

Job Safety Analysis (JSA / JHA)

A job safety analysis (JSA), also called a job hazard analysis (JHA), breaks **one job** into steps, looks for what could go wrong at each step and records the controls, **before the work starts**. Fill it in with the people who do the job: the aim is to examine the job, not the person doing it. It is a plan for one task. It is not a scoring grid (the 5×5 matrix on page 2 is only the scale used to rank the rows), not a register of all risks, and not a record of work watched in progress; the table on page 2 says how they differ. No source named in this template prescribes a JSA form. The layout (step, hazard, controls) is the usual JSA worksheet (not reviewed by OSHA). The section titles, scales and tick boxes are ours: change them to suit your own procedures and the rules that apply to you.

1 Job information

JSA reference # / revision	Task / job title (and the tools or equipment used)		Date
Location / area	Supervisor	Participants (names and roles; include the people who do the job)	
Why this job was chosen (tick any) ☐ New job ☐ Changed job ☐ Done rarely ☐ Past incident or near miss ☐ Could cause severe harm ☐ Other			
How the job was analysed (tick one) ☐ Watched the job being done ☐ Discussed by an experienced crew ☐ Both			
Permits and documents needed (tick any) ☐ Permit to work ☐ Isolation or lockout ☐ Safety data sheet ☐ Method statement ☐ Other			Numbers or references

2 Task breakdown, hazards and controls

Step	Hazard	Risk (L×S) before controls	Controls (hierarchy)	Residual risk (L×S)
<i>Ex. Set up scaffold</i>	<i>Fall from height</i>	$3 \times 5 = 15$ (High)	<i>Engineered scaffold, harness, fall arrest, edge protection, competent person inspects before use</i>	$1 \times 5 = 5$
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Step: one action in the order the work is done, starting with a verb; say what is done, not how. Aim for fewer than ten steps; if you need more, split the job into two JSAs or use the continuation rows on page 3. **Hazard:** a scenario (what, where, who, what harm), not a category. **Risk (L×S):** likelihood × severity from page 2, **before** the controls listed. **Controls:** say what is done and how, and which level of the hierarchy on page 2 each belongs to; "be careful" is not a control. **Residual risk:** the team's score with those controls in place. A row of 10 or more needs its controls in place before the job starts.

3 Risk matrix (5×5)

Likelihood / Severity	1 Negligible	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

Band	Score	What the form expects (our example scale)
Low	1-4	Monitor; review at the next routine review.
Moderate	5-9	Further controls preferred; record why if none are added.
High	10-15	Controls required before the work starts.
Extreme	16-25	Stop work. Do not start until the risk is reduced and a manager with authority has signed off.

Bands: 1-4 Low · 5-9 Moderate · 10-15 High · 16-25 Extreme (stop work). The grid and bands are the same as in our 5×5 risk assessment matrix template (shorter wording for the actions), which defines each likelihood and severity level. It is not a legal or standard scale: if your organisation already has one, use that and write over this grid. Score the job as it is actually done, and agree the meaning of each level before scoring.

4 Hierarchy of controls

Level	Description	Example on a job
1. Elimination	Remove the hazard entirely	Do the work at ground level so nobody works at height
2. Substitution	Replace with a less hazardous alternative	Use a water-based cleaner instead of a solvent
3. Engineering	Isolate people from the hazard (guards, ventilation)	A fixed guard on the coupling; local exhaust at the weld
4. Administrative	Procedures, training, signage, permits	Written steps, a briefing, a permit, a competent person's check
5. PPE	Last line of defence	Gloves, face shield, harness; only where the levels above are not enough

Choose from the top down and say why a higher level was not used. Sources order the layers slightly differently (some add a layer for warnings and alarms); the point is that procedures and PPE come after removing or isolating the hazard. A control can create a new hazard: check.

5 How this form differs from four others

Document	What it is	How this JSA differs
5×5 risk assessment matrix	The scoring grid and bands, used for any risk.	The JSA borrows the grid only to rank rows. It adds the step-by-step breakdown of one job and the controls for each step.
Safety observation record	A conversation with one person about work seen in progress; no names, no score.	The JSA is made before the work, with the crew, and lists steps, hazards and controls. An observation can show that a JSA needs revising.
Task method statement or SWMS	The written method the crew follows to do a task, often signed on to; the term and its legal standing vary by country.	The JSA is the hazard analysis behind a method. This form does not replace a method statement that your country, client or contract requires.
Permit to work	Authorisation to start specified hazardous work, issued for a stated time.	A JSA does not authorise work. It records that a permit is needed; the permit is issued separately.

2 Task breakdown, hazards and controls (continued)

Step	Hazard	Risk (L×S) before controls	Controls (hierarchy)	Residual risk (L×S)
9.				
10.				
11.				
12.				
13.				
14.				

Repeat the job title and reference at the top of any extra sheet you add, and number the sheets.

6 Before the work starts

Tick each (a box left empty needs a note below)

- ☐ Every control listed is in place ☐ The people doing the job have been briefed and could ask questions
☐ Permits, isolations and other documents needed are in place ☐ Nothing has changed since the analysis: equipment, materials, weather or crew

Anything not ticked, and what was done about it

If equipment, materials, the process or the place change, revise this JSA before going on.

7 Review of this JSA

Reason for review (tick any)

- ☐ Routine review ☐ After an incident or near miss ☐ The job changed ☐ Equipment or materials changed ☐ New crew
☐ A worker raised a problem

Review date	What changed, and the new revision number	Reviewed by

8 Sign-off: worker, supervisor, EHS reviewer

Role	Name	Signature	Date
Worker			
Worker			
Supervisor			
EHS Reviewer			

A worker's signature records that the JSA was explained and they could ask questions. It does not show that the controls are adequate. The reviewer is someone other than the person who filled in the form.