# Appendix 1 - JSA

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| --- | --- | --- | --- |
|  | **Job and safety analysis / Safe operating procedure** | **Completed by** |  |
|  | **Description of the task** |  |
|  | **Where the task is performed** |  |
|  | **Required PPE** |
|  |  | eyes | Protect Clothing | Gloves | Hard Hat | \\peerveet\shared\UserProfiles\troy\Desktop\hearing.png | \\peerveet\shared\UserProfiles\troy\Desktop\respi.jpg | \\peerveet\shared\UserProfiles\troy\Desktop\faceshield.jpg |
|  | [ ]  | [ ]  |[ ] [ ] [ ] [ ] [ ] [x]
| **Does the job require a work permit** | YES [ ]  | NO [ ]  |  |
| **Applicable standards, codes of practice & legislation** |  |
| **Other work relevant procedures or policies** |  |

| **TASK**List the tasks required to perform the activity in the sequence they are carried out | **HAZARDS**Against each task list the hazards that could cause injury when the task is performed | **RISKS**List the potential losses or damage as a result of the hazard | **PRE****RISK RATING***See attached matrix* | **CONTROL MEASURES**Identify equipment, safety, quality or performance requirements to eliminate or minimise the risk of injury using the hierarchy of control | **POST****RISK RATING***See attached matrix* |
| --- | --- | --- | --- | --- | --- |
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| **Reviewed controls at end of job** | YES [ ]  | NO [ ]  |
| **List any unforeseen circumstances**  | YES [ ]  | NO [ ]  |
|  |

**SIGN OFF**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learner name:**  |  | **Signature:**  |  |
| **Trainer name:**  |  | **Date:** |  |
|  | Agree [ ]  |

## Risk matrix

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| --- | --- |
| **RISK MATRIX***Any risk rated Moderate or above* ***must be controlled*** *as far as reasonably practicable before work proceeds.***1 Category 1 – Risk rated Moderate or Above** - Requires risk treatment to avoid the risk - do not to proceed with the activity likely to generate the risk – Reduce risks to an "acceptable" level if risks cannot be eliminated. **2 Category 2 – Risk Rated Very Low or Low** - Maintain integrity of existing controls, monitor and review control effectiveness. | **CONSEQUENCES** |
| **SAFETY** |
| **No injuries** | **First Aid Treatment** e.g., applying ice to bruise or slight strain, minor knife cut | **Medical Treated Injury (MTI)** Medical treatment required (e.g., attends doctor or physio) - Requires temporary alternative duties for less than 4 weeks | **Loss Time Injury (LTI)** Serious injury requiring time off work or more than 4 weeks alternative duties  | **Death or Disability**Death, or permanent disability of a person, unable to return to normal work.A person cannot leave an incident scene under their own capacity (Without Assistance) |
| **ENVIRONMENT** |
| **Spill <100 Litres**Where the incident poses no immediate or long term threat to environmental. Impact confined to a small area. Where the incident occurred outside sensitive environments.  | **Spill 100 - 200 Litres**Where the incident poses only a minor short-term threat to environment. Impact is contained to an area currently impacted by operations | **Spill 200 - 1 000 Litres**May have a long term (but not immediate) observable impact on environment, if not remediated appropriately | **Spill 1,000 – 30,000 Litres**Considerable clean-up effort required using site and external resourcesImpact may extend beyond the site boundary | **Spill >30 000 Litres**When an incident could be associated with significant harm to native flora and/or fauna and the potential to seriously contaminate soil or water resources |
| **QUALITY** |
| **Hierarchy of Control****CONTROLS** **Least Effective****Most Effective** | **Single Complaint**Does not result in unsafe product  | **Multiple Complaints**Does not result in unsafe product - ***May Be*** ***Control Point*** | **Product Recall**Unsafe Product***Control Point*** | **Serious Illness**Unsafe Product***Critical Control Point*** | **Death or Disability**Unsafe Product***Critical Control Point*** |
| **FINANCIAL** |
| **Minimal Financial Loss**(Value up to $1,000) | **Minor Financial Loss**(>$1,000 up to $2,500) | **Appreciable Financial Loss**(>$2,500 up to $25,000) | **Major Financial loss** (> $25,000 up to $250,000) | **Extensive Financial Loss** (Greater than $250,000) |
| **REPUTATION** |
| **Internal Interest** | **Local Government Interest** | **Regulator Interest****Union Interest** | **Media Interest** | **Ministerial Interest** |
| **(1) - Insignificant** | **(2) - Minor** | **(3) - Moderate** | **(4) - Major** | **(5) - Catastrophic** |
| **Likelihood** | **AN INCIDENT HAS OR WILL OCCUR** The event will occur several times– several times per month **98% - 100%** | **5. Almost Certain** | **7 - Low 2** | **17 - Moderate 1** | **22 - High 1** | **24 - Very High 1** | **25 - Extreme 1** |
| This event will occur frequently during the year – several times per year **20% - 98%** | **4. Very Likely** | **6 - Low 2** | **9 - Low 2** | **16 - Moderate 1** | **21 - High 1** | **23 - Very High 1** |
| The event could occur once or at any time – once every 5 to 10 years **10% - 20%** | **3. Likely** | **3 - Very Low 2** | **8 - Low 2** | **15 - Moderate 1** | **19 - High 1** | **20 - High 1** |
| The event has not yet occurred but could – once every 10 to 20 years **5% - 10%** | **2. Unlikely** | **2 - Very Low 2** | **5 - Very Low 2** | **11 - Low2** | **14 - Moderate 1** | **18 - High 1** |
| The event is known to have occurred elsewhere – once every 20 years + **0% - 5%** | **1. Very Unlikely** | **1 - Very Low 2** | **4 - Very Low 2** | **10 - Low2** | **13 - Moderate 1** | **12 - Moderate 1** |