Government of **Western Australia**
South Regional **TAFE**

JOB SAFETY ANALYSIS and RISK ASSESSMENT

COMPANY NAME:

JSA Title:	**Date**:
Prepared By:	**Supervisor:**
Required Training:	1.
Required Personal Protective Equipment (PPE)	1.

STEP	JOB/TASK	HAZARD/S	INITIAL RISK RATING	SOLUTION/CONTROL MEASURE	RESIDUAL RISK Rating
	(List the tasks required to perform the job in the sequence they are carried out.)	*Against each task list the potential hazards that could cause injury when the task is performed*	*Use the College Risk Matrix to determine the risk rating*	*(List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard)*	*Reassess the risk with the control measures in place.*
1.					
2.					
3.					
4.					
5.					

OSH RISK MATRIX

This document can be used to identify the level of risk and help to prioritise any control measures.

Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level.

Likelihood				Consequences				
				1 – Insignificant Minor injury, low financial loss etc.	**2 – Minor** First Aid treatment, on-site release immediately contained, medium financial loss, etc.	**3 – Serious** Medical treatment required, On-site release contained with outside assistance, high financial loss.	**4 – Disastrous** Extensive permanent injury Loss of production capability, off-site release with no detrimental effect, major financial loss.	**5 – Catastrophic** Death. Toxic release off-site with detrimental effects, huge financial loss
	5	**Almost Certain**	Expected to occur in most circumstances	5. Medium (M)	10. Substantial (S)	15. High (H)	20. Extreme (X)	25. Extreme (X)
	4	**Likely**	Will probably occur in most circumstances	4. Low (L)	8. Medium (M)	12. Substantial (S)	16. High (H)	20. Extreme (X)
	3	**Possible**	Might occur at some time	3. Low (L)	6. Medium(M)	9. Medium (M)	12. Substantial (S)	15. High (H)
	2	**Unlikely**	Could occur at some time	2. Low (L)	4. Low (L)	6. Medium(M)	8. Medium (M)	10. Substantial (S)
	1	**Rare**	May only occur in exceptional circumstances	1. Low (L)	2. Low (L)	3. Low (L)	4. Low (L)	5. Medium (M)

How to Prioritise the Risk Rating: Once the level of risk has been determined the following table may be of use in determining when to act to college the control measures.

Extreme	Immediate action required: must be managed by senior management with a detailed plan. Act immediately to mitigate the risk.	Either eliminate, substitute or implement engineering control measures. Remove the hazard at the source. An identified extreme risk does not allow scope for the use of Administrative or PPE controls even in the short term.
High	Senior Management attention required, detailed research and management plans involvement. Act immediately to mitigate the risk.	Either eliminate, substitute or implement engineering control measures. If these controls are not immediumiately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe. An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented. **NOTE:** Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than 6 months would generally not be acceptable for any hazard identified as high risk.
Substantial	Managers must sign off on the procedures and inform their Line Manager of their agreed actions.	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, college administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken.
Medium	Managers must be informed and sign off on agreed procedures.	Take reasonable steps to mitigate and monitor the risks. Instigate permanent controls in the long term.
Low	Work Teams must take reasonable steps to mitigate and monitor the risk.	Manage by routine procedures. • Procedures must be documented. Permanent controls may be administrative in nature.

Hierarchy of Control **Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.**

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.

Related documents – Policy: OSH Statement of Intent and Commitment | Process: Development of Job Safety Analysis/Safe Work Procedures/Standard Operating Procedures