OF0035 – Job Safety Analysis (JSA)

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| Section # | Para. # |
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JSA Guidance Sheet

**Introduction:** Job Safety Analysis (JSA) is a simple process that means looking at a specific work site and identifying hazards that may be present on that site and establish safety control measures (preventative measures) to prevent harm to life, health, property or the environment on each day work is to be undertaken.

The simplest way to carry out a JSA is to get those involved in the work task / activity to break it down into a series of steps. Those involved in the work task / activity could include:

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| * Site Manager | * Supervisor | * Relevant Workers | * Contractors | * Health & Safety Representatives |

**Stage 1** - Complete the Site Assessment & Emergency Management sections

**Stage 2** - Identify the job tasks, job procedures (including any high-risk work), documentation and/or preparation required and who is involved with the work

**Stage 3** - Identify the potential hazards associated with each of the tasks, including the environmental conditions, location and human factors for the specific work site on that day.

1. A selection of hazards are listed as examples - delete / modify / add hazards to this list as required
2. Each of the listed hazards must be risk rated using the Risk Matrix. The purpose of this process is to determine the likelihood of occurrence and the seriousness of possible consequences. This will then assist in selecting suitable risk control measures.
3. The selection of suitable risk control measures is the critical step in completing the JSA.
4. Determine the residual risk level. This is the level of risk for a hazard once the designated controls are in place.

**Stage 4** - Once the control measures are established it is important that the hazards and risks are regularly monitored during the work.

The person responsible for ensuring that this occurs should be listed.

**Stage 5** - Hazards and risks should be re-assessed when appropriate and/or as required by legislated requirements. The person responsible for ensuring that this occurs should be listed.

**Stage 6** - Worker Sign Off.

**Summary – Key Outcomes:**

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| * Consult those involved in the work task / activity at this site * List the work tasks to be performed on this site * Identify the hazards associated with this site that may affect the conduct of safe work * Establish the risk levels associated with those hazards * Develop effective risk control strategies * Establish that the risk has been eliminated / reduced; due to the selection of the risk control measures | * Ensure all persons involved in the work task / activity are aware of hazards present on this site and the control measures that are implemented to reduce associated risks * Ensure that any changes in the work task, the site, environmental conditions or the working conditions are monitored, re-assessed and updated in the JSA as required * Ensure the relevant workers and Persons Responsible sign off as appropriate on the JSA. |

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| **JSA #:** | | **Date JSA completed:** | | **Time:** | | | | **Review Due Date:** | | |
| **Workplace Name:** | | | **Address:** | | | | **Location:** | | | |
| **STAGE 1 Workplace Assessment** | | | | | | | | | | |
| **JSA conducted by:** | **workers involved and consulted with during this JSA:** | | | | **Primary Contractor / Workplace Owner details** | | | | | |
| Name: | Name/Role: | | | | Business Name: | | | | | |
| Job Role: | Name/Role: | | | | Contact Name: | | | | | Phone: |
| Contact Number: | Name/Role: | | | | Address: | | | | | |
| **Workplace Map** | | | | | | | | | | |
| Workplace description: (layout, features, boundaries of the workplace) | | | | | Workplace Plan: (Sketch a plan of the workplace) | | | | | |
| **Emergency Management** | | | | | | | | | | |
| **Emergency Contact Numbers:** | | | | | **First Aid Kit Location/s:** | | | | | |
| **Safety Officer/s Name & Phone:** | | | | | | | | | | |
| **Evacuation Point / Assembly Area:** | | | | | | | | | | |
| **EMERGENCY** | * *Evacuate all persons at the workplace to designated assembly area* | | | | | * *Lock down the workplace if possible* | | | * ***CALL 000*** | |

