

 Job Safety Analysis Policy	HSE Reference Manual				RA-102		Rev
	Rev	Description	Originator	Reviewed	Approved	Date	1
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## Job Safety Analysis Policy

Aid and Able Services risk assessments assist to identify and reduce the fundamental risks involved in the business operations of Aid and Able Services. The assessments examine the hazards of the operations set against the real risks to personnel contractors, visitors and third parties who come into contact with the business:

- Equipment
- Personnel training
- Equipment Inspection
- Transport Operations
- Manual Handling

### STATUTORY REQUIREMENTS

This assessment of the risks involved in the operations of Aid and Able Services must have due regard for the statutory requirements for health, safety and environment at work.

- Site Permit to Work System (Rev. 2)
- Occupational Health and Safety Management Systems (AS 4804:2001)
- Petroleum and Gas (Production and Safety) Regulation 2004
- Queensland Environmental Protection Act (1994)

Aid and Able Services encourages all its personnel to ensure a Job Safety Analysis is completed prior to undertaking any task. The Job Safety Analysis (JSA) will allow the operator to identify the risks involved in executing the task.

Aid and Able Services has a strong commitment to a safe and healthy work environment and the Job Safety Analysis is a benchmark process to ensuring that all risks are minimised.

**What is Job Safety Analysis (JSA)?** JSAs are used to describe how to perform a task step-by-step, any hazards associated with a task, and controls to mitigate these hazards. JSAs can be used to educate employees on safe practices prior to utilizing equipment.

**When should a JSA be created?** JSAs should be developed for all equipment and specific operations that present safety hazards and/or concerns. Employees shall be trained on and have a good understanding of the instructions and hazards listed in the JSA prior to engaging in such work practices.

**Who is responsible for creating JSAs?** Although Supervisors and Safety Professionals generally develop the JSAs, the forms shall be reviewed by workers performing the job for feedback and suggestions. Often times, employees who routinely utilize equipment and/or perform specific job tasks are better able to identify certain hazards associated with the work, so it is critical that those individuals be involved in the JSA development process.



Basil Britto  
Managing Director  
Aid and Able Services

