

Job Safety Analysis Worksheet

This Job Safety Analysis (JSA) form is completed to critically examine a contracted work task and where required to alter that task to ensure that the risk of personal or property damage is minimized. Contractor JSA or Safe Work Method Statement (SWMS) templates can also be accepted.

This JSA must be completed prior to commencement of the following tasks to confirm acceptable levels of risk control:

- working from height
- Isolating fire system
- working with installed plant
- using hazardous substances and dangerous goods
- asbestos removal or disturbance
- working on or near live electricity
- demolition or structural alterations
- Work adjacent to roadways
- excavation work
- entry to confined spaces

Name of Contractor/s		Name of Company	
Date		Project number	Work order number
JSA prepared by		Reviewed by UoW manager	
Description of the job:			
Any relevant safe work procedures	Items of plant, tools and equipment to be used	skills/competencies/licenses required for safe job performance	Protective equipment required:
			<input type="checkbox"/> Overalls <input type="checkbox"/> Footwear <input type="checkbox"/> Hearing protection <input type="checkbox"/> Sunscreen <input type="checkbox"/> Hard hat <input type="checkbox"/> Eye protection <input type="checkbox"/> Gloves <input type="checkbox"/> Cut proof trouser <input type="checkbox"/> High visibility vests <input type="checkbox"/> Other

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Process task	Potential hazards	Risks	Risk control measures	Who is responsible for controlling the risk?
List the task required to perform the job in the sequence they are carried out.	Against each task list the hazard(s) that could cause injury.	For each hazard describe the level of risk that may be present.	Describe the intended risk control measures. Apply the Hierarchy of Control: elimination, substitution, engineering controls, administrative controls and protective equipment.	List the person responsible for controlling each risk.
Comments:				
UoW Manager / Supervisor Endorsement	Manager / Supervisor Name		Signature	Date

This endorsement is to ensure that the manager is aware of the intended work of the contractor. It is not necessary for the manager to have a specific knowledge of work task or controls. Refer to line manager or H&S Consultant for further advice if required.