





## Work Health & Safety Procedures

<b>Checklist or Form</b>	 <a href="#">Go to</a>  Form R – Job Safety Analysis (JSA) Form S – Safe Work Practice
<b>Effective date</b>	17 June 2008
<b>Date reviewed</b>	1 June 2012
<b>Review date</b>	February 2015
<b>Guideline owner</b>	Human Resource – Work Health & Safety
<b>Applies to</b>	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
<b>Legislative requirements</b>	WHS Act 2011 & WHS Regulation 2011
<b>Pages</b>	3

### Job Safety Analysis

The Manager and Supervisors will liaise with workers during staff meetings to decide which tasks and processes present a medium to high risk.

### Procedure for conducting a JSA

1. Assemble those involved in the activity and using the worksheet, write down step by step from the beginning the tasks that make up the activity;
2. Next to each task, identify hazards that may cause injury to those engaged in the task or others in the vicinity;
3. For each identified hazard, assess the associated level of risk to those involved by applying a risk rating of High, Medium or Low;
4. List the control measures required to eliminate or minimize those risks. Document the name of the person/s responsible for implementing the control measure e.g. *"staff will....."*
5. Control measures should be selected from the hierarchy of controls, in the order specified;
6. Send a copy of the JSA to the Manager for review.

### Changing a JSA to a Safe Work Practice (SWP)

1. When a JSA is to be adopted as a SWP, ensure that the directions for safety listed in column 5 of the JSA are the preferred and safest processes, for undertaking the task.
2. Control measures must be selected from the hierarchy of controls, in the order specified;
3. Ensure that the JSA / SWP is reviewed by workers and approved by the Manager and that it is dated;
4. Supervisors will ensure that workers are appropriately trained and that the task or process is supervised to ensure the documented process is being followed;



5. JSA / SWP will be reviewed when -
  - a. Significant change occurs to the place of work or the work process,
  - b. There is evidence that the risk control method is no longer valid or effective,
  - c. A Notifiable incident occurs,
  - d. A health and safety representative requests a review.
6. Completed JSA's / SWP's will be reviewed as required and at least every 2 years to ensure that they remain effective and relevant.

## Evaluation of the Job Safety Analysis / Safe Work Procedure

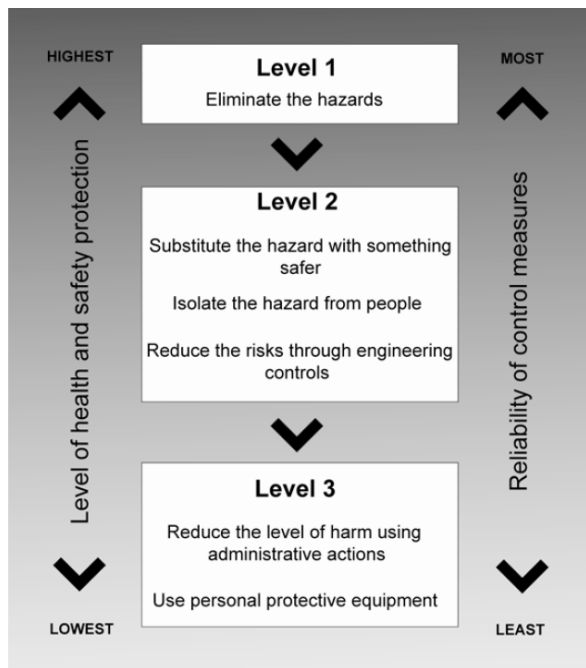
JSA / SWP will be evaluated on how well High and Medium risk hazards have been identified for the work activity undertaken and whether the control options documented in the JSA / SWP has eliminated the potential hazard or minimised the risk of injury.

## Risk Matrix

	Very likely	Likely	Unlikely	Highly unlikely
Fatality	High	High	High	Medium
Major injury	High	High	Medium	Medium
Minor Injury	High	Medium	Medium	Low
Negligible injury	Medium	Medium	Low	Low



## The hierarchy of control



The ways of controlling risks can be ranked from the highest level of protection and reliability to the lowest, as shown in the adjacent diagram.

The primary aim is always to eliminate the hazard, which is the most effective control.

The best option is to not introduce the hazard into the workplace in the first place.

This is called “designing out” hazards at the planning stage.

If it is not reasonably practicable to eliminate the hazard, the risk must be minimised by working through the other alternatives in the hierarchy, in the order specified.

Level 3 controls are the last option as they are the least reliable method of controlling hazards and minimising risk in the workplace.

Completed JSA are filed in the Work Health & Safety Guidelines Folder.