



Title: Job Hazard Analysis (JHA)

HPRM No : D16/390
 Version: 3
 Issue Date: 5/09/2017
 Page: 1 of 6
 Reference:

Task:		Revision Date:	5-Sep-17
Date Written:		Approved By:	Name:
SPA Supervisor/Manager:			Signature:
			JHA Number:
			Location of Task:

JHA Team Member Names:

JHA's MUST BE REVIEWED DAILY OR WHEN CONDITIONS CHANGE

PPE REQUIRED FOR THE TASK					PERMITS / ISOLATIONS			
<input type="checkbox"/> Glasses	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Apron	<input type="checkbox"/> Masks	<input type="checkbox"/> Harness	Isolations Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Attach</i>
<input type="checkbox"/> Goggles	<input type="checkbox"/> Ear Plugs	<input type="checkbox"/> Gas Monitor	<input type="checkbox"/> Gloves	<input type="checkbox"/> Fall Restraint	Permits Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Attach</i>
<input type="checkbox"/> Visor / Shield	<input type="checkbox"/> Ear Muffs	<input type="checkbox"/> Chemical Gloves	<input type="checkbox"/> PFD	<input type="checkbox"/> Other	Chemicals Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Attach SDS</i>
<input type="checkbox"/> Non-elastic Chin Strap	<input type="checkbox"/> Coveralls							

CRITICAL RISKS MANAGEMENT				
<input type="checkbox"/> Marine inc Ships Lines	<input type="checkbox"/> Fire and Explosion	<input type="checkbox"/> Electrical Systems	<input type="checkbox"/> Emergency Response	<input type="checkbox"/> Extreme Weather
<input type="checkbox"/> Rail Operations	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Ground Failure	<input type="checkbox"/> Isolation	<input type="checkbox"/> Lifting Operations
<input type="checkbox"/> Trucks	<input type="checkbox"/> Guarding	<input type="checkbox"/> Traffic Management	<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Non Applicable



Title: Job Hazard Analysis (JHA)

HPRM No : D16/390
Version: 3
Issue Date: 5/09/2017
Page: 2 of 6
Reference:

#	Job Steps	Hazards	Controls	Risk Ranking



Title: Job Hazard Analysis (JHA)

HPRM No : D16/390
Version: 3
Issue Date: 5/09/2017
Page: 3 of 6
Reference:

#	Job Steps	Hazards	Controls	Risk Ranking

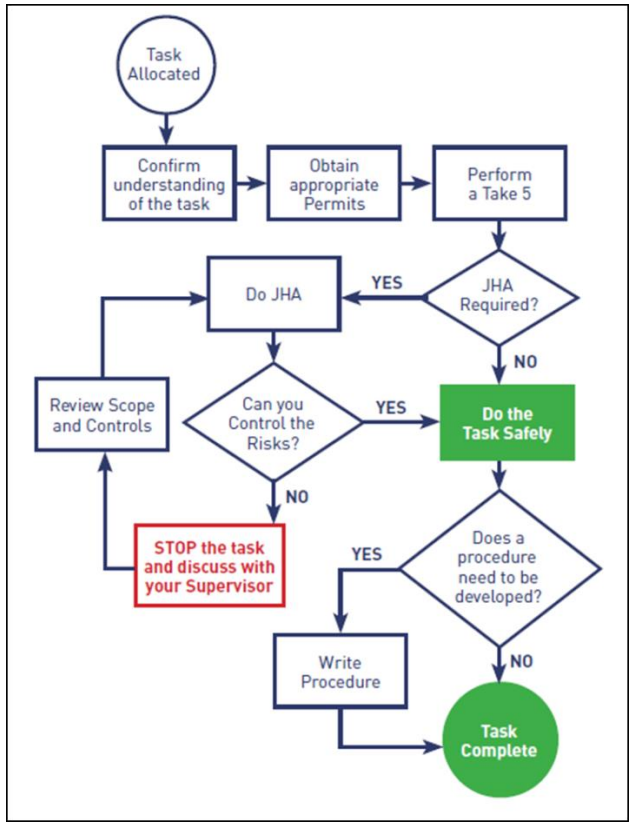
JHA SIGN ON SHEET

DAY 1 (Date: / / 20)		DAY 2 (Date: / / 20)	
Name	Signature	Name	Signature
DAY 3 (Date: / / 20)		DAY 4 (Date: / / 20)	
Name	Signature	Name	Signature

JHA SIGN ON SHEET

DAY 5 (Date: / / 20)		DAY 6 (Date: / / 20)	
Name	Signature	Name	Signature

DAY 7 (Date: / / 20)	
Name	Signature



This JHA is valid for 7 days from the revision date unless the job finishes earlier.

