, Estimated Time, Hazards, Mitigation/controls, and Risk.

Job Step	Estimated Time	Hazards	Mitigation/controls	Risk
1 1. Gather tools and parts 2. Remove Bolts 3. Remove Belly Pan 4. ECT...	2:00	1. Dropped objects, sharp edges 2. Impact drill vibration, flying particles, pinch points 3. Pinch points, overhead hazards, ergonomics and body...	1. Don't carry more than manageable, PPE 2. PPE, be aware of pinch point areas 3. PPE, be aware of body...	Moderate

Below the table, there is an "Add Entry" button (with a plus icon) and a "View All" link.

At the bottom of the interface, there are navigation arrows and a "Summary" link.

Energy Isolation Instructions

If there a reason to answer “No” to any of the energy isolation questions, you will be prompted to give a reason why. You will not be able to advance to the next section unless this is filled out.

Energy Isolation

Development - Shop (JSA)

Page listing

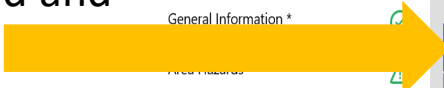
- General Information *
- Area Hazards
- Plan your Work
- PPE/Fall Protection
- Other Hazards and Equipment Needed for Task
- Energy Isolation *

Mechanical *	<input checked="" type="checkbox"/>	Yes	No	N/A
Electrical *	<input checked="" type="checkbox"/>	Yes	No	N/A
Comments Power needed to troubleshoot electronics.				
Flammables *	<input checked="" type="checkbox"/>	Yes	No	N/A
Tag Out at Point of Isolation				
Master Switch Off/Battery Ground Disconnected and Tagged Out? *	<input checked="" type="checkbox"/>	Yes	No	N/A
Comments Power needed to troubleshoot electronics.				
Tag Out at Point of Operation				
Key Removed and Tagged? *	<input checked="" type="checkbox"/>	Yes	No	N/A

← → Summary

Safe Lifting Section

Each component to be lifted and its weight should be listed individually



Safe Lifting and Suspension

Development - Shop (JSA)

Page listing

- General Information *
- Area Hazards
- Plan your Work
- PPE/Fall Protection
- Other Hazards and Equipment Needed for Task
- Energy Isolation *
- Safe Lifting and Suspension *

**List weights of components over 75 lbs.
Component & Weight (example format: Cement bag - 75 lbs) list all components and their weigh below**

Component	Weight
1 Hydraulic Cylinder	750lb
2 Dozer Cab	1000lb

+ Add Entry View All

**List capacities of lifting devices to be used
Device & Capacity (example format: Forklift - 10,000 lbs) list all devices and their capacities below**

Lifting Device	Capacity
1 Overhead Crane	10,000lb

+ Add Entry View All

Summary

Safe Lifting and Suspension

Development - Shop (JSA)

Page listing

- General Information *
- Area Hazards
- Plan your Work
- PPE/Fall Protection
- Other Hazards and Equipment Needed for Task
- Energy Isolation *
- Safe Lifting and Suspension *

**List capacities of lifting devices to be used
Device & Capacity (example format: Forklift - 10,000 lbs) list all devices and their capacities below**

Lifting Device	Capacity
1 Overhead Crane	10,000lb

+ Add Entry View All

Equipment inspected and in good condition? *

Yes	No	N/A
-----	----	-----

Have slings/chains been inspected? *

Yes	No	N/A
-----	----	-----

Are cribbing/jackstands appropriate for the supported weight? *

Yes	No	N/A
-----	----	-----

Summary



Ensure rigging equipment and cribbing and stands are inspected and suitable for job

Reviewing and Approving JSA

The last section is used to ensure all steps are understood, that all items of JSA have been filled out correctly and to identify any additional workers who may be included on the job. The person filling the JSA out will be the Ultimate Work Authority and will sign the JSA.

