Job Hazard Analysis Procedure

1. Purpose

The WA Country Health Service (WACHS) is committed to providing and maintaining a safe work environment. WACHS is considered a 'Person Conducting A Business or Undertaking' (PCBU) and, therefore, has obligations under the *Work Health and Safety Act 2020* and Work Health and Safety (General) Regulations 2022 to manage risks to health and safety so far as reasonably practicable. A risk management approach involves identification and assessment of risks followed by elimination of risks in the first instance or where this is not practicable, minimising those risks.

A key requirement of managing risks in the workplace is the consultation with workers, therefore, it is important they are involved in the hazard identification, risk assessment and risk control processes. WACHS has three management tools, "Take 5", Job Hazard Analysis Form (JHA form) and a Safe Work Method Statement (SWMS), that are used to outline a safe method for completing tasks and documents how risks have been mitigated to an acceptable level to perform the tasks. These documents support the WACHS Occupational Safety and Health Policy, *Work Health and Safety Act 2020*, Work Health and Safety (General) Regulations 2022.

2. Procedure

This procedure aims to make all sites throughout WACHS regions safer for workers and guests. It will help both management and workers, through consultation, to comply with the Work Health and Safety (WHS) regulations. These regulations require WACHS (PCBU) to identify, assess and control hazards in the workplace with the aim of eliminating or minimising hazards, as far as reasonably practicable. Therefore, recording risk management activities, including risk assessments and consultation processes is required.

This procedure will assist in:

- finding hazards in WACHS workplaces
- assessing the risks that may result from the hazards
- determining control measures to eliminate or minimise the level of risks
- monitoring and reviewing the effectiveness of control measures.

While contractors may have their own JHA process and forms, they are required to seek approval from the WACHS Work Health and Safety Department to deviate from the use and practice of this procedure.

2.1 Job Hazard Analysis

WHS Risk Assessment

A risk assessment is a systematic process of identifying hazards, assessing the risk associated with those hazards, eliminating, or controlling those risks and monitoring and reviewing the control measures.

All workers are to comply with WACHS workplace health and safety policies, procedures, and instructions to ensure a safe workplace. This means that workers are required to take corrective action to
guard against hazards at work or report those hazards which cannot be immediately corrected.

Risk assessments involve the following:

- determine who should be involved
- identify hazards
- analyse consequences, such as potential injury or property damage
- assess risk (probability, frequency, severity of injury or loss) using the Department of Health Risk Matrix
- determine action (methods of removing or reducing risk)
- implement controls (redesign, removal, new methods, audit)
- evaluate controls
- keep a record of the assessment and review as required by changes to the activity or workplace.

Risk Control

All hazards that have been assessed should be dealt with in order of priority. The most effective control options should be selected to eliminate or minimise risk. The Hierarchy of controls (see diagram 2.) ranks control options from highest level of protection and reliability to lowest as follows:

- **Eliminate** – can the hazard be eliminated completely?
- **Substitution** – can the hazard be replaced?
- **Engineer Controls** – can the hazard be isolated either by removal to another area, or by placing a physical barrier around it?
- **Administrative Controls** – are training, procedures and signage required?
- **Personal Protective Equipment** – what PPE is necessary?

