Job Safety Analysis (JSA)

|  |  |  |  |
| --- | --- | --- | --- |
| JSA Details | | | |
| Work activity: |  | Location & Date: |  |
| Name of company completing the activity: |  | This JSA has been authorised by:  Name:...................................................................................................................  Position:................................................................................................................  Signature:.............................................................................................................  Date:.....................................................................................................................  Curtin Responsible Officer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project Name or Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Plant and equipment to be used: |  |
| Maintenance checks required (e.g. testing and tagging of electrical equipment, prestart checks of vehicles etc.): |  |
| Hand Tools to be used: |  |
| Materials to be used: |  | | |
| Required Personal protective equipment: |  | | |
| Certificates, permits ([Curtin](https://properties.curtin.edu.au/working-with-us/permits.cfm) or other) and/approvals required |  | | |
| Relevant legislation, codes, standards, SDSs etc. applicable to this activity |  | | |

**Health and Safety Risk Matrix**

**Determine the Risk Rating (Level of Risk)**

For each Consequence Category selected, determine the Risk Rating (Level of Risk) from the relevant Consequence and Likelihood Levels.

**Risk Rating (Level of Risk) = Consequence x Likelihood.**

**Select the Likelihood**. Select the appropriate Likelihood or Frequency rating of the Risk Event occurring for the selected Consequence level, given the controls are in place.

**Select the Consequence**. For the given Risk Event select the relevant Consequence categories and apply a rating. The ratings are determined with the existing controls in place.

Where there are multiple ratings for a risk, the highest combination of Consequence/Likelihood is taken as the final risk rating (do not average out the ratings).  
Note: There are 3 types of risk ratings:

**Inherent** - no controls in place or total control failure; **Current** - with existing controls in place; **Residual** - with proposed treatment action plans (TAPs) in place.

Curtin requires the **Current** risk rating (as a minimum).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | **LIKELIHOOD DESCRIPTION** | | | | | |
| **LIKELIHOOD** | The event may occur only in exceptional circumstances. | Not expected but the event may occur at some time. | The event could occur at some time. | The event will probably occur in most circumstances. | The event is expected to occur or has occurred and is continuing to impact. |
| **FREQUENCY** | Less than once in 10 years. | At least once between 5 and 10 years. | At least once between 1 and 5 years. | Once per year. | More than once per year. |
| **PROBABILITY** | <10% | 10% - <35% | 35% - <65% | 65% - <90% | >90% |
| **CONSEQUENCE DESCRIPTION** |  | **IMPACTS** | **Likelihood Level** | | | | | | |
| **Environment** | **Health and Safety** | **Consequence Level** |  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| Permanent environmental damage to an extensive area outside of campus; Sole contributor responsible for direct GHG emissions AND majority of current practice does not meet good practice standards. | Fatality  Permanent Total Disability | **Critical** |  |  |  | **Extreme** |  |
| Long term environmental damage extending to a large area requiring high level of intervention; Significant contributor responsible for direct GHG emissions AND majority of current practice does not meet good practice standards. | Significant/extensive injury or illness.  Permanent Partial Disability | **Major** |  |  | **High** |  |  |
| Short term environmental damage requiring some intervention; Partial contributor responsible for direct GHG emissions AND majority of current practice does not meet good practice standards. | Serious injury or illness. Lost time injury >10 days | **Moderate** |  | **Medium** |  |  |  |
| Short term environmental damage affecting a small area, easily remediated; Partial contributor responsible for indirect GHG emissions AND majority of current practice does not meet good practice standards. | Injury or illness requiring medical treatment  Lost time injury <10 days | **Minor** | **Low** |  |  |  |  |
| Minimal environmental damage affecting a very small area, immediately remediated. | Injury or illness requiring First Aid treatment  No lost time injury days | **Insignificant** |  |  |  |  |  |

# JSA – Action steps

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Step No** | **Job step details (list the steps involved in the job)** | **Potential hazards** | **How to control risks Hierarchy of Control**   1. **Eliminate, eg: eliminate task, remove hazard** 2. **Substitute eg: replace with less hazardous process** 3. **Isolate eg: enclosures, restricted access** 4. **Engineering eg: guarding, separation, redesign** 5. **Administrative eg: SWP, training, schedule**   **Personal Protective Equipment (PPE) eg: gloves** | **Risk Level (Consequence x Likelihood)** | **Name of person(s) responsible for implementing controls** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **This job safety analysis has been developed through consultation with our workers and has been read, understood and signed by all workers completing the works:** | | | |
| **Print Names:** | **Position:** | **Signature:** | **Dates:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Review No** | **01** | **02** | **03** | **04** | **05** | **06** | **07** | **08** | **09** |
| Initial: |  |  |  |  |  |  |  |  |  |
| Date: |  |  |  |  |  |  |  |  |  |