Review and Approval

Development - Shop (JSA)

Page listing


- General Information *
- Area Hazards
- Plan your Work
- PPE/Fall Protection
- Other Hazards and Equipment Needed for Task
- Energy Isolation *
- Safe Lifting and Suspension *
- Review and Approval *

Are high risk tasks/hazards approved and signed by the supervisor? * Yes No N/A

Have all steps been taken to ensure the job can be done safely? * Yes No

Person in Charge/Ultimate Work Authority Name *

Person in Charge/Ultimate Work Authority Signature *


Tap to add signature

Additional employees working on job? * Yes No

List additional employees

Have you verified that everything on the inspection is correct and accurate? * Yes No

[Summary](#)

Sending the JSA

Review and Approval

Development - Shop (JSA)

Page listing

- General Information *
- Area Hazards
- Plan your Work
- PPE/Fall Protection
- Other Hazards and Equipment Needed for Task
- Energy Isolation *
- Safe Lifting and Suspension *
- Review and Approval *

Are high risk tasks/hazards approved and signed by the supervisor? * Yes No N/A

Have all steps been taken to ensure the job can be done safely? * Yes No

Person in Charge/Ultimate Work Authority Name * John Doe

Person in Charge/Ultimate Work Authority Signature *

Additional employees working on job? * Yes No

List additional employees Joe Bob

Have you verified that everything on the inspection is correct and accurate? * Yes No

