

PART 1 – SUMMARY

Facilitator:

Location:

Date

This JSEA covers : (specify job/task and equipment)

JSEA Team Members Name

Work Permit required

(indicate by marking box)

None

Additional PPE Requirements

(please list)

Special Tools or Equipment Required

(consider such things as gas detection, ventilation fans, lighting, high pressure water blaster etc)

Confined Space

Excavation

1

1

Hot Work

Isolation

2

2

Work near Power lines

Work at Height

3

3

Work Box

Pit Access

4

4

Other (please specify):

5

5

Potential Environment Hazards (indicate by marking box)		Hazardous Materials (List any hazardous materials & attach SDS)	Fire/Emergency Equipment Requirements (consider fire extinguishers, rescue gear etc)	
<input type="checkbox"/> Air Pollution (dust, fumes)	<input type="checkbox"/> Spills to ground			
<input type="checkbox"/> Noise Pollution	<input type="checkbox"/> Soil Erosion			
<input type="checkbox"/> Spills to water	<input type="checkbox"/> Hazard to flora / fauna			
Summary of Potential Hazards (see JSEA Control Recommendations)	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical (crush points)	<input type="checkbox"/> Chemical	<input type="checkbox"/> Area Lighting
	<input type="checkbox"/> Pressure (air/water/gas)	<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Moving Plant	<input type="checkbox"/> Dust or Fume
	<input type="checkbox"/> LV/HV Interaction	<input type="checkbox"/> Excavations	<input type="checkbox"/> Solar Radiation	<input type="checkbox"/> Ignition sources
	<input type="checkbox"/> Work at Height	<input type="checkbox"/> Noise	<input type="checkbox"/> Other	

JOB STEP (List the steps required to perform the task in the sequence they are carried out)	FORSEEABLE RISKS (List the risks that may result in injury/damage when the task is performed)	REQUIRED CONTROLS (For each risk identified list the control measures required to eliminate or minimise the injury/damage)	Likelihood	Consequence	Risk rating	RESPONSIBLE PERSON

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PART 3 – IE RISK MATRIX

Severity	HSC Consequence Type		
	Health & Safety	Environment & Community	Business & Compliance
5	Fatality - single or multiple	Major discharge, loss of containment. Adverse public protest. Significant cost recovery & remediation. Will incur criminal/civil penalty/fine.	Serious, wilful breach of Corporate obligation. Criminal negligence or act resulting in prosecution. Regulatory decision forces company closure > 1 month. Adverse national media coverage.
4	Long term illness or permanent disability that prevents further work or impacts on social/family life	Loss of containment, spillage or impacts that breaches an environmental standard or approval. Results in a fine or prohibition notice. Adverse response by community group.	Deliberate breach or gross negligence. Formal investigation by inspectorate results in enforcement action. Adverse industry media coverage. Negative impact to business reputation or profile. Significant financial penalties imposed. Contract cancelled or suspended.
3	Injury or illness resulting in ongoing treatment or support. Unable to work or impact to mobility / work / social life for a specific period	Loss of containment, spillage or impacts that is reportable under a regulatory framework. May result in legal action. Formal complaint to regulatory authority lodged by community group or > one individual.	Negligent and repeated breach of regulatory obligations. Trigger for compliance monitoring by regulatory authority. Enforceable Undertaking results. Adverse local media coverage.
2	Medical treatment. Requires intervention by doctor or health professional. Results in some form of short term modified duties or capability	Loss of containment, spillage or impact that requires external resources to remediate. Formal complaint to regulatory authority by a single member of local community.	Complaint lodged with regulatory authority that is readily resolved. Negative exposure to complaint from a single worker. Recognised non-compliance identified by external party. Formal complaint lodged directly with the client.
1	Minor / First aid. No long term effects. No impact to work or social / family life	Casual / inadvertent impact to environment. No lasting damage readily remediated. Casual complaint by community member. Informal complaint lodge directly with employer or client.	Innocent procedural oversight. Failure to meet minor obligation. Minor non-compliance with management system requirements that is readily resolved internally. No ongoing impact to business or reputation. Informal complaint lodge directly with the employer.

Likelihood Rating: The description of Likelihood relates to how likely (a combination of probability x frequency) Ausmite personnel or their stakeholders may actually experience the consequences when exposed to the risk issue.

