



JOB SAFETY ANALYSIS WORKSHEET

WORK PERMIT No.
(if applicable)

WORK ORDER No.
(if applicable)



AREA / LOCATION:		In any emergency, dial '444' or 9411-8444 Country Works – call 000.
TASK:		EQUIPMENT:
EMPLOYER:		EQUIPMENT #:

ACKNOWLEDGMENT OF ACCOUNTABLE PERSON I acknowledge as the Accountable Person for this task that I: <ul style="list-style-type: none"> • have inspected the work site with the Contractor and clarified the scope of work • have reviewed the JSA and give authority for the Contractor to undertake the task as per the JSA • will maintain overall responsibility for the Contractor on the task. 	Name:	Signature:	Date:
ENDORSEMENT OF PERSON COMPLETING THE TASK (e.g. Permit Holder) This JSA controls the risks on the task and I will maintain all hazard controls required. Post work: Review the JSA / Procedure for any required changes and inform the RO or Supervisor	Name:	Signature:	Date:
ADDITIONAL ENDORSEMENT – CONFINED SPACE & ELECTRICAL Confined Space Entry trained WesCEF Supervisor or Safety Advisor endorsement required for all Confined Space Entry work; refer Note 1 on Certificate. Electrical Supervisor/Engineer endorsement is required for all medium or high risk live electrical work. This authorises works to be undertaken, as per the JSA and/or procedure.	Name:	Signature:	Date:

HIGH POTENTIAL (HiPo) RISK:

Does this task involve a high risk activity?

If yes, mark the box and obtain the corresponding critical control checklist.

If multiple high potential risks are identified, obtain the most relevant critical control checklist.



- Dropped Objects
 Lifting Operations
 Falls from Height
 Breaking into Hazardous Pipelines
 Chemical Exposure
 Crush & Entanglement
 Electricity



- Thermal Exposure
 Vehicle collision or rollover
 Vehicle impact on person
 Fire
 Online sealing & Clamping
 Confined Spaces
 Uncontrolled energy release
 Excavation



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CERTIFICATES REQUIRED: Will any of the following apply? If yes, Permit Holder to obtain from **Permit Authoriser**.

Confined Space	<input type="checkbox"/>	Working at Height	<input type="checkbox"/>	Hot Work	<input type="checkbox"/>	Excavation	<input type="checkbox"/>	Penetration	<input type="checkbox"/>
Radiation	<input type="checkbox"/>	Asbestos / fibro cement sheeting	<input type="checkbox"/>	Live work access	<input type="checkbox"/>	High voltage access	<input type="checkbox"/>	High voltage test	<input type="checkbox"/>

LIVE ELECTRICAL WORK: Does this task include live electrical work? For all live work deemed medium or high risk, endorsement is required by the **Electrical Supervisor/Engineer**.

LOW risk	<input type="checkbox"/>	MEDIUM risk	<input type="checkbox"/>	HIGH risk	<input type="checkbox"/>
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ENVIRONMENTAL: Will any of the following apply? If yes, Permit Holder or Accountable Person to contact the **Environment Department**.

Vegetation cleared/disturbed - Environment to complete Permit to Disturb Native Vegetation	<input type="checkbox"/>	Chemicals stored without bunding	<input type="checkbox"/>	Waste generation (e.g. excessive volumes of waste, controlled waste or hazardous waste)	<input type="checkbox"/>	Liquids discharged to storm water system/drains	<input type="checkbox"/>
High noise activity at site boundary	<input type="checkbox"/>	Excessive dust generated that may leave the site boundary	<input type="checkbox"/>	Soil excavated or relocated	<input type="checkbox"/>	Use of scheme/fire hydrant water	<input type="checkbox"/>
Groundwater bores within 5m of work area	<input type="checkbox"/>	Washing down of tools, plant equipment or vehicles	<input type="checkbox"/>	Use of volatile chemicals (e.g. paints, oils, thinners etc.)	<input type="checkbox"/>	Potential for emissions to environment requiring a spill kit (contractors to provide if required)	<input type="checkbox"/>

OCCUPATIONAL HYGIENE: Will the task involve working with any of the below? If yes, Permit Holder or Accountable Person to contact the **Hygiene/Safety Advisor**.

Vanadium	<input type="checkbox"/>	Lead	<input type="checkbox"/>	Mould/Fungi	<input type="checkbox"/>	Asbestos	<input type="checkbox"/>	Arsenic	<input type="checkbox"/>	Contaminated soils	<input type="checkbox"/>	Silica	<input type="checkbox"/>	Legionella	<input type="checkbox"/>	Radiation	<input type="checkbox"/>
Have you checked all equipment (eg electrical leads/tools/fire extinguishers?) Check condition and current inspection tags		<input type="checkbox"/>	Have you checked/cleaned/tested the nearest safety shower? NOTE: contact control room prior to testing		<input type="checkbox"/>	Are you familiar with the task? If not, ask for clarification		<input type="checkbox"/>	Have you considered any emergency response/rescue plans for the task (e.g. W@H)		<input type="checkbox"/>						

TRAINING: Does the task require any High Risk Work Licenses or additional training? If yes, the AP must verify the training has been completed and is current.