Hierarchy of Control

Elimination: the complete elimination of the hazard e.g.: eliminating toxic or hazardous substances, hazardous plant or process not required to complete the task.

Substitution: replacing the material or process with a less hazardous one e.g.: using a less toxic chemical.

Redesigning and Engineering the Equipment or work process: Redesigning the equipment or work process, the removal of potential hazards by engineering them out e.g.: redesigning pipework, reconfiguring a crane.

Separation and Isolation: isolating the hazard by guarding or enclosing it to prevent contact between the hazard and the employee.

Administration: Providing controls for hazards such as limiting the time of exposure, rotating personnel, training or retraining, SWI's, Take 5's, JHA's.

Personal Protective Equipment (PPE) and Clothing: use properly fitting PPE and clothing in good condition where all other controls have been considered and implemented where practical; includes impact minimisation equipment such as spill clean-up materials or dust suppression materials. **Remember** PPE and clothing does not eliminate the hazard – it only shields the individual from the hazard and is the lowest level of control.

		Consequence				
		Low	Minor	Moderate	Major	Critical
Likelihood	Rare	1	3	6	10	15
	Unlikely	2	5	9	14	19
	Possible	4	8	13	18	22
	Likely	7	12	17	21	24
	Almost Certain	11	16	20	23	25

Risk Level	Description
Low	Acceptable - no further actions or controls are necessary
Moderate	Only acceptable if not other controls can be implemented and after approval by Senior Management
High	Only acceptable if not other controls can be implemented and after approval by CEO
Extreme	Unacceptable - the task cannot commence

JHA Appendix – Muster Points, Emergency Procedures, First Aid & AED locations

EMERGENCY AND FIRST AID INFORMATION

What to do in an on the job EMERGENCY: <ul style="list-style-type: none"> ➤ Remain calm ➤ Immediately raise the alarm ➤ Stop all machines and make safe ➤ Administer first aid if required 	NEAREST First Aid kit		NEAREST Fire extinguisher	
	Site Emergency Number	0428 712 111	Supervisor's mobile no.	
What to do in the event of an EVACUATION: <ul style="list-style-type: none"> ➤ Shut down power sources ➤ Make systems safe, and ➤ Proceed to nearest safe muster point. ➤ If there is an evacuation, either walk or go in a Port vehicle. Do not go in your own vehicle. 	Emergency Radio Channel	Channel 1	Terminal Supervisor no.	0447 838 290
	NEAREST Muster Point	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	ALTERNATIVE Muster Point	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<ul style="list-style-type: none"> ➤ On arrival at muster point, swipe access card at the muster point ➤ Report to the Muster Marshall and only leave the muster point when instructed to do so by the Muster Marshall. 				



DRSABCD action plan

In an emergency call triple zero (000) for an ambulance



D DANGER
Ensure the area is safe for yourself, others and the patient.

R RESPONSE
Check for response—ask name—squeeze shoulders
No response

- Send for help.

Response

- make comfortable
- check for injuries
- monitor response.



S SEND for help
Call Triple Zero (000) for an ambulance or ask another person to make the call.

A AIRWAY
Open mouth—if foreign material is present:

- place in the recovery position
- clear airway with fingers.

Open airway by tilting head with chin lift.


B BREATHING
Check for breathing—look, listen and feel.
Not normal breathing

- Start CPR.

Normal breathing

- place in recovery position
- monitor breathing
- manage injuries
- treat for shock.



C CPR
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives or patient recovers.

D DEFIBRILLATION
Apply defibrillator if available and follow voice prompts.


© St John Ambulance Australia. St John encourages first aid training as the information is not a substitute for first aid training.

Learn First Aid | 1300 360 455 | www.stjohn.org.au