

## Job Safety Analysis (JSA) Checklist

Complete this analysis **before work begins**. Break the job into steps, identify the hazards, confirm controls using the hierarchy of controls, and obtain sign-off. Review if the task, method, materials or personnel change.

JOB / TASK ANALYSED

JSA REFERENCE NO.

DATE OF ASSESSMENT

DEPARTMENT / SITE

EXACT LOCATION OF WORK

NEXT REVIEW DATE

ASSESSED BY (NAME / ROLE)

SUPERVISOR / APPROVER

NO. OF WORKERS INVOLVED

WORKERS CONSULTED IN THIS ASSESSMENT (ALIGNED WITH ISO 45001 CL. 5.4 — CONSULTATION &amp; PARTICIPATION)

Inherent risk:



High — strict controls required



Medium — control &amp; monitor



Low — keep aware



Tick each item that applies / is confirmed

**A**

### Pre-task preparation & authorisation

Aligned with ISO 45001 · 8.1



Task scope and objectives are clearly defined and understood by everyone involved  
Briefing / toolbox talk completed

Cl. 8.1



Workers are competent, trained and authorised for this task  
Certificates / licences verified where required

Cl. 7.2



Required permits-to-work are in place  
Hot work, confined space, electrical isolation, excavation, height

Cl. 8.1



Safe work method statement / procedure is available and has been read  
SWMS or SOP reviewed by the crew

Cl. 8.1



Workers were consulted when identifying the hazards for this task  
Participation recorded in the details box above

Cl. 5.4



Applicable legal and other H&S requirements have been identified  
Regulations, codes of practice, client rules

Cl. 6.1.3



Work area has been inspected and prepared before starting  
Access, lighting, barriers, housekeeping checked

Cl. 8.1

**B**

### Hazard identification — tick every hazard present

Aligned with ISO 45001 · 6.1.2



Working at height or risk of falling  
Roofs, ladders, scaffolds, edges, floor openings

High



Moving machinery, plant, or vehicles  
Entanglement, crushing, struck-by, site traffic

High



Electrical hazards  
Live parts, damaged cabling, isolation / lock-out

High

☐ Hazardous substances, dust, or fumes  
Chemicals, silica, asbestos, welding fume — check SDS

High

☐ Fire, explosion, or hot work  
Ignition sources, flammables, gas, hot surfaces

High

☐ Confined space or restricted access  
Tanks, pits, vessels, limited entry / egress

High

☐ Manual handling, repetitive or awkward movement  
Lifting, carrying, posture, ergonomic strain

Medium

☐ Slips, trips, and falls on the same level  
Wet surfaces, trailing cables, uneven ground

Medium

☐ Noise, vibration, or temperature extremes  
Hand-arm vibration, heat / cold stress

Medium

☐ Pressurised systems or stored energy  
Hydraulics, springs, suspended loads

Medium

☐ Poor lighting or reduced visibility  
Night work, glare, obscured sightlines

Low

☐ Housekeeping or obstructed walkways  
Clutter, blocked exits, poor material storage

Low

### C Risk control — apply the hierarchy of controls

Aligned with ISO 45001 · 8.1.2

☐ Elimination — can the hazard or task be removed entirely?  
Design it out, do the work another way, or off-site

1st

☐ Substitution — can a less hazardous method or material be used?  
Lower-toxicity product, lighter component, safer process

2nd

☐ Engineering controls are in place  
Guarding, ventilation, isolation, barriers, RCDs

3rd

☐ Administrative controls are in place  
Procedures, signage, training, rotation, supervision, permits

4th

☐ Suitable PPE is identified, available, and worn  
Only as the last line of defence — see Section D

5th

☐ Residual risk has been assessed as acceptable before work proceeds  
Reduced so far as is reasonably practicable (ALARP)

Cl. 6.1.2

### D Personal protective equipment required (last line of defence)

Aligned with ISO 45001 · 8.1.2

☐ Head protection (hard hat)

☐ Eye / face protection

☐ Hearing protection

☐ Respiratory protection (RPE)

☐ Hand protection (gloves)

☐ Foot protection (safety boots)

☐ High-visibility clothing

☐ Fall-arrest harness

☐ Protective coveralls

## E Emergency preparedness & response

Aligned with ISO 45001 · 8.2

- ☐ Emergency procedures and escape routes are known to all workers  
Briefed before work starts Cl. 8.2
- ☐ First-aid provision and a trained first aider are available  
Kit location and responder identified Cl. 8.2
- ☐ Fire-fighting and / or spill-response equipment is accessible  
Suitable for the hazards present Cl. 8.2
- ☐ Emergency contacts and the assembly point have been communicated  
Including rescue plan for height / confined space Cl. 8.2
- ☐ The incident and near-miss reporting process is understood  
Workers know how and when to report Cl. 10.2

## F Job step breakdown

Aligned with ISO 45001 · 6.1.2.2

| # | JOB STEP / TASK | POTENTIAL HAZARDS | CONTROL MEASURES | RISK<br>(L/<br>M/H) |
|---|-----------------|-------------------|------------------|---------------------|
| 1 |                 |                   |                  |                     |
| 2 |                 |                   |                  |                     |
| 3 |                 |                   |                  |                     |
| 4 |                 |                   |                  |                     |
| 5 |                 |                   |                  |                     |

## G Verification & sign-off

Aligned with ISO 45001 · 5.4 / 8.1

ASSESSOR — NAME & SIGNATURE

DATE

SUPERVISOR / APPROVER — NAME & SIGNATURE

DATE

WORKER ACKNOWLEDGEMENT — NAME & SIGNATURE

WORKER ACKNOWLEDGEMENT — NAME & SIGNATURE



CONTACT

**Lebon Academy**

Health & safety enquiries

✉ [lebonacademy@gmail.com](mailto:lebonacademy@gmail.com)

✉ [office@lebonacademy.com](mailto:office@lebonacademy.com)

This JSA is a structured screening and control-verification tool to support hazard identification and risk control, aligned with ISO 45001:2018. It must be completed before work commences and does not replace formal risk assessments, permits-to-work, or your organisation's wider OH&S management system obligations. Stop work and reassess if conditions change or a new hazard is identified.