



P.O Box 161
 Rydalmere BC NSW 1701
 p. 02 9890 9999 f. 02 9890 9100
 e. info@avidelectrical.com.au
 w. www.avidelectrical.com.au
 ABN 52 099 750 722

Job Safety Analysis Worksheet

Company Name: Date: JSA No:

Site Name: Permit to work requirement: Yes No

Contractor: Approved By:

Activity:

Activity	Hazards	R/L	Risk Control Measures	R/L	Who is Responsible
<p>List the tasks required to perform the activity in the sequence they are carried out.</p>	<p>Against each task list the hazards that could cause injury when the task is performed.</p>		<p>List the control measures required to eliminate or minimise the risk of injury arising from the identification hazard.</p>		<p>Write the name of the person responsible (supervisor or above) to implement the control measure identified.</p>

Parking Vehicle	Overhanging trees and bushes, uneven ground are a risk of impact injuries and damage	3	Visually check for obstructions and road surface prior to leaving vehicle	3	
Check Site Signage	Ignoring site safety signage can lead to exposure to hazards and non compliance with site safety	4	Become familiar with site safety signs and follow all instructions	4	
Site Induction	Workers who don't receive site safety inductions can be unaware of site specific hazards, (injuries)	12	Ensure all workers are inducted onsite and all site safety rules followed by all workers	12	
Check Evacuation Points	Risk of injury to workers if site evacuation plan is not followed in the event of an emergency	20	workers to identify emergency exits, location of any onsite first aid facilities and evac points prior to start of works	20	
Site Inspection	Hazards such as rubbish and debris around the site can lead to risk of slips or trip injuries	8	Any rubbish or debris around work area to be cleared prior to start of works	8	
Manual Handling	Manual handling can lead to risk of long term injury(strain)if using incorrect or unsafe MH techniques	6	Use correct manual handling techniques.	6	
Check For Overhead Hazards	Contact with overhead power lines and structures can result in electrocution and injury	20	Operator will do a visual check of overhead hazards.	20	
On Site Storage Of Materials	Unsafe storage of materials is a hazard that can lead to risk of injury to others or product damage	9	Storage of material must not present a risk of trip or slip injuries or risk of falling onto workers.	9	
Inspect Work Area	Destabilized building frames are a hazard with	20	Ensure frames are not destabilized by	20	

	a risk of fall injury		checking that tempory bracing, noggins and props are not removed without approval from site management.	
Check For Debris	Broken tiles, bricks and mortar can lead to hand, feet and body injuries.	6	Ensure any debris that could cause an injury is cleared from access and work ares before commencement.	6
Check For Sharps	Exposed ant cap edges, needles, syringes, glass and broken bottles can cause serious body injuries.	16	Ensure area is clear of sharps before commencing. If required carry sharp collection kit for needles(yellow collection bottle)	16
Working Around Buildings	Exposure to spiders, rats, mice and snakes can lead to bite injuries and long term illness.	16	Ensure first aid kit is fully equipped and correct PPE is worn.	16
Working Around Buildings	Exposure to spiders, rats, mice and snakes can lead to bite injuries and long term illness.	16	Ensure first aid kit is fully equipped and correct PPE is worn.	16
Working In Confined Spaces	Risk of serious injury or long term illness if workers exposed to hazards in confined spaces	16	Workers in confined spaces to have undertaken appropriate training and be issued permits with the risk assessment.	16
Inspect First Aid Facilities	Incorrect or incomplete first aid kit can hinder aid to an injured person.	12	Ensure first aid kit(type A or B)is complete and to identify any first aid facilities provided by site management.	12
Check Qualifications	Unskilled workers and lack of safety instructions can lead to riskes of injury or long term illness.	16	Ensure appopriate training, skills, licences and certificates of competency are held where required to do the work.	16
General Induction	Worker who dont recieve safety induction can be unaware of site specific hazards and risks of injury	6	Ensure all trades people have completed a general induction course(green card)on safe work procedures, safety practices and health & safety issues.	6
Setting Out Signage	Lack of signage can result in inury to other trades when using hazardous tools or chemicals.	12	Setup clearly visible warning signs for work that requires explosive power tools or compressed air nail tools, or where there is a risk of people bing struck by objects.	12
Setting Out Barriers	Unauthorised egress into work area can expose people to risk of injury from work activities.	12	If required, setout barriers or tape area off to prevent entry to work area.	12
Lighting	Insufficient lighting can reduce visibility to ensure a safe workspace. Risk of injury or propey da	12	Ensure adequate lighting for the work area is in place prior to commencement.	12
Check Weather Conditions	Work in high winds, heavy rain or electrical storms can lead to the risk of slip injuries or worse	20	Workers to ensure job activity is carried out in reasonable weather conditions and rescheduled if necessary.	20
Check Sunlight Conditions	Exposure to UV from the sun can lead to skin damage and long term injury.	16	When working outdoors ensure skin protection is used such as long sleeve shirts, sun lotion(SPF 15+)and wide brimmed hats as necessary.	16
Check Personal Protection Equipment	Not wearing correct PPE is a hazard with risk of personal injury or long term illness.	12	Workers to wear correct PPE after all other controls to eliminate hazards in the workplace.	12
Working Under Other Activities	Risk of falling object on head and serious injury from overhead works.	16	Worker to wear hard hats wherever there is a risk of materials or equiptment falling from above.	16
Check Electrical Connections	Operating 240V equipment without a safety switch can lead to risk of electrocution.	20	Ensure portable electrical equipment is powered through an RCD or ELCB.	20

