

WHS OP006 Writing a Job Safety Analysis Procedure

Section 1 - Overview

(1) This operating Procedure specifies the requirements for the development, publication and application of Job Safety Analysis' (JSAs) through the utilisation of [WHS F029 Job safety Analysis \(JSA\) form](#).

(2) The objective is to ensure that written instructions are available for Workers and Students in the training and performance of tasks that pose a risk to health and safety.

Section 2 - Scope

(3) A JSA may be developed for use, by and for, any Worker or Student performing duties on behalf of UNE, with the approval of the relevant supervisor.

(4) A JSA is defined as a document that describes the steps carried out to perform a work related task along with:

- a. Identification of hazards and risk score related to each step;
- b. Control measures to mitigate risk for each step;
- c. Considerations related to legislation, codes of practice and relevant standards;
- d. Requirements relating to licenses, competencies, plant and equipment;
- e. Approval of the task and JSA; and
- f. Provision of information and training to Workers and Students who sign the JSA, along with the relevant supervisor.

Section 3 - Procedure

Identifying the Need to Develop a JSA

(5) The requirement to develop a JSA may be identified by:

- a. A reported hazard or near miss with an administrative control to develop a JSA;
- b. An incident with identified root cause/s relating to lack of procedure;
- c. Completed risk assessment;
- d. Legislative requirement;
- e. Work group or Health and Safety Representative (HSR) request; and/or
- f. Management request.

Developing JSAs

(6) Development of any JSA should be completed by at least one Competent Person in consultation with Worker and/or

Student representation, whose health and safety is likely to be impacted by the task.

(7) In some cases it may be necessary to engage the input of subject matter experts either internal or external to the University.

(8) Legislation, relevant codes of practice, standards, manufacturer's instructions and Safety Data Sheets (SDSs) should be consulted in the development of the JSA. They should be referenced on the form.

(9) Advice and guidance may be sought from the University WHS team and HSRs in the development of JSAs.

(10) Contributors to the development of the JSA shall be recorded on the form.

Manufacturer's Manuals

(11) Manufacturers' manuals or instructions can be listed and used as reference in the JSA where the information is:

- a. Very lengthy;
- b. In a format that provides the step by step instructions;
- c. Easy to use and is in an understandable format; and
- d. Easy to access.

(12) Manufacturer's manuals do not take the place of a JSA.

Approval of JSAs

(13) Upon development of any JSA the completed form shall be approved by the relevant manager within the business unit. Approval will be granted on the basis that the approver is adequately satisfied that the JSA:

- a. Has been developed in consultation with relevant experts and other stakeholders; and
- b. Addresses foreseeable risks and includes controls that are financially and practically viable.

Prioritising JSA Development

(14) With consideration to the magnitude of potential JSAs that could be developed in the University, priority of development within each business unit shall be applied in the following order:

- a. New tasks where there are perceived high risks;
- b. Existing tasks where there are perceived high risks;
- c. New tasks where there are perceived medium risks;
- d. Existing tasks where there are perceived medium risks;
- e. New and existing tasks where there are perceived low risks and carried out by a large number of workers/students; and
- f. New and existing tasks where there are perceived low risks.

Publication and Promotion of JSAs

(15) Upon approval of completed JSAs the document shall be provided to the University WHS team for publication on Safety Hub.

(16) Information and training in a new or modified JSA shall be provided to all workers and students likely to perform the task defined in the JSA. This may be facilitated by way of:

- a. 'Health and Safety Talks';
- b. Specific meetings for the introduction of the JSA; and/or
- c. Accredited training (internal or external).

Records

(17) The 'sign off' section at the bottom of the JSA form shall be completed by all Workers and/or Students before commencing the task that the JSA pertains to.

(18) Sign off must be completed by printing the document and having relevant stakeholders print and sign the document. It is acceptable for the approval of the JSA to be signed off electronically so that the approved version can be published on Safety Hub for ongoing use.

(19) JSAs with the sign off section completed must be entered in TRIM by the relevant business unit.

Authority and Compliance

(20) The Rule Administrator, the Director People and Culture, pursuant to the University's [Work Health and Safety \(WHS\) Rule](#) makes these Procedures.

(21) UNE Representatives and Students must observe these Procedures in relation to University matters.

(22) These Procedures operate as and from the Effective Date.

(23) Previous Procedures relating to Job Safety Analysis are replaced and have no further operation from the Effective Date of this new Procedure.

Section 4 - Definitions

For the purposes of this document the following definitions apply.

(24) A Worker, as defined by the [WHS Act](#), is a person that carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a. an employee;
- b. a contractor or subcontractor;
- c. an employee of a contractor or subcontractor;
- d. an employee of a labour hire company who has been assigned to work in the person's business or undertaking;
- e. an outworker;
- f. an apprentice or trainee;
- g. a student gaining work experience;
- h. a volunteer; or
- i. Person of a prescribed class.

(25) Competent Person means a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task.

Status and Details

Status	Current
Effective Date	20th September 2016
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Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.