

Job Safety Analysis (JSA)



Describe work: (& use checkboxes if work to occur in any areas of special characteristics)										JSA No:							
Airside?	☐	Sterile?	☐	Health Management Zone?	☐	Terminals?	☐	Approach Path?	☐	Roads?	☐	Marine?	☐	HV Electricity?	☐	Critical underground assets?	☐
JSA developed and approved by: (Authorisation authority is based on level of risk, ie, Med-Critical; refer to Risk Assessment Matrix SMS 06.01.02)										Name:		Signature:		Date:			

On-Site Review of this JSA and Adjustments made: (eg, amended for changed risk if necessary)

Team Members involved in on-site review & confirmation of JSA:	Reviewers' Position: (eg, workers, Supervisor, Safety Observer, safety Reps, Welder, etc)	Reviewers' Signature: (by signing, each confirms that they understand this JSA and will implement all controls as documented)	Date:	Review Organiser's Confirmation: (JSA presented & reviewed with all workers prior to work starting, amended for changed risks if necessary & all workers have signed)
				Name:
				Signature:
				Date:

Personal Protective Equipment (PPE): (tick tickboxes for all PPE required to complete this job safely, then list extra PPE, training or competency below that)

	☐		☐		☐		☐		☐		☐
	☐		☐		☐	Also list below any extra PPE, training or competency required to complete this job safely (eg, Height safety training, etc)					

Most effective



Least effective

ELIMINATION Remove it completely from your workplace
MINIMISATION
SUBSTITUTION With a safer alternative
ISOLATION Isolate the hazard as much as possible from the workers
ENGINEERING Adapt tools or equipment to reduce the risk
ADMINISTRATION Change work practices and organisation
PERSONAL PROTECTIVE EQUIPMENT (PPE) Last option after considering all other options for your workplace

Individual Breakdown of Hazards, Risks & Controls: *(use copy of AIAL Risk Matrix overleaf to assist with Risk Scores)*

Activity steps for job described above	Hazards	Consequence	Risk Score before controls	Risk Control Measures	Person Responsible	Risk Score after controls

Work cannot start until all controls listed above are in place & all team members have confirmed they understand them & have confirmed they will follow them.

If workers experience any hazards not identified on the JSA, work must be stopped and risk and controls for the additional hazard are identified. Work must not commence until all persons on site are made aware of the new hazard and its controls and this JSA has been amended and initialled by all parties with date recorded.

