

JOB SAFETY & ENVIRONMENT ANALYSIS

The job broken into steps, each with its hazards and controls — prepared WITH the people doing the work, before the work. This is the risk assessment the permits reference: it assesses; a permit authorises. Keep it at the job.

JSEA NO.

FORM
ARD-JSEA-01

REV
1

PART 1 · THE JOB

Business: Site / area: Date prepared: Permit(s) this JSEA supports (nos.):

Task: Prepared by: ☐ Prepared WITH the people doing the work — not for them Reviewed by (supervisor):

PART 2 · STEPS, HAZARDS & CONTROLS

rate before AND after controls (matrix on page 2), and tick the highest control level each step reaches — a step with no credible hazard is written anyway; a blank is a gap

#	Step — in the order the job is done	What could go wrong (the hazard, and what it would do to a person)	Risk before C×L	Controls — down the hierarchy: eliminate, substitute, isolate, engineering, administrative, PPE last	Control level tick the highest	Risk after C×L	Who does it
					☐ Elim ☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE		
					☐ Elim ☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE		
					☐ Elim ☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE		
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					☐ Elim ☐ Sub ☐ Iso ☐ Eng ☐ Admin ☐ PPE		

☐ Every step rated twice — a rating that has not moved is not a control One tick per step, the highest: Eliminate · Substitute · Isolate (barrier or distance; lock-out is Admin) · Engineering · Administrative · PPE. Admin and PPE do not control the hazard at the source.

ANYONE HERE CAN STOP THIS JOB. IF A STEP STILL RATES HIGH OR EXTREME AFTER CONTROLS, IT DOES NOT RUN — AND IF ANYTHING CHANGES ON THE DAY, WORK STOPS UNTIL THIS JSEA IS REVIEWED.

RISK RATING, SIGN-ON & REVIEW

Rate honestly: the matrix is a decision tool, not a way to make a job look acceptable. Consultation is a legal duty, and the signatures below are its record.

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PART 3 · HOW TO RATE — CONSEQUENCE × LIKELIHOOD

write the pair (e.g. 4C) in the Risk before / Risk after columns on the front

CONSEQUENCE — REALISTIC WORST OUTCOME FOR A PERSON			LIKELIHOOD — FOR THIS TASK, AS THINGS ACTUALLY ARE		
	Level	What it means on the ground		Level	What it means on the ground
1	Insignificant	No treatment needed; keeps working	A	Almost certain	Happens most times this job runs
2	Minor	First aid only, back on the job that day	B	Likely	Has happened here, or would surprise nobody
3	Moderate	Medical treatment, or time lost from work	C	Possible	Could happen; has happened at sites like this
4	Major	Serious injury — hospital, or a lasting effect	D	Unlikely	Would need something else to go wrong too
5	Catastrophic	Fatality, or permanent disability	E	Rare	Would need several things to go wrong at once

Likelihood down · Consequence across		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A — Almost certain		MED	HIGH	HIGH	EXTREME	EXTREME
B — Likely		MED	MED	HIGH	HIGH	EXTREME
C — Possible		LOW	MED	HIGH	HIGH	HIGH
D — Unlikely		LOW	LOW	MED	MED	HIGH
E — Rare		LOW	LOW	LOW	MED	MED

PART 4 · WHAT THE RATING REQUIRES

Rating	What must happen — a rating that does not change what you do is decoration	Who decides
EXTREME	Work does not start. The hazard is eliminated or the job redesigned — not managed.	Owner / senior manager, in writing
HIGH	Work does not start on this plan. Add controls until it drops to Medium or lower.	Owner, with the reason recorded
MEDIUM	Proceed with the controls written here — each with a named owner, confirmed in place at the job.	Supervisor / permit issuer
LOW	Proceed. Managed by normal supervision and existing procedure.	Supervisor

A residual rating of HIGH or EXTREME means the work does not proceed as planned. The answer is more control, a different method, or escalation — never a signature. Rating a hazard down so a job can start is the single most common way this table gets misused.

PART 5 · BEFORE WORK STARTS, THEN CREW SIGN-ON

signing = I understand the hazards and controls and will work to it; tick "helped write" only if you were there when it was written

☐ Licences sighted for high risk work (forklift, crane, EWP...)

