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| --- | --- |
| Title |  |
| School/Business Unit |  | Location (building/lab/workshop if applicable) |  |

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| JSA Development Date |  | JSA Development Team |  |
| JSA Review Date |  |

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| **Relevant Australian Standards / Codes of Practice / Legislation** |
|  |
| **Relevant Safety Data Sheets** (can be obtained via UNE subscription to ChemWatch) |
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| **Plant & Equipment Required** |
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| **Licenses Required** |
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| **Competencies Required** |
|  |
| **PPE Required** |



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|  | Dust Mask | Face Shield | Foot Protection | Hair Net | Protective Clothing | Respirator | Sun Protection | Breathing Apparatus |
| Compulsory |  |  |  |  |  |  |  |  |
| As needed |  |  |  |  |  |  |  |  |



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|  | Hand Protection | Hearing Protection | Safety Glasses | Safety Harness | Safety Helmet | Safety Vest | Apron/Lab Coat | Welding Mask |
| Compulsory |  |  |  |  |  |  |  |  |
| As needed |  |  |  |  |  |  |  |  |
| Additional PPE/Notes |
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| Job Steps |
| Job Step | Potential Hazards | Risk Score\* | Controls | Residual Risk\* |
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\* The risk score and residual risk is determined by following steps 1-3 in the Risk Matrix below.

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| **Approval of JSA** |
| Name |  | Title |  |
| Date |  | Signature |  |

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| **Sign Off** |
| The University shall provide information and training to workers to enable them to perform tasks safely. This section is signed by workers (and supervisors) to indicate their understanding of the Job Safety Analysis and indicates their competence to complete the job in a safe manner as deemed by their supervisor. Workers should always consult with their supervisor where there is concern about the safety of a task that effects themselves or others. |
| Date | Worker Name | Worker Signature | Supervisor Name | Supervisor Signature |
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| ***Records Storage Instructions*** |
| *All completed JSAs are to be recorded in TRIM Container A16/3851 utilising a TRIM license in your School/Business Unit. Only the HR Team is able to view records in this container. Completed JSAs are to be published on Safety Hub for ongoing utilisation.* |

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| **Risk Assessment Matrix**  |
| **Step 1 – Determine the Likelihood and Consequence** |
| **Likelihood** |
| **Consequence** | **Rare**Likely to occur in very exceptional circumstances | **Unlikely**Could occur at some time | **Possible**May occur at some time | **Likely**Will probably occur or has happened before | **AlmostCertain**Expected to occur |
| **Insignificant**No personal injury, no adverse outcomes | 1-Very Low | 2-Very Low | 4-Low | 7-Medium | 11-Medium |
| **Minor**Minor injury (first aid treatment) and adverse outcomes | 3-Very Low | 5-Low | 8-Medium | 12-Medium | 16-High |
| **Moderate**Serious injury (medical treatment) adverse outcomes  | 6-Low | 9-Medium | 13-Medium | 17-High | 20-Very High |
| **Major**Serious injury (long term absence) major adverse outcomes | 10-Medium | 14-Medium | 18-High | 21-Very High | 23-Severe |
| **Catastrophic**Fatality or permanent impairment, government intervention | 15-Medium | 19-High | 22-Very High | 24-Severe | 25-Severe |
| **Step 2 – Determine the Risk Rating and Response Required** |
| **Risk Rating** | **Response Required** |
| **23-25 Severe** | Highest Priority – stop work and implement controls immediately  |
| **20-22 Very High** | Requires urgent attention - temporary controls to be implemented in interim |
| **16-19 High** | Requires urgent attention – plan for controls through consultation  |
| **7-15 Medium** | Requires attention – controls to be established through consultation |
| **4-6 Low** | Requires monitoring - controls to be established through consultation  |
| **1-3 Very Low** | Requires monitoring |
| **Step 3 – Implement the Highest Control that is available** |
| **Hierarchy of Controls** |
| **Elimination** | **Highest** - Physically remove the hazard – *This is not always possible* |
| **Substitution** | Replace the hazard with something less hazardous – *eg: replace lead based paint with water based paint to lessen the risks* |
| **Engineering** | Isolate people from the hazard by using engineering controls *– eg: install roll-over protection bars on a quad bike* |
| **Administrative** | Administrative controls – *eg: procedures, training, maintenance programs, safety signage* |
| **PPE** | **Lowest -** Personal Protective Equipment – *to be used in conjunction with other controls or as a last resort in isolation – eg: steel cap boots, gloves, eye/hearing protection* |