Job Safety Analysis

Procedure
Job Safety Analysis is the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimise, the risk to yourself and those around you. Where potential hazards are identified as Class 1 or Class 2 risks Job Safety Analysis will be completed using the step-by-step guide on the next page.

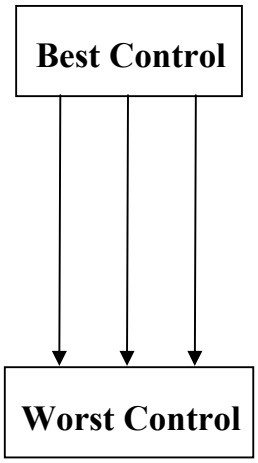
A Job Safety Analysis needs to be supplied with each project. Detailed job steps must be used and specific hazards identified. The Job Safety Analysis will demonstrate your understanding of the risks involved in the work and typical controls used.

Prior to the beginning of a project the Job Safety Analysis will be reviewed by your teacher to provide feedback. Where job steps or workshop conditions change from those planned, the Job Safety Analysis will need to be updated to reflect the way that it will actually be done and how safety will be controlled.

The Job Safety Analysis form provides a record to demonstrate compliance to Occupational Health and Safety legislation. The person responsible for implementing a particular action to eliminate, or minimise, the risk of the potential hazard on site is nominated on the Job Safety Analysis. This will ensure responsibility for risk control is allocated and can be followed up.

Evaluation of the Job Safety Analysis
Job Safety Analysis will be evaluated on how well all Risk Classes have been identified for the work activity to be undertaken and whether the suggested controls, wherever possible, eliminate the potential hazard or minimise the risk of injury.

Controls should be as high as practical in the "Best to Worst" guide shown below.



1. **Remove the hazard completely.**
2. **Separate people from the hazard.**
3. **Use an engineered control.**
4. **Change work practices.**
5. **Provide personal protection.**

Job Safety Analysis Step by Step

Does the Job Safety Analysis provide?

1. Your name?
2. A description of the work activity or task to be undertaken?
3. The date the Job Safety Analysis was developed?
4. The name and signature of the person who developed the Job Safety Analysis?
5. The project name and the name of your teacher?
6. The steps of construction involved in doing the work?
7. Potential hazards associated with the work and its construction steps allocated a Risk Class?
8. The controls that will be put in place to eliminate or minimise potential hazards identified?
9. Controls as high as practicable on the "Best to Worst" control guide?
10. The name of the person responsible for ensuring that the controls are in place?

Selection and Use

- Job Safety Analysis will be completed and signed by the person completing the Job Safety Analysis who is competent in the project being undertaken.
- The Job Safety Analysis will be reviewed by your teacher and yourself, demonstrating that they understand and are willing to implement the controls required to carry out the work safely.