☐ Plant isolated and locked out wherever the job needs it

☐ SDS at the job for every chemical used

☐ Emergency & rescue plan known — first aid, phone

☐ Psychological — fatigue, pressure, lone work, aggression

☐ Environment — spills, waste, dust, fume or noise off-site

☐ HSR consulted, if the work group has one

☐ Anything not ticked goes into Part 2 before anyone signs

Name	Company	Signature	Helped write	Name	Company	Signature	Helped write	Date
			☐				☐	
			☐				☐	
			☐				☐	
			☐				☐	

PART 6 · REVIEW — THIS JSEA IS ALIVE ONLY WHILE IT MATCHES THE JOB

reviewed when anything changes: method, crew, plant, conditions, a near miss — or before reuse on another day

Date	What changed / why reviewed	Changes made	Still valid	Reviewed by
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	

A JSEA assesses; a permit authorises. This document breaks the job into steps and answers each one's hazards — prepared in advance, with the crew. The permits (hot work, heights, roof, electrical, excavation, confined space, general) reference this JSEA in their Part 2 and are not issued without it. Two documents, two jobs: keep them straight and they cannot disagree.

How to prepare it

1. **With the crew, not for them.** Consultation is a legal duty (OHS Act s 35), and the people doing the job know where it bites. A JSEA written alone at a desk is a form, not an analysis — which is why the sign-on on page 2 records who helped write it and who was only briefed.
2. **Steps in the order the job runs** — including setup and pack-up, where a surprising share of injuries happen.
3. **Hazards as consequences.** "Rotating shaft — entanglement, crush" tells a reader what kills; "machinery" tells them nothing.
4. **Controls down the hierarchy.** Eliminate, substitute, isolate, engineering, administrative — PPE last. Name who does each control.
5. **Admin and PPE come last, not first.** Tick the highest level each step reaches in the front table — one tick per step. A column of ticks in Admin or PPE means the hazard was never controlled at the source: WorkSafe Victoria treats them as a last resort, an interim measure until something better is in place, or a supplement to higher controls. Lock-out – tag-out counts as Admin; Iso means a barrier, an enclosure or distance. Go back up the hierarchy.

What to look for — including what a physical-only JSEA misses

- **Plant and machinery** — entanglement, crush, cutting, ejection, stored energy that needs isolating.
- **Electrical** — contact, arc flash; who isolates, and who proves it dead.
- **Manual handling** — lifting, pushing, repetition, awkward or sustained postures.
- **Mobile plant and traffic** — forklifts and people in the same space.
- **Falls and falling objects** — heights, openings, fragile surfaces, anything overhead.
- **Chemicals and dangerous goods** — exposure, fire, reaction; the SDS says which.
- **Noise, dust, fume, heat and cold** — the hazards that injure slowly.
- **Other people** — contractors, visitors and the public near the work (OHS Act s 23).
- **Psychological** — fatigue, time pressure, working alone, aggression, a traumatic event. The OHS Act defines health to include psychological health (s 5), and the Occupational Health and Safety (Psychological Health) Regulations 2025 require these hazards to be identified and controlled.
- **Environment** — spills reaching a drain, waste, dust, odour or noise leaving the site. The general environmental duty (Environment Protection Act 2017 s 25) applies to the job as much as the business.

When a JSEA is not enough. High risk construction work needs a **SWMS** with the content the OHS Regulations 2017 prescribe — a JSEA does not substitute for it. High risk work needs the operator's **licence**, sighted before they start. Hot work, confined spaces, work at height and isolations need their **permit** as well as this assessment. A serious incident is notified to **WorkSafe Victoria on 13 23 60 immediately**.

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Rating the risk

6. **Rate it twice.** Before the controls (why they exist) and after (what remains). If the rating does not move, the control is not doing anything — write a better one.
7. **Rate the realistic worst, not the average.** "It would probably just bruise him" is how a fatality gets rated Moderate.
8. **Honour the action table.** High or Extreme after controls means the job does not run as planned. Changing the number to suit the schedule is the failure this document exists to prevent.
9. **Review when anything changes.** New crew, new plant, weather, a near miss — the JSEA describes the job as planned; a changed job is a different job.

Using it with the permit books

Write the JSEA number into the permit's Part 2, and the permit number(s) into Part 1 here. Keep a copy at the job with the crew. When the job is done, keep every completed page with that job's records — this sheet is the evidence the job was planned.

Printing. The form is the two pages before this one. Print them **double-sided** so the analysis and its record are one sheet, and print a fresh pair for every job. This page is the instructions — print it once.