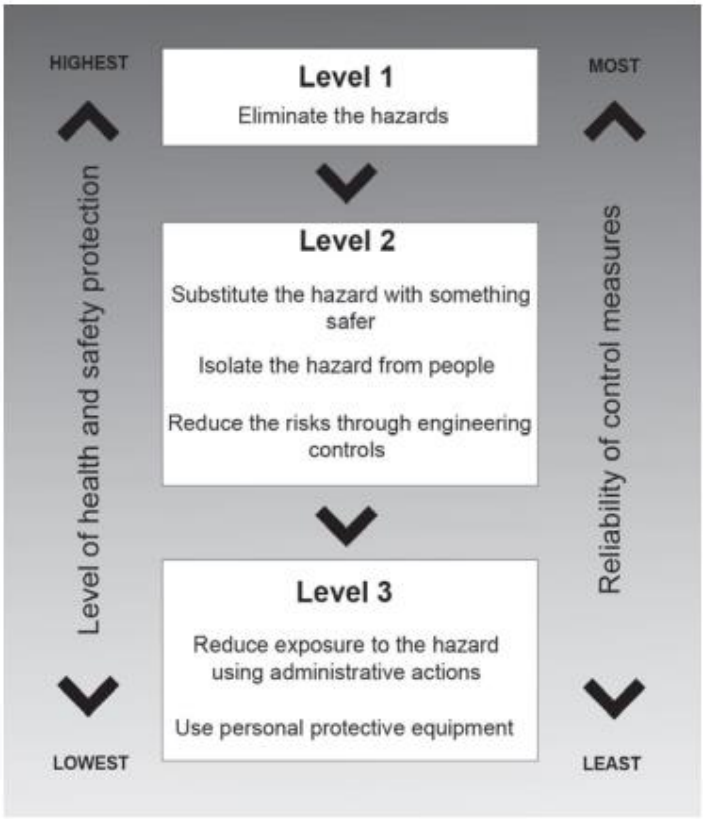


Diagram 2: hierarchy of controls.

When a control is being chosen, it is important to begin at the top of the list and work down until the most appropriate control measure is selected. The nearer to the top of the list a control measure is, the more effective it will be. Multiple levels of controls may be implemented to reduce risk further.

Consultation with workers is required in the selection and implementation of control measures in the workplace. Each measure must have a designated person and date assigned for the implementation of controls. This ensures that all safety measures will be completed and documented.

Where possible it is important to outline the Emergency Response for a particular task if required by permit or procedure in the event there was an incident e.g. Code Red Response.

Methodology and Tools

The JHA risk assessment methodology is detailed in the JHA risk assessment forms. Workers must be competent in the use of JHA risk management methodology. This can be achieved through the JHA online training (SH04 EL1).

JHA risk assessments and risk control plans are documented in:

- Take 5
- JHA Form
- SWMS
- Safety Risk Report Form (SRRF) .

Refer to Appendix A for the process flow and Appendix B for a completed sample form.

Take 5

A 'Take 5' is a personal risk assessment tool used by each worker for the identification and control of immediate hazards for work activities. It is the simplest risk assessment tool to increase safety awareness and reduce the risk of an incident occurring. It is a safety checklist that allows workers to personally give a rating to the level of risk associated with an identified hazard. Controls are then implemented to help eliminate or reduce the risk to an acceptable level.

There are 5 steps to a 'Take 5':

- **Step 1**. Stop, Step Back and Think – these questions help to identify any relevant permits, procedures, training or PPE that must be in place before commencing work.
- **Step 2**. Identify any hazards – these questions help to identify any hazards that might cause harm.
- **Step 3**. Assess any risks – the risk rating score can be determined by using the DOH risk matrix.
- **Step 4**. Control the hazard – use the hierarchy of controls to help choose the best method. It the hazard cannot be eliminated than use the most appropriate control to keep the lowest risk of the incident happening. Check to make sure any new controls do not create new hazards.
- **Step 5**. Proceed and Monitor – the hazards must be controlled. If the hazards are unable to be controlled or have a moderate to high-risk rating, a JHA Form must be completed.

Take 5s must be completed by all workers for all low to moderate tasks not captured in a SWMS or in Safe Work Instructions. These are submitted to the infrastructure admin or equivalent, counted and then summarised, where possible, each day. This data is to be compared to the daily number of agility orders for compliance and this process is managed by the Regional Manager Infrastructure and Support Services.

SWMS

A SWMS is a document that sets out the routine high risk work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. If a number of JHAs are being completed for the same task then this would be considered a routine task and thus require a completion of a SWMS. Refer to the SWMS and SWMS Procedure.

JHA Training

All WACHS workers that will be engaging in tasks that require the creation and implementation of a JHA form, are to ensure they have read and understood this procedure. When a worker is engaging in an activity that has a corresponding JHA Form,

they are to ensure they have read the JHA Form and provide a signature to confirm their understanding. All workers involved in the JHA procedure are advised to complete the JHA Learning and Development raining (SH04 EL1).

Records Management

Record management and monitoring of compliance with this procedure is to be overseen by the Regional Manager Infrastructure and Support Services. A record of each JHA Form must be stored in TRIM, in the regions set folder to assist with compliance oversight. For practical recordkeeping requirements, these records are to be stored for 5 years.

