

JSA

Name:		Version:
Created By:	Date of Creation:	Last Reviewed Date:
Summary:		

Company/Contractor Details:	Work Details:
Name:	Client:
ABN:	Contact Name:
Address:	Site Address:
Contact Number:	Contact Number:
Email:	Start Date:

How to complete this JSA Template:
<ol style="list-style-type: none"> 1. Consult: Consult with all persons who will be involved in the completion of the work. 2. List: List each of the steps in the task work being done. 3. Identify: Describe the health and safety hazards and risks arising from each step in the work. 4. Risk Assessment: Review the level of risk associated with each hazard listed. 5. Control: Describe how the risks will be controlled, and describe what hazard control measures will be put in place. 6. Responsibility: Allocate a person to be responsible for the hazard control measure. 7. Review: Review the effectiveness of the control measures and apply further hazard control measures as required.

JSA

Work Step	Associated/Identified Hazards	Risk Level	Hazard Controls	Revised Risk Level	Person Responsible
Work your way through each step in the work process, giving a brief description of what is required at each stage.	What hazards can be identified for this step?	What is the risk level? (L, M, H, E)	What hazards controls will be put into place to deal with the identified hazards for this step?	Has the risk been reduced? (L, M, H, E)	Who is responsible for carrying out the work and maintaining the hazard controls?

Risk Analysis Matrix

Use this table to determine the level of risk associated with an identified hazard.

Likelihood	Consequence				
	1. Insignificant	2. Minor First Aid Required	3. Moderate Medical Attention and Time Off Work	4. Major Long Term Illness or Serious Injury	5. Catastrophic Kill or Cause Permanent Disability or Illness
1. Rare	Low	Low	Moderate	Moderate	Moderate
2. Unlikely	Low	Low	Moderate	Moderate	High
3. Possible	Low	Moderate	High	High	Extreme
4. Likely	Moderate	Moderate	High	High	Extreme
5. Almost Certain	Moderate	High	High	Extreme	Extreme

Risk Level	Action
Extreme	This is an unacceptable risk level. The confined space entry or work must not proceed.
High	This is an unacceptable risk level. The confined space work can only proceed, provided that: <ol style="list-style-type: none"> 1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls. 2. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. 3. The risk assessment has been reviewed and approved by the Supervisor. 4. A Safe Working Procedure or Work Method Statement has been prepared. A WHS or site safety supervisor must review and document the effectiveness of the implemented risk controls.
Moderate	This is an unacceptable risk level. The confined space work can only proceed, provided that: <ol style="list-style-type: none"> 1. The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls. 2. The risk assessment has been reviewed and approved by a Supervisor. 3. A Safe Working Procedure or Work Method Statement has been prepared.
Low	The confined space work needs to be managed by documented routine procedures, which must include the application of the hierarchy of controls.

Personnel Signoff

All personnel required to carry out this task need to be listed below.

By signing this JSA, each person declares that they have carefully read the JSA and that they understand their responsibilities and requirements to complete the work.

Name (please print)	Position / Qualification	Signature	Date

Senior Management Signoff

Does this JSA meet the necessary safety requirements? Yes / No

Does this JSA require review? Yes / No Review Date:

Additional Comments:			
Name:	Position:	Signature:	Date: