

	JOB SAFETY ANALYSIS (JSA) PROCEDURE	Document No:	WHS-PRO-032
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1. Purpose

The aim of this procedure is to give guidance on how to complete a Job Safety Analysis (JSA). JSAs are specific to work performed in a particular location or situation. Independent contractors who are required to carry out work on Australian Catholic Bishops Conference Agencies premises are required to complete a JSA. In particular JSAs are required for completion of certain high risk activities such as hot work, impairment/isolation of fire prevention systems, electrical work (high voltage), work at heights and work in confined spaces. For this reason this procedure must be read in conjunction with WHS-PRO-031 Management of Independent Contractors.

2. Scope

This procedure applies to all ACBC Agencies. It covers all workers at ACBC and ACBC controlled premises. This procedure does not apply to domestic premises.

This procedure applies to all workers including contractors working at ACBC premises.

3. Related Documents

[ACBC Work Health & Safety Policy](#)
[WHS-PRO-031 Management of Independent Contractors](#)
[WHS-PRO-011 Asbestos and Asbestos Containing Materials](#)
[WHS-PRO-023 Electrical Safety](#)
[WHS-PRO-014 Working at Heights](#)

4. Definitions

Job Safety Analysis

A job safety analysis (JSA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is analysed to identify potential hazards and to recommend the safest way to do the job. JSAs are specific to a particular job being carried out at a specific location under local physical and environmental conditions.

Hot Work

Grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations.

HV

High Voltage electricity (exceeding 1000V AC)

Risk

Risk is the effect of uncertainty on objectives. In the context of workplace health and safety, risk means exposure to the chance of injury or loss, e.g. the possible impact on the well-being of workers from failure to provide adequate facilities.

Works Supervisor

The Works Supervisor is the person who is responsible for the day-to-day supervision of an independent contractor or any other worker who may be required to carry out the work.

Health and Safety Representative (HSR)

A Health and Safety Representative nominated and elected by employees at a workplace in accordance with the relevant State or Territory legislation.

5. Responsibilities

Person Conducting a Business or Undertaking (PCBU) or Employer

The PCBU or Employer is responsible for:

- As far as reasonably practicable, providing workplaces that are safe and free from risk of injury or illness

Agency Heads

Agency Heads are responsible for ensuring that:

- This procedure is implemented at their workplace
- Resources are available to carry out all required checks and complete documentation
- They make workers aware of any risks that have been identified and the relevant controls to manage these risks

Works Supervisor

The Works Supervisor is responsible for:

- Making sure that a JSA has been completed by contractors or any other worker

Health and Safety Representative (HSR)

The Health and Safety Representative (where appointed) should:

- Assist with checks and documentation as required

Workers

Workers should:

- Assist with completing JSAs as required
- Follow any safe work procedures implemented to manage the risks identified

Employment Relations Advisor (Office for Employment Relations)

The Employment Relations Advisor will:

- Provide advice on implementation of this procedure

6. Procedure

Most of the activities requiring a JSA will be performed by contractors at ACBC premises. However, a JSA may be completed by any worker at ACBC for a specific task to be performed to ensure that all aspects of a task can be completed safely. The factors to be considered in deciding whether a JSA is required include:

- Accident frequency and severity: jobs where accidents occur frequently or where they occur infrequently but result in disabling injuries
- Potential for severe injuries or illnesses: the potential consequences of an accident, hazardous condition, or exposure to harmful substance are severe

- Newly established jobs: due to lack of experience in these jobs, hazards may not be evident or anticipated
- Modified jobs: new hazards may be associated with changes in job procedures
- Infrequently performed jobs: workers may be at greater risk when undertaking non-routine jobs, and a JSA provides a means of reviewing hazards

Consultation:

The process of completing a JSA must involve all those who will be carrying out that job.

The steps to complete a JSA are as follows:

1. **Document the job:** Assemble those involved in the job and then, using the JSA worksheet (WHS032), write down the tasks that make up the activity, step by step. A job step is defined as a segment of the operation necessary to advance the work. The steps are often determined through observing a worker(s) carrying out the job. Care must be taken not to make the steps too general, as this could lead to missing a step and the hazard associated with it. However, if the steps are too detailed, there will be too many steps. A rule of thumb is that most jobs can be described in fewer than ten steps. If more steps are required, then it may be necessary to divide the job into two or more segments.
2. **Identify the hazards:** Next to each task, identify what part of the task may cause injury to those doing the work or to anyone else nearby. The hazards can be identified through prior knowledge of the work and through incident or injury reports.

A few useful questions to ask are:

- Can any body part get caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with moving objects?
- Can the worker slip, trip, or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Is harmful radiation a possibility?
- Can contact be made with hot, toxic, or caustic substances?
- Are there dusts, fumes, mists, or vapours in the air?

3. **Document the risk control measures:** For each identified hazard, list the measures that need to be put in place to eliminate or minimise any likely risk of injury to those involved. In determining control measures bear in mind the hierarchy of controls:

Hierarchy of Controls

Type of Control	Action
Elimination	Cessation of use of process/product altogether
Substitution	Replacement with a lesser risk product/process
Engineering	Engineering solutions
Administrative	Procedures, training, supervision, signage
Personal Protective Equipment	What personal measures of protection are required

In listing the control measures, do not use general statements such as "be careful" or "use caution". Specific statements which describe both what action is to be taken and how it is to be performed are preferable.

4. **Identify who is responsible:** Once the JSA is completed, the results must be communicated to all workers who are, or will be, performing that job. Document the name of the person responsible for implementing the control measure.
5. **Monitor and review:** Make sure the activity is supervised to ensure the documented process is being followed. The JSA should be reviewed whenever a documented activity changes, when there is a change of personnel or after an appropriate length of time.

7. Records

Completed Job Safety Analysis Worksheets ([WHS032](#))