3. Roles and Responsibilities

The **Regional Manager Infrastructure and Support Services** is responsible for:

- selecting the nominated representative when a supervisor or manager is unavailable
- authorisation of works to start when risks remain high after controls have been implemented
- oversight management and implementation of this procedure
- operational processes being undertaken and compliance
- reporting responsibility for the JHA management to the executive level
- ensuring everyone on the task reviews the JHA Form and signs on as part of their site induction.

The **Regional WHS Manager is** responsible for providing:

- advice to managers and supervisors on JHA requirements in the workplace
- advice and consulting with managers and workers on how to manage hazards and risks that have been identified and raised via WACHS Safety Risk Report Form (SRRF) reporting
- monitoring and compliance.

Supervisors, managers and nominated delegates are responsible for:

- oversight and implementation of this procedure in workplaces under their control
- risk assessments being conducted for all work activities, either a Take 5, JHA Form or a SWMS
- ensuring, where there is no SWMS or safe work instructions that exists, that all work activities with potential of a low to moderate risk rating have a Take 5 completed, high risk rating have a JHA Form and for routine activities a SWMS is developed
- ensuring JHA Form are completed prior to the task being performed
- selecting the JHA leader to select and lead the JHA team
- ensuring that all workers engaged in work activities with a risk rating of moderate or higher are instructed and trained in the use of the JHA Form
- Implementing suitable control measures to ensure risks are eliminated, or else controlled and monitored, in accordance with the hierarchy of risk control, Department of Health Risk Matrix and legal requirements
- ensuring that the JHA process is monitored for effectiveness and reviewed every six (6) months or when there are changes to the task or an emergency
- ensuring that they review all documented controls for effectiveness
- ensuring that a record of each JHA Form is retained for at least 2 years in accordance with standard record keeping requirements
- authorising the JHA Form so that the works activities can start.

The **JHA leader** registered in the JHA form and is nominated by the supervisor to conduct the JHA by:

- leading the engagement and consultation of the JHA team to complete the risk assessment, JHA Form and reviewing the forms throughout the activity and making changes where necessary
- nominating people with suitable training or experience to conduct JHAs
- ensuring workers who are involved in the activity are involved in the development of the JHA Form
- ensuring a JHA Form is displayed prominently or readily available in the areas in which they are to be used
- ensuring the JHA Form are completed, and controls are reviewed
- seeks authorisation of works to start when risks remain high or above after controls have been implemented.

Workers are responsible for:

- taking reasonable care for their own health and safety and not adversely affecting the health and safety of other persons
- complying with any reasonable instruction and cooperating with any WACHS policy, procedures, and guidelines
- contribute to any JHA process if requested
- identifying hazards, completing the 'Take 5' tool
- understanding the likelihood and potential consequences of the hazards
- review the current or planned approaches to controlling the risks
- add new control measures where required
- participating in required risk assessment activities
- ensuring they understand the JHA procedure
- cooperating and participating with management and their colleagues to develop, monitor or review JHA Form
- reading, understanding and complying with all procedures, JHA Form and SWMS that exist to control the risks of work activities in their workplace
- reporting all hazards, incidents, injuries, dangerous occurrences and system failures in a timely manner which occur or have the potential to occur using the SRRF
- using all safety equipment that is relevant to the task.

All workers are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be. Everyone has a right to stop work if they deem the activity to be unsafe.

4. Monitoring and Evaluation

4.1 Monitoring

All completed Take 5 and JHA Form must be provided to the supervisor/manager/ nominated delegate for review and record keeping. Monitoring daily compliance with this procedure is to be managed by the Regional Manager Infrastructure and Support Services.

4.2 Evaluation

Evaluation of this document is to be carried out by the Regional Work Health Safety Managers and the Regional Manager Infrastructure and Support Services.

5. Compliance

This procedure is a mandatory requirement under the *Work Health and Safety Act 2020*.

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the Integrity Policy Framework issued pursuant to Section 26 of the *Health Services Act 2016* and is binding on all WACHS workers which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS workers are reminded that compliance with all policies and procedures is mandatory.