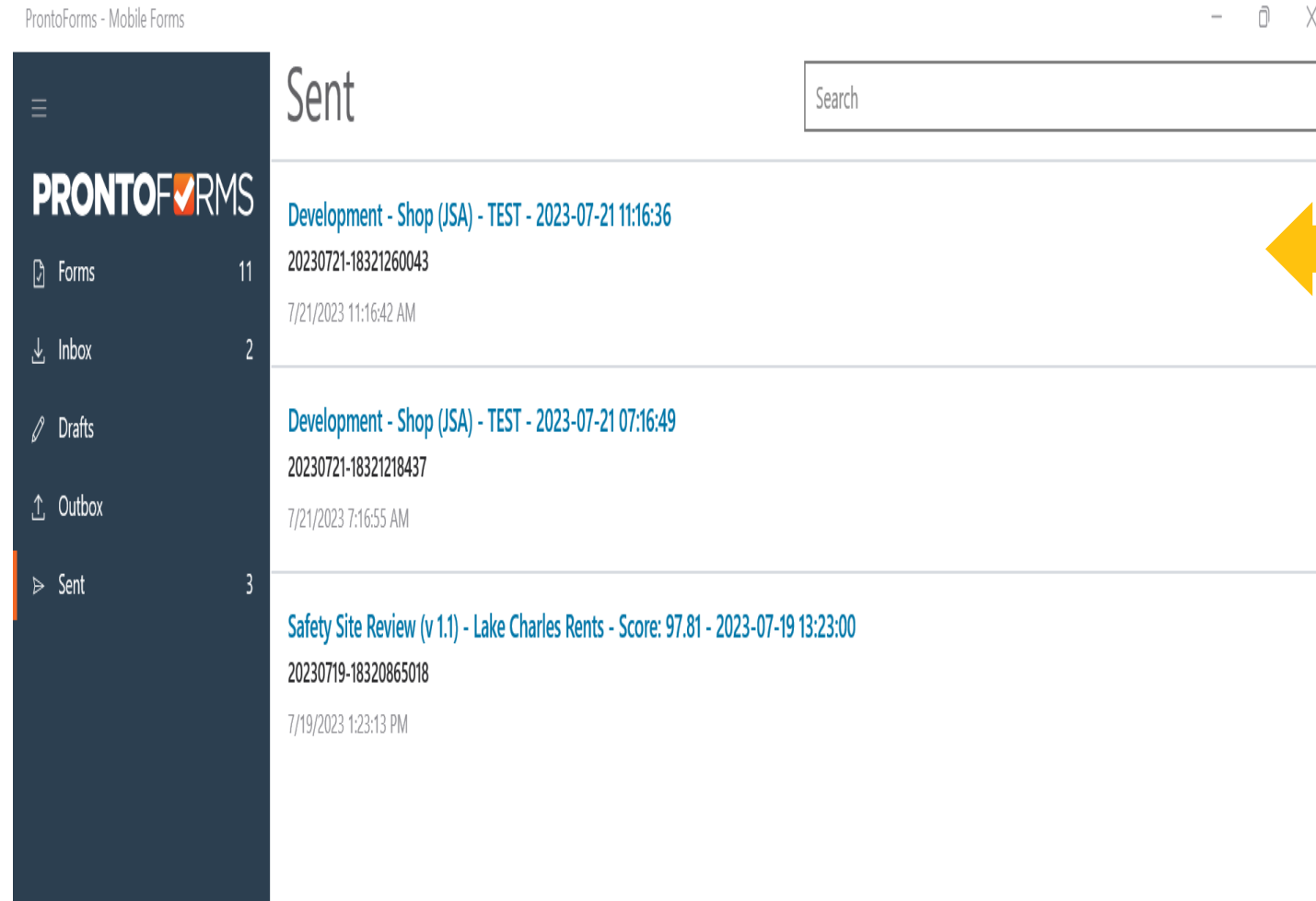
Summary

Once the JSA is completed and signed by the UWA, you will use this arrow to send the JSA.

(If you are working in a shop, it will be sent to the lead man for review and signature. If you are working in the field, the JSA will be sent to the filing system within the Prontoforms for later review if necessary.)

Revising or Editing a JSA once it has been sent

You will need to go into your “Sent” folder and either tap or right click the JSA or Form to edit and then select Edit. You will then make your changes or additions and RE-Send the JSA as you did initially.



Right click or tap to edit the form you would like to make changes too

Managers/Lead Men



live.prontoforms.com/security/login

The link below will take you to the web page where you can view the technicians completed JSA's. It will prompt a login. The information used to login is the same as the App.