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| **Hierarchy of Controls** |
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| **Determine the risk score** | | | | | |  | **Record risk score on worksheet** (**Note** – Risk scores have no absolute value and should only be used for comparison and to engender discussion.) | |
| **Consequence** | | | | | |
| **Likelihood** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certain** | **3 High** | **3 High** | **4 Acute** | **4 Acute** | **4 Acute** | **Score** | **Action** |
| **Likely** | **2 Moderate** | **3 High** | **3 High** | **4 Acute** | **4 Acute** | **4A: Acute** | **DO NOT PROCEED.** Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding. |
| **Possible** | **1 Low** | **2 Moderate** | **3 High** | **4 Acute** | **4 Acute** | **3H: High** | **Review** **before commencing work**. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working. |
| **Unlikely** | **1 Low** | **1 Low** | **2 Moderate** | **3 High** | **4 Acute** | **2M: Moderate** | **Maintain control measures.** Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change. |
| **Rare** | **1 Low** | **1 Low** | **2 Moderate** | **3 High** | **3 High** | **1L: Low** | **Record and monitor**. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change. |

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| **Job Description** **and Work Procedures** **List the main tasks that will be performed on this workplace** | | | | | |
| **Job Steps** | **workers / Work Group** | **Safe Work Method Statements (SWMS) List** | | | |
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|  | Have all workers been trained in the SWMS? | | * Yes | * No | * N/A |

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| **Documents** | | **Yes** | **No** | **N/A** | **Electricity** | | | | | **Underground Services** | | **Yes** | **No** | | **N/A** |
| Work Permit/s completed and signed | | 🞎 | 🞎 | 🞎 | Energised | | | | 🞎 | Dial Before You Dig plan | | 🞎 | 🞎 | | 🞎 |
| Entry Permit/s completed and signed | | 🞎 | 🞎 | 🞎 | De - Energised | | | | 🞎 | Electrical Services | | 🞎 | 🞎 | | 🞎 |
| Hazardous Chemicals Register at the workplace | | 🞎 | 🞎 | 🞎 | Isolated | | | | 🞎 | Gas Services | | 🞎 | 🞎 | | 🞎 |
| Hazardous Chemicals Manifest at the workplace | | 🞎 | 🞎 | 🞎 | Locked Out & Tagged | | | | 🞎 | Water Services | | 🞎 | 🞎 | | 🞎 |
| Safety Data Sheets at the workplace | | 🞎 | 🞎 | 🞎 | Permit No. (if applicable) | | | | 🞎 | Communications | | 🞎 | 🞎 | | 🞎 |
| **Does the work involve any of the following High Risk Construction work?** | | | | | | | | * **Tick if applicable** | | | | | | | |
| ☐ Confined Spaces  ☐ Powered Mobile Plant  ☐ Demolition  ☐ Asbestos  ☐ Using explosives  ☐ Diving work  ☐ Artificial extremes of temperature  ☐ Tilt up or pre-cast concrete | ☐ Working at depths greater than 1.5 Metres, including tunnels or mines  ☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations/services  ☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse  ☐ Involves a risk of a person falling more than 2m, including work on telecommunications towers  ☐ Work in an area that may have a contaminated or flammable atmosphere  ☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor  ☐ In or near water or other liquid that involves risk of drowning | | | | | | | | | | | | | | |
| **STAGE 3 Key Site Specific Hazards (List all Hazards identified during the JSA)** | | | | | | | | | | | | | | | |
| **Hazard (a)** | | **Risk Level (b)** | **Controls in place (c)** | | | | | | | | | | **Residual Risk Level (d)** | | |
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| Is it safe for work to proceed?  Have all risks been reduced to the lowest acceptable level?  **If NO, DO NOT COMMENCE WORK,** contact your supervisor | | | * Yes | | | * No | Do any workers require additional supervision?  If **YES**, who are they and who will provide the supervision: | | | | * Yes | | | * No | |

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| **Stage 4 Monitoring On-going monitoring of hazards and risks is required for the duration of the work**  Person Responsible: | | | | | | |
| **Stage 5 Re-assess Any new hazards identified during the work are to be assessed and controls put in place**  Person Responsible: | | | | | | |
| **Stage 6 worker Sign Off:** I have read the above JSA and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the tasks I have been allocated to complete. I agree to comply with safety requirements within this JSA including identifying and monitoring hazards and adhering to risk control measures, relevant Risk Assessment, SWMS and permit requirements. | | | | | | |
| **Name** | **Signature** | **Date** | **Name** | **Signature** | | **Date** |
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| **Supervisor Name:** | | | **Signature:** | | **Date:** | |