6. References

- Occupational Safety and Health Policy
- *Health Services Act 2016*
- *Work Health and Safety Act 2020*
- Work Health and Safety (General) Regulations 2022
- Integrity Policy Framework

7. Definitions

Term	Definition
Job Hazard Analysis (JHA)	A document that outlines work activities to be carried out at a workplace into logical job steps, identification of hazards associated with each step and the controls for those hazards.
Hazard	A situation or item that has the potential to harm people, property or the environment.
Hazard Identification	The process of examining each work area and work task to identify what could cause harm.
Manager / Supervisor / Nominated Delegate	A person responsible or delegated responsibility to review the completed JHA Form or SWMS and monitor effectiveness.
Person Conducting Business or Undertaking (PCBU)	Conducts a business or undertaking alone or with others. WACHS is considered a PCBU.
Risk	The likelihood and consequence of injury or harm occurring.
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in a task or piece of equipment and the likelihood of a hazard causing harm to a person.

Safe Work Method Statement (SWMS)	A SWMS is a formal document that outlines the specific requirements involved with performing a specific high-risk activity.
Safe Work Instructions	A document that provides step-by-step instructions on how to safely perform a task or activity which involves some risk to health and safety sometimes referred to as Safe Operating Procedures or Safe Work Procedures.
Steps or Tasks	Are individual components of an activity listed in a JHA Form that are analysed for hazards, control measures, PPE, and training requirements.
Take 5	It is a safety check list used as a personal risk assessment tool that is completed by every worker at the beginning or when there is a change to the work activity.
Work Activity	Any activity, physical or mental, carried out in the course of a business, industry, commerce, an occupation or a profession.
Worker	Any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.

8. Document Summary

Coverage	WACHS wide
Audience	All Staff
Records Management	Non Clinical: Corporate Recordkeeping Compliance Policy
Related Legislation	• Work Health and Safety Act 2020 • Work Health and Safety (General) Regulations 2022
Related Mandatory Policies / Frameworks	• MP 0006/16 Risk Management Policy • Employment Framework
Related WACHS Policy Documents	• Hazard / Incident Management Procedure • Occupational Safety and Health Policy • Safe Work Method Statement Procedure
Other Related Documents	• DoH Risk Matrix
Related Forms	• Job Hazard Analysis (JHA) Form • Safety Risk Report Form • Safe Work Method Statement
Related Training Packages	MyLearning 'Job Hazard Analysis (SH04 EL1)'
Aboriginal Health Impact Statement Declaration (ISD)	ISD Record ID: 2234
National Safety and Quality Health Service (NSQHS) Standards	1.29-1.33
Aged Care Quality Standards	5 (3)(b) i)
National Standards for Mental Health Services	2.9 Risk Assessment

