

XYZ Company
JOB SAFETY ANALYSIS TEMPLATE (JSA)

Activity:			
Workplace: (Where the task is being carried out)			Page: 1 of 3
Task / Operation: (Specify the task being analysed)			
	Name(s)	Signature(s)	Date
JSA prepared by			

Tasks

Identify and list the tasks in the order they will be performed.

Process:

Identify and document:

1. A discrete task. It should have an agreed starting and finishing point. **Example:** Loading or unloading a truck at a depot site
2. The individual steps taken in the task. **Example:** Truck arrives at depot. Truck parks in designated area
3. The hazards associated with each step. **Example** of a hazard: Truck driver gets out of truck and wanders around.
4. The control measures associated with each hazard. The controls may already be in place but may need checking for their effectiveness
Example: Drivers to be instructed upon entry to the depot by the gate keeper
5. The person(s) responsible for the actions where required.

Implement the controls and monitor and review the JSA to ensure that the controls are effective.

NOTE: This is a sample PDF. For the editable Word Version of a [JSA Template](#) download it from the [SafetyCulture Site](#).

Method of classify risk

Reference: Workplace Health and Safety Queensland - Risk assessment - Supplement 2
Risk Management Code of Practice 2007

Step 1 Determine Likelihood – What is the possibility of the event happening?

	<i>Criteria</i>	<i>Description</i>
Almost certain	Expected in most circumstances.	Event is a common problem
Likely	Will probably occur in most circumstances.	Event is known to have occurred at this site or it has happened
Possible	Might occur at some time	Event could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Event is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Event is practically impossible.

Step 2 Determine Consequence - What will be the result if it happens?

<i>Classification</i>	<i>Example detail description</i>
Insignificant	No injuries
Minor	First aid treatment only; spillage contained at site.
Moderate	Medical treatment; spillage contained but with outside help.
Major	Extensive injuries; loss of production
Catastrophic	Death; toxic release of chemicals

Step 3 Determine the risk score

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
4 A: Acute	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.
3 H: High	Highest management decision is required urgently.
2 M: Moderate	Follow management instructions.
1 L: Low	OK for now. Record and review if any equipment/ people/ materials/ work processes or procedures change.

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