

Appendix E: Job safety analysis template

Job safety analysis (JSA)

Documenting your chosen control measures can assist with planning work that is healthy and safe for workers and others

1. Details

Job number:
Date: DD / MM / YEAR
Prepared by: (name and title)
Approved by: (name and title)
Job description:

2. JSA team members

Print name and sign below to confirm that you have read, understood and agreed to the procedures and control measures in this JSA.

Name:
Signature:
Name:
Signature:
Name:
Signature:
Name:
Signature:
Name:
Signature:
Are work permits required? <input type="radio"/> Yes <input type="radio"/> No
If yes, provide details:
Notes:

Job safety analysis (JSA)

For each step of a job, identify the hazards, the risks to deal with and their priority, and the control measure/s

JOB STEP	HAZARD/S	IDENTIFY RISKS YOU NEED TO DEAL WITH	PRIORITY/URGENCY	CONTROL MEASURE	CONTROL MEASURE	CONTROL MEASURE
			Pay close attention to your high priority risks	First try to eliminate risk	If elimination not possible: - substitute and/or isolate and/or - use engineering control measures	If any risk remains: - use administrative control measures and/or - PPE (PPE is least effective; should not be first or only control measure considered)
Identify plant, equipment and tools required for healthy and safe work for this job						
Identify worker skills, training and/or supervision required for healthy and safe work for this job						

For further information, refer to:

1. Material Safety Data Sheets
2. HSWA and relevant regulations
3. WorkSafe resources such as guidance (see worksafe.govt.nz)
4. Industry-specific guidance
5. Permit attachments