

## Work Instruction Job Safety Analysis Process

Ref:  
2.2.1.4

### 1 Purpose:

The University is committed to providing a safe and healthy environment on all their campuses. To facilitate this, the University has developed a Job Safety Analysis Checklist. This checklist is a process where hazards relating to each logical step of a job are identified, assessed and controlled. If necessary, measures are to be put into place to eliminate or minimize any risk.

### 2 Scope:

This procedure will be observed by all Buildings and Services staff, carrying out work at any Edith Cowan University (ECU) workplace and is to be used in conjunction with the Job Safety Analysis Booklet (JSA). A serialized JSA Booklet has been issued to all ECU Buildings and Services staff.

To ensure that all maintenance, inspection and installation tasks are approached in a safe and logical manner, it is essential that this Work Instruction, used in conjunction with the Job Safety Analysis Booklet, is adhered to. This will ensure that all the necessary steps have been taken to identify, assess and if necessary, implement control measures, to minimize or eliminate any risk, associated with Buildings and Services operations.

This Work Instruction covers all aspects of Buildings and Services work, including, but not limited to, repair work, installation, inspection, etc.

### 3 Definitions:

**Buildings and Services Staff** – Persons employed by Edith Cowan University, either in a full time, part time or contract basis, to carry out repair work, installation work, or inspections, on any Edith Cowan University plant, equipment, and infrastructure.

**Risk Score** – A means of calculating a potential risk, by using a consequence and likelihood calculation.

## 4 Process:

- 4.1 An operational issue or problem has been reported, which requires the attention of Buildings and Services staff.
- 4.2 Buildings and Services staff analyse the nature of the work necessary to carry out the repair.
- 4.3 All potential hazards are identified, including physical hazards, possible mechanisms of injury and possible damage to others and/or equipment.
- 4.4 If potential hazards are identified, it is necessary to calculate a "Risk Score".

Low								
Moderate								
Substantial								
High								
Extreme								
		CONSEQUENCES	Minor	Disruptive	Serious	Critical	Catastrophic	
Description	LIKELIHOOD	Score	1	2	3	4	5	
Theoretically possible but not expected to occur during the activity or the lifetime of the equipment	Rare (<5% probability)	1	1	2	3	4	5	
	Possible (5-10% probability)	2	2	4	6	8	10	
This event may occur slightly more than twice during the activity or during the life of the equipment	Occasional (10-25% probability)	3	3	6	9	12	15	
	Likely (25-50% Probability)	4	4	8	12	16	20	
Expected to occur routinely during the activity or during the lifetime of the equipment	Almost Certain (>50% probability)	5	5	10	15	20	25	

- 4.5 Once a "Risk Score" has been calculated the following actions must be completed:

- a) Identify control mechanisms
- b) Implement control mechanisms
- c) Confirm JSA actions with Supervisor
- d) Carry out task in safe manner

- 4.6 All steps and corrective measures identified and implemented in 4.1 to 4.5 are to be recorded in JSA notepads issued to Buildings and Services staff. Where task repetition is frequent, staff can refer to a prior `safety analysis` already documented within the JSA notepad. New or different tasks must be assessed. These notepads are to be made available for inspection upon request. JSA notepads must be carried by staff at all times.

## 5 Environmental Aspects

Environmental risks must be included in the risk analysis, written on Job Safety Analysis notepads and reported to Environment Services through QFM. This is a requirement under the ISO 14001 standards.

## 6 WHS Risks:

The Job Safety Analysis must indicate what control measures are to be used to minimise potential for injury to workers or damage to plant and equipment. Control measures should be selected in accordance with the hierarchy of control that is (in priority order): elimination, substitution, isolation, engineering, administration and personal protective equipment. It may be necessary to use a combination of control measures to eliminate or minimise the risk. The use of personal protective equipment as a control measure shall be limited to situations where other controls are not practicable or where personal protective equipment is used in conjunction with other measures to increase protection.

The Responsible Officer shall review all control measures recommended as a result of the Job Safety Analysis. The Responsible Officer must verify that control measures have been implemented and that risks have been minimised.

## 7 Operational Risks:

Employee compliance with legislation and this work instruction are reviewed and verified through the following mechanisms:

- Quality Management System
- Policy Framework
- Internal audit reviews
- External audit reviews
- Annual reporting
- Complaints mechanisms
- Professional Development
- Risk Management
- Safety Law Subscription

## 8 Records

Completed Assessment Sheets are retained within specifically designed JSA notepads. Completed notepads are forwarded to the Buildings and Services Administrative Officer for filing in an official University file SUB/12159. Spreadsheet containing date JSA notepads are issued and completed by staff is to be updated and kept in the University Recordkeeping system.

## 9 References:

Code:	2.2.1.4 (changed 09/16) 2.2.3.4 2.2.1.4 (changed 07/17)
Owner:	Manager, Building and Services
Approved By:	Manager, Building and Services
Date Approved:	May 2007
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Related Documents/Policies:	Job Safety Analysis Checklist

## 10 Contact Information:

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# JOB SAFETY ANALYSIS PROCESS

(To be used in conjunction with Job Safety Analysis Card)