Copy of Risk Matrix

POTENTIAL CONSEQUENCES: (Severity of Impact)					LIKELIHOOD, PROBABILITY and FREQUENCY:				
Consequence Label	People: (Injury and Illness)	Environment & Biosecurity:	Business Impact:		A. Rare:	B. Unlikely:	C. Possible:	D. Likely:	E. Almost Certain:
			- Airfield Disruption - Asset Damage - Security - Financial Impact - Passenger/ Terminal Disruption - Damage to Reputation - Compliance Impact (CAA, WorkSafe)	Likelihood:	Could occur in exceptional circumstances if at all.	Unlikely under most circumstances	May occur but not expected to occur.	Could occur in most circumstances	Will occur regularly
				Indicative Frequency:	Could occur once, if at all, during the facility life	Could occur several times during facility life, with extended periods between events	Could occur routinely over an extended period	Weekly exposure	Continuous exposure
				Probability:	< 1%	1 – 10%	10 – 50%	51 – 90%	> 90%
1. Insignificant	- First Aid or - No injury or illness.	Confined to immediate area within site; No effect or contained	- No aircraft movements affected, no impact on airfield - No damage to airport assets - No passenger disruption issues - No security incursion - Financial consequence up to \$10 000 - No media concerns - Potential non-compliance with industry code or of known requirements.		L (1)	L (2)	L (3)	L (7)	M (8)
2. Minor	- Minor health effect/injury - MTI/RW/LTI	Impact contained to site with simple clean-up or management process	- Minor impact on aircraft movements, minor impact to airfield - Minor damage to airport assets - Minimal terminal congestion, some impact on passenger processing - Minor security incursion - Financial consequence between \$10 000 and \$100 000 - Low level media interest - Potential breach of regulation or current non-compliance with industry code. Direction issued and recorded.		L (4)	L (5)	M (9)	M (10)	H (14)
3. Moderate	- Significant health effect or injury - Irreversible damage	Impact contained to site requiring specialist clean-up or resources or management	- Some aircraft movements restricted or limited for up to 3 hours, some impact to airfield - Some damage airport assets, out of order at present, no on-going concerns - Parts of terminal congested with moderate impact on passenger processing - Moderate security incursion - Financial consequence between \$100 000 and \$1 million - Some on-going media interest - Potential breach of regulation & may be reportable incident to legislator. Notice issued.		L (6)	M (11)	M (12)	H (15)	C (20)
4. Major	- Multiple significant health effects or injuries - Permanent total disability - Single fatality	Extends beyond facility boundary, ecosystem disturbance requiring clean-up using internal & external resources	- Limited or no aircraft movements for up to 24 hours, high impact to airfield - High level of damage to airport assets, taken out of action for a period of time - Passenger processing time affected, high level of passenger disruption - Major security incursion - Financial consequence between \$1 million and \$10 million - National concern - Reportable breach of regulation and licence. Possible prosecution.		M (13)	H (16)	H (17)	C (21)	C (22)
5. Catastrophic	- Multiple fatalities	Environmental impact of regional or national significance; Long term damage	- No aircraft movements for extended period over 24 hours, significant impact to airfield - Significant damage to airport assets for an extended period of time - Passenger processing halted for extended period, significant pax disruption - Significant security incursion - Financial consequence over \$10 million - International and national concern - Breach of regulation and licence condition - reportable incident to regulator; prosecution very likely		H (18)	C (19)	C (23)	C (24)	C (25)

Level of Risk:	Hazard and Risk Management:	Incident and Investigation:	Audit:
Overall risk rating LOW (1 - 7)	- Proceed with controls only when these have <u>been confirmed</u> as being fit for purpose and appropriate for the task. - If unsure discuss with supervisor/ line manager or area authority	- Verbal notification to supervisor/line manager/area authority. - Details to be entered into Risk Manager including any suggestions for improvement and/or corrective actions within <u>3</u> working days. - A simple investigation may <u>be required</u> depending on the issue and circumstances.	Corrective actions to <u>be completed</u> as soon as practicable
Overall risk rating MEDIUM (8 - 13)	- Proceed with controls only with the approval of the line managers or area authority and when the controls have <u>been incorporated</u> in the JSA	- Verbal notification to Department Manager, HS&W Team and Head of Airfield (for aerodrome incidents) as soon as possible, and followed up by an email confirmation. - Details to be entered into Risk Manager within <u>1</u> working day. - Simple Investigation, such as five whys or Mini-ICAM which is sufficient to establish the root cause, within <u>5</u> working days.	Corrective actions to <u>be completed</u> with 7 days
Overall risk rating HIGH (14 - 18)	- Only proceed with controls once written approval has <u>been received</u> from the relevant GM	- Verbal notification to Relevant GM, Head of HS&W and Head of Airfield (for aerodrome incidents) as soon as possible, and followed up by an email confirmation. - Details to be entered into Risk Manager within <u>1</u> working day. - Root Cause Analysis (RCA) such as five whys or Mini-ICAM within 10 days, however the Relevant GM and/or Head of HS&W may request a full ICAM Investigation within <u>15</u> working days.	Corrective actions to <u>be completed</u> within 48 hours
Overall risk rating CRITICAL (19 - 25)	- Under no circumstances should you or any other workers proceed with the task until additional controls <u>are put</u> into place and the effectiveness of the controls have been verified by a subject matter expert. Written approval must <u>be received</u> from the relevant GM.	- Immediate verbal notification to Relevant GM, Head of HS&W and GM Corporate Services. - Details to be entered into Risk Manager within <u>1</u> working day. - ICAM Investigation within <u>15</u> working days.	Activity is to <u>be stopped</u> and corrective actions to be implemented before activity can recommence