

ENGITECH Pty Ltd Engineering and IT Job Safety Analysis Worksheet

Engitech Engineering and IT / Contractor JSA (General Use Form)

Job Description: _____ Job Location _____

ENGITECH Engineering and IT: _____ Date _____ Staff Name: _____

And/Or: Company: _____ Date _____ Contractor _____

Work Permit required; YES NO Work Approved By _____

Does a JSA form exist for this job? YES NO Attach JSA : Approved By Engitech Supervisor: _____ (initials)
NO Complete this JSA form.

<i>Hazards</i> <i>Place a tick in the next column for any hazards identified</i>	<i>Tick</i>	<i>Risk Control Measures</i>	<i>Person Responsible</i> <i>Name and signature required</i>
Manual Handling			
Lifting, pushing or pulling heavy objects, Bending, twisting, overstretching, Other (Please specify)		Lifting Equipment used if required Suitable (enclosed) footwear worn Work within capacity (seek assistance from others if required)	
Constant repetitive movements		Take breaks/ rotate tasks	
Plant/ Equipment Possibility of entanglement, Crushing, cutting, striking injuries		Long hair tied back or hairnet worn Remove loose clothing / jewellery Power isolated prior to work Standard Operating Procedures followed Appropriate PPE worn Equipment decontaminated prior to work	
Electrical (including power tools)		Qualified tradesman Work area clear of water or moisture Power tools and extension leads tested and	

		tagged	
Hazards <i>Place a tick in the next column for any hazards identified</i>	Tick	Risk Control Measures	Person Responsible <i>Name and signature required</i>
Chemicals		Current Material safety Data Sheets available Appropriate PPE worn Spill Procedures in place Location of nearest Safety Station identified	
Noise		Hearing Protection worn Work scheduled to minimise impact on others	
Poor Lighting		Portable lighting supplied	
Working in Isolation (Plant rooms, roof or basement areas, After hours work etc)		Prior notification (Report in / Report out system) No work in isolation after hours	
Slip/ Trip / Falls		Clear area of potential trip hazards Use appropriate ladder if required Ladder secured at top and bottom Ladder erected on a level non-slip surface Harness worn if required (roof access work)	
Restricted Areas (PC2 rooms / Quarantine areas / Isotope Labs / Animal rooms)		No entry into Restricted areas without prior authorisation and induction Work areas decontaminated prior to work	
Oxygen depleted atmospheres (Liquid Nitrogen / Dry Ice Rooms)		Prior Authorisation and induction required Oxygen Monitors / alarms in rooms	
Dust / Odours		Appropriate face masks or respirators worn Work scheduled to minimise impact on others	

Instruction for Completing the Job Safety Analysis Form

STEP 1 – IDENTIFY THE HAZARDS ASSOCIATED WITH THE JOB

- *GO THROUGH THE LIST AND PLACE A TICK IN THE COLUMN NEXT TO EACH HAZARD IDENTIFIED*
- *IDENTIFY ANY ADDITIONAL HAZARDS NOT SPECIFIED IN THE MAIN TABLE*

STEP 2 – ENSURE ALL NECESSARY CONTROLS ARE IN PLACE

- *READ AND UNDERSTAND ALL RISK CONTROL MEASURES THAT ARE REQUIRED*
- *LIST ALL RISK CONTROL MEASURES REQUIRED FOR HAZARDS NOT SPECIFIED IN THE MAIN TABLE*

STEP 3 – SIGN OFF

- *THE PERSON RESPONSIBLE FOR ENSURING RISK CONTROL MEASURES ARE IN PLACE MUST SIGN OFF AGAINST ALL HAZARDS IDENTIFIED*
- *ENGITECH PTY LTD ENGINEERIN OR IT SUPERVISOR AND CONTRACTOR MUST SIGN OFF ON THE JSA (PART 3)*