Check Electrical Connections	Operating 240V equipment without a safety switch can lead to risk of electrocution.	20	Extension leads are to be kept above the ground via cable stands, with the stands not presenting a trip hazard.	20
Check Generators	Unprotected generators can be a hazard with the risk of electrocution.	16	Generators should be fitted with a safety switch(RCD or ELCB)and have an earth rod to the ground where possible.	16
Re-fueling Generator Or Other Petrol/Diesel Powered Equipment	Risk of petrol ignition, exposure to skin & eyes causing injury or long term illness.	20	Refueling to be undertaken in a well ventilated area and away from naked flames, sparks or heat sources.	20
Check Ladders	Unsafe, incorrectly used or positioned ladders can result in risk of fall, collapse or slip injuries.	16	Ensure feet, rungs and stiles are in good condition.	16
Check Scaffolding	Incorrectly assembled scaffolding can lead to risk of fall injuries and equipment and material damage	20	Scaffolding should meet AS1576 standards and erected according to manufacturers instructions.	20
Check Chemicals	Exposure to chemicals can cause long term illness.	12	Ensure manufacturers instructions are followed when using chemicals.	12
Working With Asbestos	Exposure to asbestos can lead to long term illness.	12	Working with asbestos to be undertaken as per the "Avid Electrical guidelines for working with Asbestos".	12
Inspect Equipment	Incorrect, un-maintained or unsafe tools are a hazard with the risk of personal injury.	8	Manufacturers guards to be in place and 240V electrical tools should be tested and tagged as per AS/NZ3760 and Code of Practice as required.	8
Using Tools	Unsafe use of tools and equipment can lead to cuts, bruising, time off work or illness.	12	Ensure safe work practices are carried out and ensure that tools meet industrial standards.	12
Using Electric Plant and Power Tools	Faulty equipment or equipment used outside of manufacturers specs can cause electrocution.	12	Tools and leads with physical damage will be removed from service.	12
Explosive Power Tools	Explosive power tools can injure other people at the work site.	9	Warning signs will be displayed at all workplaces where these tools are used	9
Hot Work	Performing hot work operations can lead to the risk of fire.	16	Hot work permits may be issued by site management prior to work commencing.	16
Working Near Moving Plant	Risk of injury if struck by moving plant onsite.	8	Workers to wear Hi Vis clothing when near moving plant.	8
Working on Roofs	Work activities on roofs can lead to the risk of fall injuries.	20	If working on an existing roof a full safety harness should be worn.	20
Using Harness on Roof	Risk of injury to workers unfamiliar with harness operations and exposure to suspension syndrome after falling from heights.	9	Workers to be trained in harness operations and regular inspection to be carried out.	9
Planning the Work	Lack of planning and consultation between workers and supervisors can lead to the risk of injury	20	Appropriate standards will be followed eg. AS3000 wiring rules, Electrical Code of Practice for construction.	20
Electrical Work Onsite	Working on energized circuits can cause electrocution.	20	Ensure that all circuits are de-energized before the work begins.	20
Electrical Work Onsite	Working on energized circuits can cause electrocution.	20	Incomplete circuits will be suitably terminated or isolated, and where there is a chance of being energized, we will ensure they are locked off and tagged.	20

Finishing Up and House Keeping	Rubbish in work area can cause slip and fall injuries to workers and general public.	6	Use bins provided by site management for disposal of off-cuts and rubbish.	6
Site Check Prior to Leaving	Unreported hazards can pose a risk to other people on the site.	6	Leave area in a clean and tidy state.	6
Site Security	Unlocked sites/area can result in egress by unauthorised people and risk of injury (switchrooms).	16	Always lock and secure switchroom doors to prevent unauthorized people from entering.	16
Cleaning Vehicle Prior to Driving	Leaving site with debris on wheels can result in contamination of storm water systems.	2	Ensure mud and debris is cleaned off wheels before leaving site.	2
Cleaning Vehicle Prior to Driving	Debris left on footpaths and roads can cause slip and fall injuries to other people.	3	Prior to departure ensure any work activity is swept from roads and footpaths.	3
Leaving Site	If workers don't sign out of site then they will be unaccounted for in the event of an emergency.	4	Workers will sign out each day when leaving if required by management to ensure everyone is accounted for.	4

Completed by: _____ Completed on: _____ at _____

Signed:

Employee:
Peter Tolhurst 21/9/2011 @ 10:03AM