9. Document Control

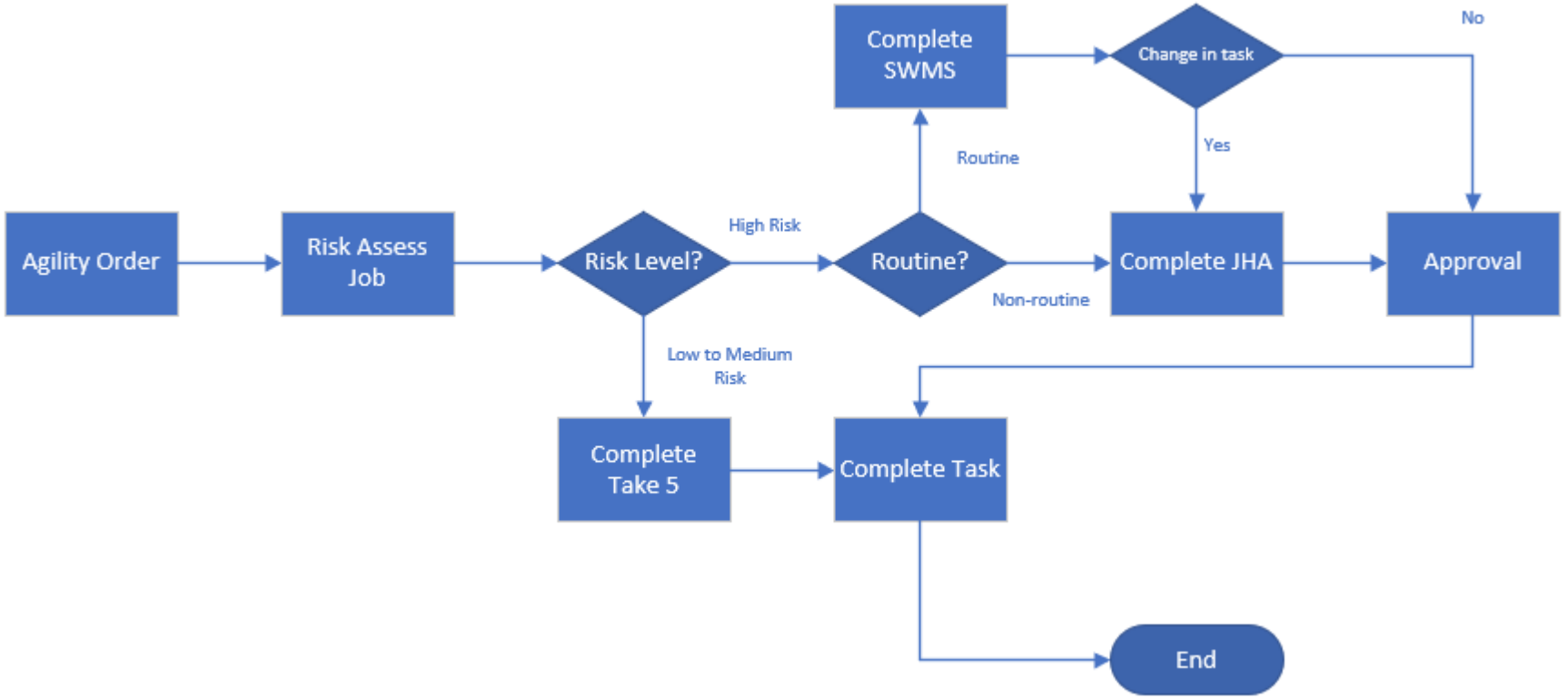
Version	Published date	Current from	Summary of changes
2.00	24 August 2023	24 August 2023	• JHA Form has been updated and replaced with links to TRIM. • procedure has been updated to reflect the new risk assessment focus driven by the new WHS Act 2020 and the WHS Regulations 2022.

10. Approval

Policy Owner	Executive Director People and Culture
Co-approver	Executive Director Infrastructure and Environment
Contact	Director WHS
Business Unit	Work Health and Safety
EDRMS #	ED-CO-17-64061

This document can be made available in alternative formats on request.

Appendix A: JHA Process Flowchart



Appendix B: Job Hazard Analysis Form (sample)

STEP 1 – PLANNING AND PREPARATION

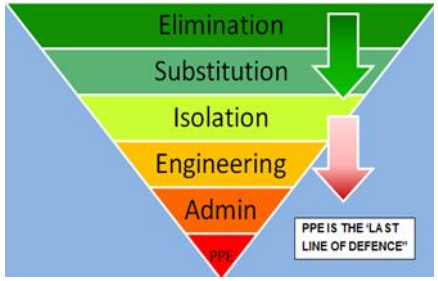
Use the Checklist items to ensure the correct people are part of the JHA team and if there are existing JHAs or procedures. If no is ticked for items 2-7 and 8 (if chemicals are used) then the work activity cannot proceed.

STEP 2 – JHA FORM

Identify the potential incidents or hazardous conditions for each step. Refer to risk matrix on page 2.

Devise safe work practices or controls for each step. Use the Hazards List and the Hazard Mechanism as a prompt to identify hazards.

Use the Hierarchy of Control to manage the hazards to As Low as Reasonably Practicable (ALARP).



If risks are high or extreme after controls are in place, authorisation from the Regional Manager Infrastructure & Support Services (RMISS) must be provided before the activity can proceed.

STEP 3 - REVIEW

Department line manager to review the JHA and ensure communication of the JHA is provided to all workers conducting the task.

STEP 4 - RECORD MANAGEMENT

Provide a hard copy or a completed PDF version to site.
At anytime, **STOP WORK** immediately if you think it is **UNSAFE** and contact your manager or supervisor.

