



Job Safety Analysis

- This presentation is designed to give a general understanding of the requirements associated with “Job Safety Analysis”.
- This presentation is a company training awareness toolbox and is applicable to all employees, it is designed to give all employees an understanding of the need for Job Safety Analysis.
- Please be advised that specific procedures surrounding Job Safety Analysis may be applicable at client sites that you work on and these may need to be followed whilst working on those sites.(Please ask the HSEQ Dept if clarification is needed)



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Job Safety Analysis - Purpose

- To ensure all personnel can complete a Job Safety Analysis (JSA) to a satisfactory level enabling the task undertaken to be completed safely.
- Many tasks undertaken are done routinely and have probably been done the same way for years - sometimes safely, sometimes not.
- Before starting a task, it is essential to think of what is the safest and best way to do it.
- **Do not jump in and help another work group unless you have read and signed onto the JSA for the task being conducted. You may be putting yourself and others in danger by not understanding the hazards involved in the task.**



JSA - Objectives

- Provide a basic understanding of risk assessment
- Define the purpose and methods of completing a JSA
- Identify hazards associated with specific tasks or **activities including “high risk work”**
- Conduct a risk assessment for the hazards identified
- Apply control measures to reduce the level of risk associated with the identified hazards



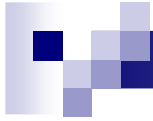
JSA- What is involved

- Identification of the job *steps* *(Set up and demobilisation at the work site must be considered as a step within your JSA)*
- Identification of hazards or potential hazards associated with those steps
- Identification of controls or activity required to eliminate or reduce risk
- Detailed review of an operation



When do we do a JSA

- When the consequences of performing a task could lead to an incident.
- When a new job is established.
- When “high risk work” is apparent e.g. working at height >2m asbestos, demolition, powered plant etc.
- When a new Work Instruction or Procedure is created and used for the first time.
- When an existing Work Instruction or Procedure is modified.
- When conditions change
- Simultaneous Operations
- When a procedure has not been used for some time
- Major shut downs and restarts
- When a number of people are working as a team



Who does a JSA?

Everyone in the workgroup who will take part in the task



JSA's - Getting started

- JSA is made up of three sheets
- Location of the task to be detailed (Front Sheet)
- **All Tick boxes** to be completed (Front Sheet)
- PPE required for the task to be listed (Front Sheet)
- **“High Risk Construction Work” to be identified and documented.** (Examples of High Risk Work on front Cover)
- Names of those involved in developing the JSA to be printed and signed (Front Sheet)
- JSA to be reviewed by management, supervisor or leading hand (Front Sheet)
- Comments section to be completed if conditions change during the course of the work (Front Sheet)
- Complete JSA check sheet, Potential hazards identified to be controlled (Sheet 2)



JSA's – Identifying the Steps

Step 1.

- Identify the specific task or activity to be reviewed
- Break the job down into key steps---
- Avoid making the breakdown so detailed that an unnecessary large number of steps results
- Or, making the breakdown so general that basic steps are not recorded (JSA on average will have 6 to 8 steps)



JSA's – Hazard identification

Step 2.

- List potential hazards against each step identified for the task
- Hazards identified on JSA checklist (sheet 2) to be included
- Identify the risk class associated with the hazard according to the table on sheet 3 e.g. **L, M, H, E**
- **“High Risk” activities to be identified**
(refer to definition for High Risk Work on JSA front cover sheet)



JSA – Step 3

- Apply control measures to identified hazards.

When putting control measures in place – remember

The Hierarchy of Control:

- 1 – Elimination
- 2 – Substitution
- 3 – Isolation
- 4 – Engineering Control
- 5 – Administrative Control (procedures, work guidelines etc.)
- 6 - Personal Protective Equipment



JSA – Choices when setting controls

The decision needs to be based on:

- Whether the choice is feasible
- Your assessment of the existing level of risk
- The degree of additional protection a preventative measure will give
- The cost and practicality of taking the preventative measure



JSA - Implementation

- Control measures identified on the JSA must be implemented once work on the task commences
- As the job progresses conditions may change introducing new hazards to the task, these additional hazards must be added to the JSA and control measures implemented to reduce the risk
- These additional comments can be added to the front page of the JSA (Examples of changes that can occur: Weather conditions, additional people working in the area etc.)



Referencing existing JSA's

- Previous JSA's must not be used without reviewing and re-approving them with the workgroup before commencing the activity
- The re-use of JSA's (with review and approval) is discouraged in preference for a new JSA for the work activity as conditions may have changed
- The best option is to undertake a new JSA and then review it against the existing JSA to ensure that all hazards / controls are identified
- If the work group chooses to use an existing JSA for an ongoing job, a new front sheet must be attached and completed and signed by all those involved as proof of review prior to work commencing each day