

Task Analysis / Job Safety Analysis (JSA)

A JSA, called a task analysis (TA) on most New Zealand sites, breaks one task into steps, lists the hazards at each step, sets controls and rates the risk before and after. No law names the JSA; it records how you manage the risks of the task under the Health and Safety at Work Act 2015. Involve the workers who do the task in preparing it (HSWA s 58), and have them sign before starting.

1. Task details

Company name	
Site address	
Main contractor	
Task or job being analysed	
Date	
Supervisor	
Prepared by (name and position)	
Workers involved in preparing this TA	
Permits needed for this task	
Plant, equipment and materials	

2. Particular hazardous work check

If either box applies, the work is particular hazardous work: WorkSafe must be notified before it starts, and your SSSP should cover it.

☐ A person could fall 5 metres or more	☐ A trench or excavation deeper than 1.5 metres
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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. Eliminate the risk where you can; if not, minimise it in the order GRWM Regulations 2016 reg 6 sets: substitution, isolation or engineering, then administrative controls, then PPE last.

4. Task 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. Worker sign-on

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

Name	Company	Signature	Date

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