CHECK LIST	Y	N
1. Have all workers completed a Take 5?	☒	☐
2. Is the job considered moderate to high risk?	☒	☐
3. Is there a Job procedure or previously endorsed JHA to be reviewed? If No, a JHA must be completed.	☐	☒
4. Is the JHA team leader trained in the JHA process?	☒	☐
5. Does the JHA team include workers with knowledge of the task?	☒	☐
6. Does the JHA team include workers performing the task?	☒	☐
7. Are the required isolations listed below?	☒	☐
8. Are the appropriate Standards or Work Practices referenced?	☐	☐
9. If chemicals are involved has the data from the SDS been reviewed?	☐	☐

DATE:	03/03/2023	**DOC:**	JHA-03032023	**AGILITY #:**	12345
Description of Activity:	Jacking Vehicles / Changing tyres.				
Whole or Part of Activity:	Part of an activity – Changing tyres				
JHA Team Leader:	Bill Odie				
WACHS Isolations:					
N/A					

IDENTIFY POTENTIAL HAZARDS FOR THE JOB

Hazards List

(Review the job steps and identify if any of the following hazards are applicable)

- ☐ Asbestos Containing Materials
- ☐ Bush Clearing
- ☐ Chemicals
- ☐ Confined Spaces
- ☐ Driving Hazards
- ☐ Earthworks
- ☐ Electricity
- ☒ Ergonomics
- ☐ Excavations
- ☐ Falling Objects
- ☐ Fatigue
- ☐ Fire
- ☐ Fumes / Vapour / Dust
- ☐ Heights
- ☐ Historical Sites
- ☐ Hot / Cold Objects
- ☐ Hot Work
- ☐ Hydrocarbon/Gas Release
- ☐ Insect / Animal Bites
- ☒ Lightning
- ☒ Off Road
- ☒ Mobile / Stationary Equipment
- ☐ Moving Objects
- ☒ Muscular Stress
- ☐ Noise
- ☐ Pressure (Store Energy
- ☐ Radiation
- ☐ Rotating Equipment
- ☐ Spills / Leaks
- ☐ Surfaces
- ☒ Tools / Equipment
- ☐ Vehicles
- ☐ Vibration
- ☐ Weather
- ☐ Working alone
- ☐ Working at Height
- ☐ Other (Specify)

Click here to enter text.

Potential Hazard Exposure Mechanisms

- ☐ Struck - by, against
- ☒ Caught - in, on, under, between, against
- ☐ Communications, instruction
- ☐ Contacted by
- ☐ Contact with
- ☐ Escape of Product - oil spill, gas release
- ☐ Exposure – temperature, chemicals, noise, dust
- ☐ Human Factors:
  - ☐ incorrect use of tools or equipment
  - ☑ repetitive work
  - ☐ perceived pressure, haste
  - ☑ uncomfortable work position
  - ☐ training
- ☒ Overexertion - lifting, pushing, pulling, manual handling
- ☐ Slip, Trip or Fall - from heights, into depth, same level
- ☒ Weather conditions:
  - ☐ cold
  - ☐ hot / dry
  - ☐ humid
  - ☑ lightning
  - ☑ wet
  - ☐ windy
- ☐ Other (Specify)

Click here to enter text.

PPE

FOOT PROTECTION MUST BE WORN IN THIS AREA	HIGH VISIBILITY CLOTHING OR VEST MUST BE WORN	FALL ARREST EQUIPMENT MUST BE USED	HAND PROTECTION MUST BE WORN IN THIS AREA	INSULATED GLOVES MUST BE WORN	FACE SHIELD MUST BE WORN IN THIS AREA	RESPIRATOR MUST BE WORN IN THIS AREA	HALF FACE MASK RESPIRATOR MUST BE WORN	DUST MASK MUST BE WORN IN THIS AREA	HEARING PROTECTION MUST BE WORN	EYE PROTECTION MUST BE WORN IN THIS AREA	SAFETY GOGGLES MUST BE WORN	THIS IS A HARD HAT AREA SAFETY HELMETS MUST BE WORN	Other:
☒	☐	☐	☒	☐	☐	☐	☐	☐	☐	☒	☐	☐	Click here to enter text.

