Job Safety Analysis (JSA) Writing Guidelines

Auckland Airport

Job Safety Analysis (JSA) is a proactive hazard and risk management tool. They are written to provide workers with all the safety, health, environmental and operational information necessary to perform medium and **high risk non-routine** tasks. (Refer AIAL's Risk Assessment Matrix to determine the risk of work: SMS 06.01.02.) JSA's encourage workers to document the process in which the task will be carried out, identify the hazards and collectively agree on the controls. JSA's are also used as a reference point for site inspections, audits and investigations to ensure that agreed controls are in place and are being followed.

Due to the nature of an Airport, performing medium and high-risk or non-routine tasks will be required. Before doing these tasks, workers must complete a JSA. For urgent **high risk** jobs a JSA must be completed as well as a Hazard Identification & Control Checklist (refer SMS 06.01.07), no matter the urgency of the job. For urgent **medium risk** jobs a Take 5 or similar pre-start process can be followed if the urgency of the job prevents a full JSA being completed.

Routine tasks that have a site specific SOP to be followed do not require a JSA but must have a Take 5 or similar pre-start process followed. (Refer AIAL's Take 5 Card 06.02.22).

Process		
Establish the context		JSA's are used for medium and **high risk non-routine** tasks, which have been determined by the appropriate line manager, project manager, works supervisor or co-ordinator.
Determine who needs to be involved		Workers who understand the task to be completed and the environment in which the task is being completed should from the 'team' to carry out the JSA. At least one person creating the JSA has to have visited and be familiar with the worksite where the task is being carried out
Prepare the JSA	1. **Admin Information**	Include the information as to where the task is being carried out, any Hazard and Risk Register that exits for this area, whether Worksafe notification of particular hazardous work is required, the review period for the task (the higher the risk, the more frequent the review). A permit to work may be required for the task.
	2. **Team Members**	Identify the workers who write the JSA, and document their role in the task.
	3. **Scope of Work**	The scope of the JSA should clearly outline the work and related tasks to be covered by the JSA. The scope includes functions performed, equipment necessary and the type of products to be used. The range of activities need to be clearly stated, as do any limitations or exceptions.
	4. **Process and Hazard and Risk Assessment**	Explain the task in simple steps, describe what is to be done, not how to do it. Identify the hazards and assess the risks for each step of the task, agree the hazard controls and assign responsibility for implementing and maintaining the control to a member(s) of the team. Refer to SMS 06.01.07 Hazard Identification and Control Checklist to assist. Note this checklist MUST be completed and attached to the JSA for any high risk work. Controls include but are not limited to training and PPE requirements. The JSA must be useable by the work party, efficient and easy to follow.
	5. **Authorisation**	Authorisation to carry out the task by a Line Manager. *(cont overleaf…)*

	6. Sign Off	All team members sign onto the JSA to accept the actions to be taken to implement the hazard controls identified.
Monitoring		JSA's may be monitored by work supervisors, managers and members of the H&S team to verify that the identified controls are in place and effective. Where discrepancies between what is stated on the JSA and what is being carried out, work shall cease and the task re-evaluated with any change understood by the work party and noted on the JSA.