LIKELIHOOD MATRIX			CONSEQUENCE					LIKELIHOOD
Likelihood		Description of Frequency	1	2	3	4	5	
A	Almost certain	Known to occur frequently elsewhere – could definitely occur within the scope of Ausmite activities.	M11	H16	H20	E23	E25	A
B	Likely	Anticipated that it will occur at some time – could occur annually within Ausmite activities.	M7	M12	H17	E21	E24	B
C	Possible	Could happen during Ausmite scope of activities and has periodically occurred elsewhere in other comparable organisations.	L4	M8	M13	H18	E22	C
D	Unlikely	Not anticipated to happen within Ausmite activities but could occur if effective controls are not applied.	L2	L5	M9	H14	H19	D
E	Rare	Barely conceivable that it could occur Ausmite activities unless effective controls are not applied.	L1	L3	L6	M10	H15	E

Rating	Required Action	Authority to Proceed
Extreme Risk	UNACCEPTABLE RISK – DO NOT PROCEED Current risks exceed Tolerable level. Requires Director level authority to apply effective control measures to reduce to a Tolerable Risk before commencing operation / activity.	Cannot proceed until controls can be established.
High Risk	TOLERABLE RISK UNDER THE FOLLOWING CIRCUMSTANCES – Report to Supervisor. All practically achievable controls have been implemented and can be verified for effectiveness. Establish additional controls to reduce to ALARA and review effectiveness. Manager approval must be granted before work can commence.	Manager With controls verified as being in place
Medium Risk	ACCEPTABLE RISK – Work may commence with supervisor approval provided that all the specified controls have been implemented and are effective. Continue to monitor for any change to risk exposure.	Supervisor
Low Risk	ACCEPTABLE RISK – Work may commence with agreed controls in place. Continue to monitor for any change to risk exposure.	All Staff

PART 4 – REVIEW & APPROVAL

Facilitated by		Signature		Date	___ / ___ / ___
Approved by		Signature		Date	___ / ___ / ___

THE APPROVER SHALL RECORD ANY ADDITIONAL CONTROLS REQUIRED IN THE RELEVANT SECTION OR BELOW AND NOTIFY THE JSEA TEAM OF THOSE CHANGES AND REQUIREMENTS:

PART 5 – SIGN ON RECORD

Name		Signature		Date	___ / ___ / ___
Name		Signature		Date	___ / ___ / ___
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Name		Signature		Date	___ / ___ / ___

PART 6 – JSEA CONTROL RECOMMENDATIONS

Potential Hazard	Check questions	Recommended control measure
Gas, Dust, Fumes	Will there be any air pollutants generated? Are there any fire alarms nearby that may be set off?	- provide ventilation away from workers and restrict access - disconnect and arrange additional warning devices
Noise	Will you need to shout to be heard?	- move work away or provide hearing protection
Spills	Can something be spilled or overflow? If so, can harm happen to people, area or plant?	- control flows or re-route flows - erect bunds or barricade the area
Environmental	In case of a spill or release would the area be affected?	- consult with the Environmental Adviser to provide a plan
Electrical	Is there live equipment in the area?	- isolate or barricade hazard
Mechanical	Is there any crush points or moving parts?	- isolate or barricade hazard - move work away from hazard
Chemical	Are there any hazardous chemicals in the area? Will you be handling any chemicals?	- isolate or minimise exposure times - attach MSDS and wear PPE
Rigging	Is the weight of all items known? Does all rigging eqpt have correct rating, has it been inspected?	- protect slings from damage - inspect all eqpt prior to and after use
Pressure	Are there any high pressures present?	- isolate, protect or barricade pressure sources from work area
Manual handling	Will the work involve lifting, carrying, pushing, pulling? Will the work be in an awkward position?	- reduce heavy loads, use lifting teams or mechanical means - reduce working times and share duties
Hot Work	Will the work involve cutting, welding or sparks?	- restrict access and place protective guards - determine if a "permit to work" is needed
Excavations	Is the excavation benched or protected? Is there safe access? Is there potential for fumes to develop?	- seek an engineers report - keep personnel clear while machinery is close to the edge - assign a spotter & assess whether it is a confined space - barricade the and place signage around the excavation
Work at Height	Can someone be struck by a dropped tool or materials? Is there safe access and egress? Have all those involved been trained & considered competent? Can the work be planned to reduce time/numbers at height	- ensure the area has been delineated and use lanyards on all tools - use fall restraint as first choice - develop a rescue plan in event of a fall
Explosive Tools	Is the work area secure? Is there a procedure for misfires? Will others in the area be affected?	- ensure the operator has had training and is competent - Delineate the area and check it is clear prior to the work