<https://live.prontoforms.com/security/l>

Louisiana CAT

PLEASE ENTER A PASSWORD

Username

Password

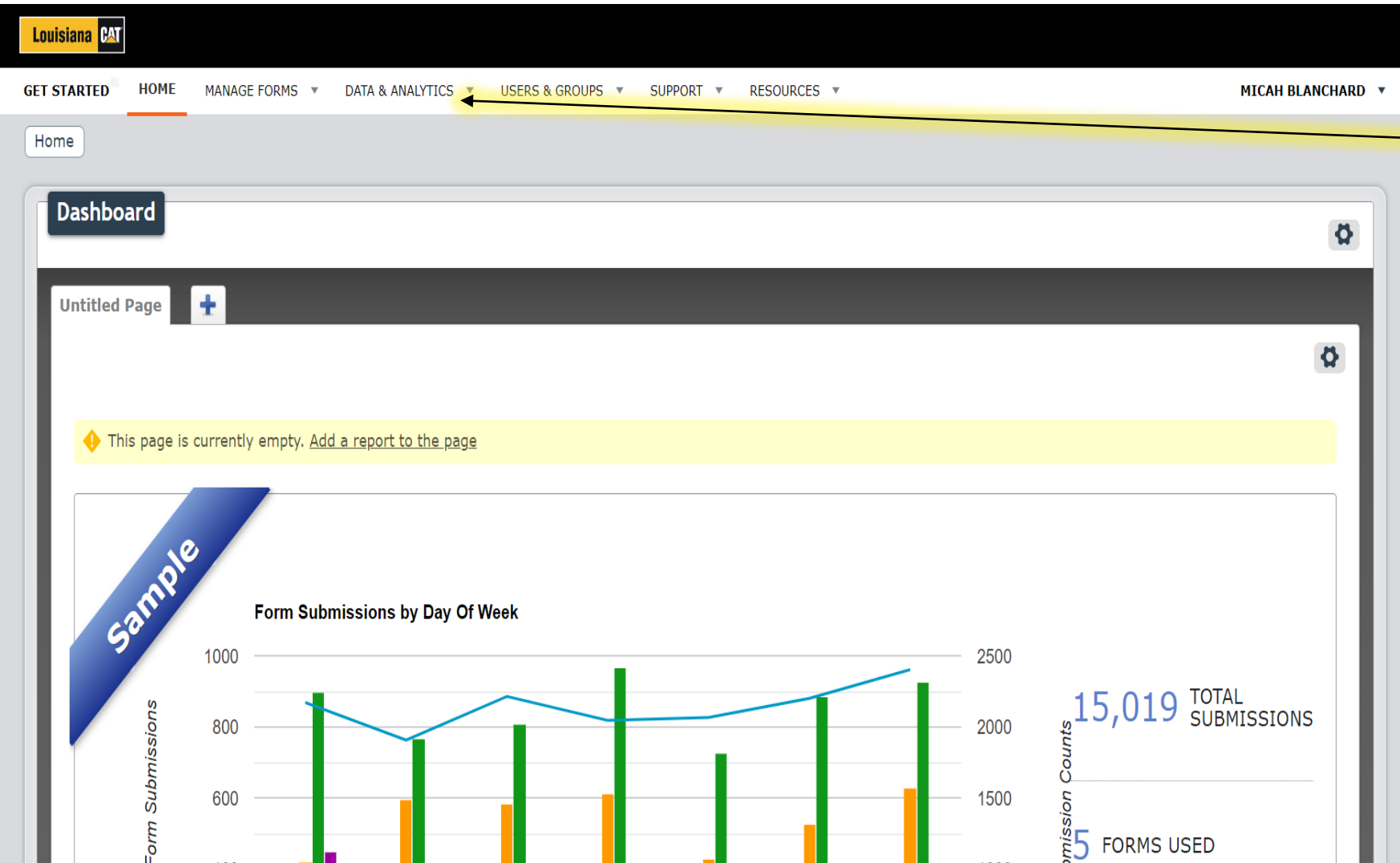
Remember me next time

LOGIN

CORPORATE LOGIN

Request a Trial | [Forgot Password](#)

Managers/Lead Men



Once you are logged in you will see a task bar at the top of the web page. Click on Data & Analytics and it will drop down a menu.

Managers/Lead Men

The screenshot shows the Louisiana CAT dashboard interface. The top navigation bar includes 'GET STARTED', 'HOME', 'MANAGE FORMS', 'DATA & ANALYTICS', 'USERS & GROUPS', 'SUPPORT', and 'RESOURCES'. The user 'MICAH BLANCHARD' is logged in. The 'DATA & ANALYTICS' menu is open, showing options: 'All Form Activity', 'Submissions (by Form)', 'Basic Analytics', and 'Advanced Analytics'. The 'Submissions (by Form)' option is highlighted with a yellow arrow. Below the menu, a 'Dashboard' section contains an 'Untitled Page' with a yellow message: 'This page is currently empty. Add a report to the page'. A 'Sample' banner is visible on the left. A chart titled 'Form Submissions by Day Of Week' is displayed, showing submission counts for each day. To the right of the chart, summary statistics are shown: '15,019 TOTAL SUBMISSIONS' and '5 FORMS USED'. The Windows taskbar at the bottom shows the time as 10:58 AM on 7/24/2023.

Then click on the Submissions (by form) tab.

Managers/Lead Men

The screenshot displays the Louisiana CAT web application interface. A modal dialog box titled "View Form Submissions" is open, prompting the user to "Select a form to view its submissions." The dialog contains a search bar and a list of forms. The first form, "Copy of Development - LCR Shop (JSA)", is highlighted. Below the list, there is a section for "*Example Forms" which includes "Louisiana CAT - Observation Card" and "Louisiana CAT - observation card (rough)". The dialog has "Continue" and "Cancel" buttons at the bottom. In the background, the application dashboard is visible, showing a navigation menu with options like "GET STARTED", "HOME", "MANAGE FORMS", "DATA & ANALYTICS", "USERS & GROUPS", "SUPPORT", and "RESOURCES". The user's name "MICAH BLANCHARD" is in the top right. A bar chart titled "Form Submissions" is partially visible, showing data points for various forms. A large blue diagonal banner with the word "Sample" is overlaid on the chart. On the right side of the dashboard, there are statistics: "15,019 TOTAL SUBMISSIONS" and "5 FORMS USED".

