

Job Safety Analysis (JSA)

A JSA breaks one task into steps, lists the hazards at each step, rates the risk before and after controls, and records who applies each control. No WHS law requires a JSA by name, but it is a practical record of how you manage the risks of the task. If any box in section 2 applies, the task is high risk construction work and needs a SWMS (WHS Regulations provision 299; OHS Regulations 2017 reg 327 in Victoria), not only a JSA.

1. Task details

Company (PCBU) name	
ABN	
Site / project address	
Task or job being analysed	
Date	
Supervisor	
Prepared by (name and position)	
Workers consulted in preparing this JSA	
Permits or licences needed for this task	
Plant, equipment and materials	

2. Is this high risk construction work? (WHS Regulations provision 291; s 291 in NSW)

If ANY box applies, stop: this task needs a SWMS before work starts, not just a JSA.

☐ Risk of a person falling more than 2 metres	☐ Work on or near chemical, fuel or refrigerant lines
☐ Work on a telecommunication tower	☐ Work on or near energised electrical installations or services
☐ Demolition of a load-bearing structure	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Work likely to disturb asbestos	☐ Tilt-up or precast concrete work
☐ Structural alterations or repairs requiring temporary support	☐ Work on, in or adjacent to a road, railway or other traffic corridor in use
☐ Work in or near a confined space	☐ Work in an area with movement of powered mobile plant
☐ Work in or near a shaft or trench deeper than 1.5 m, or a tunnel	☐ Work in areas with artificial extremes of temperature
☐ Use of explosives	☐ Work in or near water with a risk of drowning
☐ Work on or near pressurised gas distribution mains or piping	☐ Diving work

3. Risk rating key

Likelihood	Consequence	Risk level
Almost certain	Catastrophic	Low
Likely	Major	Medium

Possible	Moderate	High
Unlikely	Minor	Extreme
Rare	Insignificant	

Rate each step before controls and again after controls. Risk = Likelihood x Consequence. List controls in the hierarchy of controls order: eliminate, substitute, isolate, engineering, administrative, then PPE last.

4. Job steps, hazards and controls

Step	Job step / task	Hazards	Possible consequence	Risk before (L x C)	Controls (in hierarchy order)	Risk after	Responsible person
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

5. PPE and emergency

PPE required for this task	
Emergency procedures, first aid and contacts	

6. Crew sign-on

Everyone doing the task reads the JSA, raises any concerns and signs before starting. If the task, site or conditions change, stop, revise the JSA and sign again.

Name	Company	Signature	Date

Approval	Name and signature	Date
JSA prepared by		
Reviewed by (supervisor)		