



JSA/SWMS PROCEDURE

Blank JSA/SWMS

Activity	Hazards	Exposure	Possibility	Consequence	Category	Control Measures /Control Level
						•

Note; When using a generic JSA/SWMS you should asteric rows which are included in the Job. Other activity, Hazards etc may be filled in towards the bottom of the form.

Activity – The steps in the work cycle required to complete the job(ie use power tool)

Hazards – Problems that may arise from this work(ie electrocution)

Exposure – How often during this work that this may be an issue. Choose between, **Occasional, Frequent, or Continuous**

Possibility – The incidence that this injury may occur. Choose between, **Unlikely, Possible, or Likely**

Consequence – The consequences if that injury occurs. Choose between , **Minor, Serious, or Fatal**

Category – The degree of final risk when taking all of the above into account. Choose between, **Low, Moderate, Significant, High**

Control Measures – What will be put in place to reduce any likely hood of any Hazard occurring.

And Control Level – To what degree will this change the Hazard. Choose between **(E)Eliminate Hazard, (M)Modify Hazard, or (RE)Reduce Exposure**

Example for **(E)**, **Activity** – Working Outside, **Hazard** - Inclement weather, **Control measure** – don’t work outside in inclement weather, this eliminates the hazard

Example of **(M)**, **Activity** – Welding, **Hazard** – Welding Flash to others, **Control measure** – appropriate welding screens to modify exposure to flash

Example for **(RE)**, **Activity** – Power tools, **Hazard** – Electrocution, **Control measure** – Regular testing of electrical appliances

Site – Where is this work taking place **and**

Date – JSA valid for this date only

Name – Any person working on this project. You may choose to include persons affected by this work. Ie If you put up barriers other people may have to agree not to cross these barriers.

Signature – The signature of people whose Names appear on this document.



Job Safety Analysis

Common Tasks/Activities – General Safety

See JSA Procedure-June 2009 form for Job Safety Analysis Instructions

Activity	Hazards	Exposure	Possibility	Consequence	Category	Control Measures /Control Level
Working Outside	Inclement weather	Continuous	Possible	Serious	Significant	<ul style="list-style-type: none"> Avoid working in bad weather (E) If unavoidable wear wet weather gear/footwear (RE) Hats, Sunscreen, Sunglasses (RE)
	Sunburn, Exposure	Continuous	Possible	Serious	Significant	
	Wet surfaces	Continuous	Possible	Serious	Significant	
Hand Tools	Slipping, hitting, eye damage, noise	Continuous	Possible	Minor/Serious	Significant	<ul style="list-style-type: none"> Use appropriate tools for the job (M) Use PPE (M)
Electrical Tools	Electrocution	Continuous	Unlikely	Fatal	Significant	<ul style="list-style-type: none"> Regular testing (RE) Visual Inspection (RE) Use ELD (M) Appropriate PPE (RE) Zone Area (M) Appropriate PPE (RE)
	Flying Debris(eye damage)	Continuous	Likely	Serious	Significant	
	Noise	Continuous	Likely	Serious	Significant	
Hot Work -Welding -Oxy cutting -Grinding	Ignition of flammables Weld flash to others	Occasional	Unlikely	Serious	Low	<ul style="list-style-type: none"> Hot Work Permit (RE) Remove flammables (M) Fire Equipment (RE) Welding Screens (M)
Clean Up Site	Injury to Self/others	Frequent	Likely	Minor	Low	<ul style="list-style-type: none"> Remove to waste Maintain good housekeeping
						•
						•
						•
						•
						•

Site: Date:/...../.....

Name:..... Sign:..... Name:..... Sign:.....

Name:..... Sign:..... Name:..... Sign:.....



Job Safety Analysis

Common Tasks/Activities – Remove/Install

See JSA Procedure-June 2009 form for Job Safety Analysis Instructions

Activity	Hazards	Exposure	Possibility	Consequence	Category	Control Measures /Control Level
Hot Work -Welding -Oxy cutting -Grinding	Ignition of flammables Weld flash to others	Occasional	Unlikely	Serious	Low	<ul style="list-style-type: none"> Hot Work Permit (RE) Remove flammables (M) Fire Equipment (RE) Welding Screens (M)
Remove Existing Fit New	Manual lifting	Frequent	Unlikely	Serious	Low	<ul style="list-style-type: none"> Use of slings/chain blocks (M) Forklift with/without cradle -Licensed operator only (M) Use access platforms whenever possible (M) Use appropriate ladder for task (M) Secure ladder as per ladder rules (M) Check ladder before each task (RE) Barricade area (witches hats, safety tape, signs)(RE) High Visibility Vest (RE) Inform others affected (forklifts, usual traffic) of access arrangements (RE) Earmuffs/earplugs (RE)
	Working at heights - falling	Frequent	Unlikely	Serious	Moderate	
	Traffic/Pedestrians	Frequent	Likely	Fatal	High	
	Noise from electrical tools	Frequent	Likely	Serious	High	
Change motor/gearbox	Electrocution	Occasional	Unlikely	Fatal	High	<ul style="list-style-type: none"> Isolate/tag out/lock out(RE) Test equipment(RE) If working with others enforce multiple lock out rules(RE) Multiple lock out device or multiple lockout form(RE) Only licenced personal(RE)

Site: Date:/...../.....

Name:..... Sign:..... Name:..... Sign:.....

Name:..... Sign:..... Name:..... Sign:.....



Job Safety Analysis

Common Tasks/Activities – Repair

See JSA Procedure-June 2009 form for Job Safety Analysis Instructions

Activity	Hazards	Exposure	Possibility	Consequence	Category	Control Measures /Control Level
Hot Work -Welding -Oxy cutting -Grinding	Ignition of flammables Weld flash to others	Occasional	Unlikely	Serious	Low	<ul style="list-style-type: none"> Hot Work Permit (RE) Remove flammables (M) Fire Equipment (RE) Welding Screens (M)
Unjamb door Straighten Refit chain Retension Reset limits Remove slats/guides Fit New Other Misc work	Manual lifting	Frequent	Unlikely	Serious	Low	<ul style="list-style-type: none"> Use of slings/chain blocks (M) Forklift with/without cradle -Licensed operator only (M)
	Working at heights -Risk of falling	Frequent	Unlikely	Serious	Moderate	<ul style="list-style-type: none"> Use access platforms whenever possible (M) Use appropriate ladder for task (M) Secure ladder as per ladder rules (M) Check ladder before each task (RE)
	Traffic/Pedestrians	Frequent	Likely	Fatal	High	<ul style="list-style-type: none"> Barricade area (witches hats, safety tape, signs)(RE) High Visibility Vest (RE) Inform others affected (forklifts, usual traffic) of access arrangements (RE)
	Noise from electrical tools	Frequent	Likely	Serious	High	<ul style="list-style-type: none"> Earmuffs/earplugs (RE)
						•
						•
						•
						•

Site: Date:/...../.....

Name:..... Sign:..... Name:..... Sign:.....

Name:..... Sign:..... Name:..... Sign:.....

