JOB SAFETY ANALYSIS

This template is intended to assist member businesses develop their own workplace Job Safety Analysis. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced health, safety and wellbeing and workplace relations advisors can assist members with a range of health, safety, wellbeing, employment, human resources and industrial relations issues.

Our experienced health, safety and wellbeing and workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide health, safety and wellbeing consulting and training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Advice Line on **(03) 8662 5222.**

**Disclaimer**

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JOB SAFETY ANALYSIS

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| --- | --- | --- | --- | --- | --- |
| **Company Name** |  | **Date** |  | **JSA No.** |  |
| **Site Location** |  | **Permit to work required** | **Y** ❒ | **N** ❒ |
| **Contractor (if applicable)** |  | **Prepared by** |  |
| **Activity** |  | **Approved by** |  |

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| --- | --- | --- | --- |
| Activity*List the tasks required to perform the activity in the sequence they are carried out.* | Hazards*Against each task, list the hazards that could cause injury when the task is performed.* | Risk Control Measures*List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.* | Who is responsible?*Write the name of the person responsible for implementing the control measures identified.* |
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