Describe what training is required:



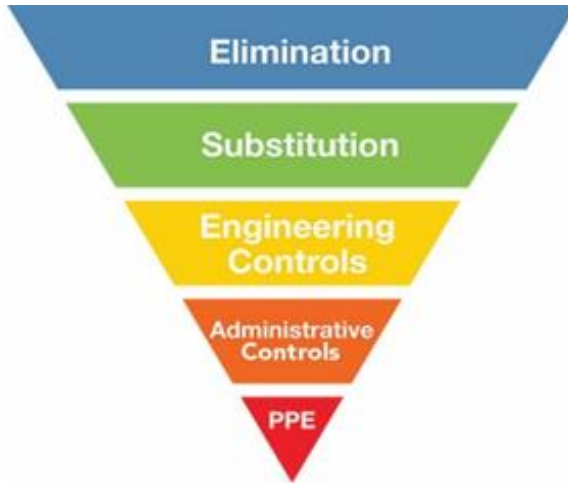
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Risk Matrix



	Consequences of Event					
	Health & Safety (Physical & Psychological)	Environment	Regulatory	Image & Reputation	People & Culture	Financial Impact
Health & Safety (Physical & Psychological)	Minor injury or illness (first aid).	Medical treatment or Restricted Duties injury or illness.	Lost Time injury or illness.	Serious permanent disability or death (single).	Multiple fatalities.	
Environment	Minor environmental impact. < \$20,000 to correct.	Localised environmental impact. \$20,000 to \$100,000 to correct.	Substantial but short-term (<1 yr) environmental impact. \$100,000 to \$500,000 to correct.	Serious medium-term (1-5 yr) environmental impact. \$500,000 to \$1M to correct.	Widespread long term environmental damage (>= 5 yr). >\$1M to correct or study.	
Regulatory	Breach of internal target or objective.	Breach of corporate standard, internal limit, or external guideline.	Breach of license, legislation, or regulation.	Infringement or fine. Enforcement action from a regulator.	Regulatory intervention and prosecution.	
Image & Reputation	Minor and isolated expression of concern.	Adverse news in local media. Short term corporate reputation damage limited to one key stakeholder group (shareholders, customers etc).	Adverse news in state or regional media. Short-term damage across one or more stakeholder groups and the public.	Damage to corporate reputation at national level. Serious and long-term damage to one or more key stakeholder groups and the public.	Damage to corporate reputation. Serious and long-term loss of confidence across all stakeholder groups and the public.	
People & Culture	Negligible impact on employee turnover or culture.	Minor impact on employee turnover in a small number of roles. Minor impact to culture within a team.	Employee turnover moderately above historical averages. Moderate impact to culture within one or more teams.	Employee turnover significantly above historical averages. Major impact to culture within one or more teams.	Significant and sustained employee turnover. Significant impact to culture within one or more teams.	
Financial Impact	<ul style="list-style-type: none"> WesCEF (division) and AAN Fertilisers, Kleenheat and AGR AV/ModWood 	<ul style="list-style-type: none"> <\$0.25M <\$0.25M <\$0.25M 	<ul style="list-style-type: none"> \$0.25M to \$3M \$0.25M to \$1M \$0.25M to \$0.3M 	<ul style="list-style-type: none"> \$3M to \$10M \$1M to \$3M \$0.3M to \$0.6M 	<ul style="list-style-type: none"> \$10M to \$25M \$3M to \$10M \$0.6M to \$1.1M 	<ul style="list-style-type: none"> >\$25M >\$10M >\$1.1M

Residual Risk	Action
Extreme	This level of risk is unacceptable and immediate action is to be taken to reduce the risk score. Approval to proceed with the activity cannot be given.
High	This risk is acceptable only when all practicable controls have been implemented. This activity must be approved by the Production Manager or equivalent role.
Medium	This level of risk is acceptable provided all practicable controls have been implemented and managed.
Low	Additional controls are not required.

			1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood of Event	Almost Certain A	Has occurred and repeated events expected in the facility life. Once a year or more frequently.	Medium	High	Extreme	Extreme	Extreme
	Likely B	Has occurred in the life of the facility and/or a number of near misses have occurred.	Medium	High	High	Extreme	Extreme
	Possible C	Has occurred in the life of the facility. Exceptional conditions may allow this event to occur.	Low	Medium	High	High	Extreme
	Unlikely D	Has not occurred in the life of the facility but has occurred in the industry.	Low	Low	Medium	High	High
	Rare E	Theoretically possible. Unheard of in a comparable facility.	Low	Low	Low	Medium	Medium
	Very Rare F	Theoretically possible. Unheard of across the industry.	Low	Low	Low	Low	Low



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#	TASK STEP What am I going to do?	HAZARD & IMPACT (cause and effect) What could hurt me/others or impact the environment? What harm could occur?	HIGH POTENTIAL RISK Indicate HiPo risk and obtain Critical Control Checklist(s)	CONTROLS What must be in place to prevent harm?	RESIDUAL RISK (L, M, H, E)	ADDITIONAL COMMENTS
1						
2						
3						
4						



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5						
6						
7						
8						
9						



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10						



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JSA DAILY ACKNOWLEDGMENT		<p style="color: red; text-align: center;">I have discussed, read and understood this JSA - the steps of the task, their associated hazards and controls / action, that shall be followed to reduce the possibility of injury to myself, my team members or other people.</p>			
NOTE: (This page can be printed and added to the JSA if further names need to be added.)					
Name	Signature	Date	Name	Signature	Date