You will then see another menu that will allow you to select the shop form you want to view. “Shop JSA, Field JSA, Component Engine Rebuild, etc.. Then click on the form you desire to view.

Managers/Lead Men

It will have dates of when the technician submitted the JSA and when it was signed off by the Lead Man.

Shop JSA (V1.1) [GO TO FORM](#)

Form Submissions

Search Options + 3 filter options applied

Results

Sort By: Date Created (Newest First)

Reference #	Form Submission Name	Form Version	Dispatch Sent	Submitted on Device	Received on Server	Submitter	Owner
20230724-183 21635047	Shop JSA (V1.1) - Rebuild Transmission - 2023-07-24 07:0...	3	Jul 24, 2023 6:50:58 AM CDT	Jul 24, 2023 7:02:03 AM CDT	Jul 24, 2023 7:02:06 AM CDT	John Beaumont (john.beaumont@louisianacat.com)	
20230724-183 21636412	Shop JSA (V1.1) - Rebuild Transmission - 2023-07-24 06:5...	3		Jul 24, 2023 6:50:53 AM CDT	Jul 24, 2023 6:50:56 AM CDT	Robert Burns (robert.burns@louisianacat.com)	
20230724-183 21594314	Shop JSA (V1.1) - remove engine and transmission - 2023-0...	3	Jul 24, 2023 6:33:23 AM CDT	Jul 24, 2023 6:38:48 AM CDT	Jul 24, 2023 6:38:51 AM CDT	John Beaumont (john.beaumont@louisianacat.com)	
20230724-183 21644080	Shop JSA (V1.1) - remove engine and transmission - 2023-0...	3		Jul 24, 2023 6:33:19 AM CDT	Jul 24, 2023 6:33:22 AM CDT	Jacob Spiewak (jacob.spiewak@louisianacat.com)	
20230724-183 21595192	Shop JSA (V1.1) - replace clamps - 2023-07-24 06:40:55	3	Jul 24, 2023 6:24:58 AM CDT	Jul 24, 2023 6:40:55 AM CDT	Jul 24, 2023 6:40:58 AM CDT	John Beaumont (john.beaumont@louisianacat.com)	
20230724-183	Shop JSA (V1.1) - replace clamps	3		Jul 24, 2023 6:24:	Jul 24, 2023 6:24:	Vance Pritchard (vance.pritc	

Here is where you can click to view the completed JSA.

Managers/Lead Men

This is the page that you can view the completed JSA. As you scroll through the page you will find the different sections of the JSA. Such as: Hazards, mitigations, location, PPE, etc... All the way at the bottom of the page you will find the signatures of the technicians and the Lead man.

The screenshot displays the Louisiana CAT interface for a completed JSA form submission. The submission ID is 20230724-18321635047. The form is titled 'Shop JSA (V1.1) v3' and has a submission size of 12.117 KB. The submitter is John Beaumont (john.beaumont@louisianacat.com), who submitted the form on July 24, 2023, at 7:02:03 AM CDT. The form submission name is 'Shop JSA (V1.1) - Rebuild Transmission - 2023-07-24 07:02:03'. The status is 'Form Submission Processing'. A workflow section shows the initiator details in a table.

Reference #	Form Submission Name	FormSpace Name	Form Name	Submitted on Device	Received on Server	Submitter	Owner
20230724-18321636412	Shop JSA (V1.1) - Rebuild Transmission - 2023-07-24 06:5...	Prairieville	Shop JSA (V1.1) v3	Jul 24, 2023 6:50:56 AM CDT	Robert Burns (robert.burns@louisianacat.com)		