To be used in conjunction with DOH Risk Matrix

Risk Score = Consequence x Likelihood eg C5 x L3 = H15 (High Risk)

Risk Score (R) (L – Low, M – Medium, H – High, E – Extreme)

Consequence (C)	Likelihood (L) 1 Rare (1 in 10 years)	2 Unlikely (1 in 5-10 years)	3 Possible (1 in 3-5 years)	4 Likely (1 in 1-3 years)	5 Very Likely (More than 1 a year)
5 Catastrophic (Death or permanent disability),	M 5	H 10	H 15	E20	E 25
4 Major (Greater than 1 month LTI, significant or permanenty)	L 4	M 8	H 12	H16	E 20
3 Moderate (1 week to 1 month LTI, no significant disability)	L 3	M 6	M 9	H 12	H 15
2 Minor (medical attention, up-to 1 week LTI, no disability)	L 2	L 4	M 6	M8	H 10
1 Insignificant (first aid only or equivalent only)	L 1	L 2	L 3	L 4	M 5

Ref	Job Steps (Sequence of Events)	Potential Hazards (Reference Checklist Pg. 2)	Without Controls				Controls List the controls required to eliminate or minimise the risk of injury or harm	With Controls				Responsible Person to Action Controls
			L ✓	M ✓	H ✓	E ✓		L ✓	M ✓	H ✓	E ✓	
1.	Park vehicle on a hard, level surface if possible. Stop engine and put manual transmission in reverse or auto in park.	Potential for injury if vehicle or driver are struck by passing traffic.	☐	☒	☐	☐	Position vehicle off road if possible and turn hazard lights on.	☒	☐	☐	☐	Bill Oddie
1.2		Potential for vehicle to roll and fall off jack once wheel is lifted.	☐	☐	☒	☐	Chock the front or rear wheel which is diagonally opposite to where the jack will be placed. Ensure that jack has a firm base, or use blocks to support.	☒	☐	☐	☐	Bill Oddie
2.	Get the jack and handle and place it in the correct lifting point as shown in the vehicle owner's manual.	Potential for injury or damage if vehicle falls off jack or part of vehicle breaks away.	☐	☒	☐	☐	Use manufacturer's recommended jacking points only, do not place jack under bumper or guards.	☒	☐	☐	☐	Bill Oddie
3.	Remove spare wheel from carrier and place next to flat tyre.	Potential manual handling injury from lifting spare.	☐	☐	☒	☐	Use correct manual handling techniques as per WACHS MH Training	☐	☒	☐	☐	Bill Oddie
4.	If wheel is to be removed, loosen wheel nuts then jack up vehicle.	Potential for injury or damage if vehicle falls off jack.	☐	☒	☐	☐	Do not jack vehicle higher than necessary and ensure jack is on a firm base.	☒	☐	☐	☐	Bill Oddie
5.	Remove flat tyre and immediately replace with spare and do up wheel nuts.	Potential manual handling injury from lifting wheels.	☐	☐	☒	☐	Use correct manual handling techniques as per WACHS MH Training	☐	☒	☐	☐	Bill Oddie
6.	When job is complete, ensure wheel nuts are tight, lower jack, remove chocks and secure removed wheel.	Removed wheel could cause injury in an accident if not properly secured.	☐	☒	☐	☐	Ensure wheel is secured as per normal procedure.	☒	☐	☐	☐	Bill Oddie
7	End of Task	N/A	☐	☐	☐	☐	N/A	☐	☐	☐	☐	

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I have read this JHA and agree to abide by the controls contained in it.
I agree that if any significant part of the activity requires change, the JHA will be modified before proceeding.

- I understand the requirements of this JHA and they are clearly understood.
- I understand what the hazards of the work are and what the risks are.
- I also clearly understand that the controls in this JHA must be applied as documented, otherwise work is to cease immediately.

NAME	SIGNATURE	DATE	NAME	SIGNATURE	DATE
Tim Brooke-Taylor		20/03/2023			

JHA Leader		**Review and Approval** *I acknowledge that I have reviewed this JHA for completeness and adequacy, to reduce the health and safety risks associated with the activity so far as is reasonably practicable and is consistent with Risk Control Protocols and respective Risk Register.*	
Name:	Bill Oddie	**Name:**	Greame Garden
Position	Lead Engineer	**Position:**	Site Manager
Signature:		**Signature:**	
Date:	12/01/2023	**Date:**	13/03/2023
Expected Start date	20/03/2023	**Contact details**	0427 123 456