

A job safety analysis sheet simplifies the process of assessing the potential hazards present in a particular job situation. Jobs with high risk tasks should have a JSA, especially jobs with a history of injuries/accidents or with the potential to cause the most serious injuries.

When carrying out a JSA, choose a worker or workers who have experience and knowledge of the job tasks being observed.

To assess all potential failures and exposures to hazards the following factors should be considered during a Job Safety Analysis.

Factors to be Considered when Undertaking a Particular JOB or TASK	Is it an Issue? YES / NO or Comment
Human factors, e.g. competency, training, fitness and fatigue?	
Can energy be released as part of the job task that may pose a hazardous situation?	
Can simultaneous operations pose a hazardous situation?	
Could plant & equipment be damaged and provide an interruption to production?	
Is the work made more difficult by external factors such as metrological conditions, noise, visibility and lighting?	
Is the work made harder by the way it is organized, for example with shift work, adequate rest breaks?	
Can the person slip trip or fall - workplace layout, floor and surface conditions, access and egress, terrain conditions e.g. slope, surface/stability, wet or dry?	
Does the body have to sustain awkward body postures, such as over-reaching, crouching and reaching overhead?	
Are there demands on vision, hearing and communication skills?	
Can the person be struck or contacted by anything while undertaking this job task?	
Can the person strike against or make injurious contact with anything?	
Can the person be caught in, on or between anything?	
Materials handling and manual handling requirements - do loads need to be lifted or handled?	
Materials storage, security and recovery requirements?	
Are workplace amenities and first-aid requirements provided?	
What level of supervision is required?	
Are there any exposures to psychological hazards, such as dealing with public complaints/abuse, shift work, dealing with trauma?	

Exposure to hazardous atmospheres, physical & biological agents	
Has pollution to the environment been considered?	
Workplace signage and barricading, visitor policy and procedure?	
Fire prevention and protection?	
Provision of Personal Protective Equipment and appropriate instruction in its use?	
Use of hazardous substances and/or dangerous goods?	
Electrical hazard exposure, isolations, tagging and/or lockout requirements?	
Compressed gas, high-pressure air and oil, water and steam	
Suitability of power operated hand tools?	
Fixed and portable plant and machinery management?	
Grinding, cutting, heating and welding operations?	
Mobile plant operation and movement e.g. vehicles and mobile machinery?	
Excavations, trenches, holes, pits and floor coverings?	
Concrete and masonry construction?	
Ladders and scaffolding requirements, working at heights and prevention of falls?	
Restricted activities e.g. Confined space entry?	
Load restraints, prevention of structural failure or shifting of equipment or plant?	
Objects falling from heights?	

- ❖ It should be noted that this checklist is not a hazard identification checklist and needs to be used in conjunction with the industry specific or generic hazard identification checklists.
- ❖ **This checklist is not exhaustive and should be used as a guide only to help identify hazardous situations relating to a job task**