# Appendix 1 - JSA

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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 |
|  |  | |  |  |  | |  | |  |  |
| **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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 resources  Impact 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** |