

A JSEA assesses; a permit authorises. This document breaks the job into steps and answers each one's hazards — prepared in advance, with the crew. The permits (hot work, heights, roof, electrical, excavation, confined space, general) reference this JSEA in their Part 2 and are not issued without it. Two documents, two jobs: keep them straight and they cannot disagree.

How to prepare it

1. **With the crew, not for them.** Consultation is a legal duty (OHS Act s 35), and the people doing the job know where it bites. A JSEA written alone at a desk is a form, not an analysis — which is why the sign-on on page 2 records who helped write it and who was only briefed.
2. **Steps in the order the job runs** — including setup and pack-up, where a surprising share of injuries happen.
3. **Hazards as consequences.** "Rotating shaft — entanglement, crush" tells a reader what kills; "machinery" tells them nothing.
4. **Controls down the hierarchy.** Eliminate, substitute, isolate, engineer, administer — PPE last, never alone. Name who does each control.
5. **PPE alone is not a control.** Circle the level each step reaches in the front table. A column of circled PPE means the job was never made safer — only the injury made less likely to be severe. Go back up the hierarchy.

Rating the risk

6. **Rate it twice.** Before the controls (why they exist) and after (what remains). If the rating does not move, the control is not doing anything — write a better one.
7. **Rate the realistic worst, not the average.** "It would probably just bruise him" is how a fatality gets rated Moderate.
8. **Honour the action table.** High or Extreme after controls means the job does not run as planned. Changing the number to suit the schedule is the failure this document exists to prevent.
9. **Review when anything changes.** New crew, new plant, weather, a near miss — the JSEA describes the job as planned; a changed job is a different job.

Using it with the permit books

Write the JSEA number into the permit's Part 2, and the permit number(s) into Part 1 here. Keep a copy at the job with the crew. When the job is done, photograph every completed page and file it into Ardmor with its permit.

Template supplied by Ardmor. It does not replace training, competency, supervision or the business's own duty to provide and maintain a safe system of work. **ardmor.com.au**

JOB SAFETY & ENVIRONMENT ANALYSIS

The job broken into steps, each with its hazards and controls — prepared WITH the people doing the work, before the work. This is the risk assessment the permits reference: it assesses; a permit authorises. Keep it at the job.

JSEA NO.	FORM ARD-JSEA-01	REV 1
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PART 1 · THE JOB

Business: _____ Site / area: _____ Date prepared: _____ Permit(s) this JSEA supports (nos.): _____

Task: _____ Prepared by: _____ ☐ Prepared WITH the people doing the work — not for them Reviewed by (supervisor): _____

PART 2 · STEPS, HAZARDS & CONTROLS

rate before AND after controls (matrix on page 2), and circle the control level each step reaches — a step with no credible hazard is written anyway; a blank is a gap

#	Step — in the order the job is done	What could go wrong (the hazard, and what it would do to a person)	Risk before C×L	Controls — down the hierarchy: eliminate, substitute, isolate, engineer, administer, PPE last	Control level	Risk after C×L	Who does it
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		
					E · S · I Eng · Adm PPE		

☐ Every step rated twice — a rating that has not moved is not a control

ANYONE HERE CAN STOP THIS JOB. IF A STEP STILL RATES HIGH OR EXTREME AFTER CONTROLS, IT DOES NOT RUN — AND IF ANYTHING CHANGES ON THE DAY, WORK STOPS UNTIL THIS JSEA IS REVIEWED.

RISK RATING, SIGN-ON & REVIEW

Rate honestly: the matrix is a decision tool, not a way to make a job look acceptable. Consultation is a legal duty, and the signatures below are its record.

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PART 3 · HOW TO RATE — CONSEQUENCE × LIKELIHOOD

write the pair (e.g. 4C) in the Risk before / Risk after columns on the front

CONSEQUENCE — REALISTIC WORST OUTCOME FOR A PERSON

	Level	What it means on the ground
1	Insignificant	No treatment needed; keeps working
2	Minor	First aid only, back on the job that day
3	Moderate	Medical treatment, or time lost from work
4	Major	Serious injury — hospital, or a lasting effect
5	Catastrophic	Fatality, or permanent disability

LIKELIHOOD — FOR THIS TASK, AS THINGS ACTUALLY ARE

	Level	What it means on the ground
A	Almost certain	Happens most times this job runs
B	Likely	Has happened here, or would surprise nobody
C	Possible	Could happen; has happened at sites like this
D	Unlikely	Would need something else to go wrong too
E	Rare	Would need several things to go wrong at once

Likelihood ↓ · Consequence →	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A — Almost certain	MED	HIGH	HIGH	EXTREME	EXTREME
B — Likely	MED	MED	HIGH	HIGH	EXTREME
C — Possible	LOW	MED	HIGH	HIGH	HIGH
D — Unlikely	LOW	LOW	MED	MED	HIGH
E — Rare	LOW	LOW	LOW	MED	MED

PART 4 · WHAT THE RATING REQUIRES

Rating	What must happen — a rating that does not change what you do is decoration	Who decides
EXTREME	Work does not start. The hazard is eliminated or the job redesigned — not managed.	Owner / senior manager, in writing
HIGH	Work does not start on this plan. Add controls until it drops to Medium or lower.	Owner, with the reason recorded
MEDIUM	Proceed with the controls written here — each with a named owner, confirmed in place at the job.	Supervisor / permit issuer
LOW	Proceed. Managed by normal supervision and existing procedure.	Supervisor

A residual rating of HIGH or EXTREME means the work does not proceed as planned. The answer is more control, a different method, or escalation — never a signature. Rating a hazard down so a job can start is the single most common way this table gets misused.

PART 5 · CREW SIGN-ON

signing = I understand the hazards and controls and will work to it; tick "helped write" only if you were there when it was written

Name	Company	Signature	Helped write	Name	Company	Signature	Helped write	Date
			☐				☐	
			☐				☐	
			☐				☐	
			☐				☐	

PART 6 · REVIEW — THIS JSEA IS ALIVE ONLY WHILE IT MATCHES THE JOB

reviewed when anything changes: method, crew, plant, conditions, a near miss — or before reuse on another day

Date	What changed / why reviewed	Changes made	Still valid	Reviewed by
			☐ Y ☐ N	
			☐ Y ☐ N	
			☐ Y ☐ N	