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| **Job Safety Analysis (JSA) Form**  |

A JSA can be used to induct ACU staff, provide task instruction, observe tasks being performed, coach staff or investigate the contributing factors to an incident. It may also be used to assess the need for developing additional WHS competencies, however JSAs should not be used as a substitute for conducting WHS risk assessments. Staff members are encouraged to contribute to Work Health and Safety Management System (WHSMS of framework) improvement opportunities such as performing a JSA, identifying hazards, conducting WHS inspections and completing a Workstation Ergonomic Checklist.

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| **Organisational Unit:** |  | **Date:**  | **JSA No:**  |
| **Campus:**  |  | **Competencies to perform work:**  |
| **Staff Member:**  |  |
| **Activity**  |  | **Approved by** (incl. Name and Position Title): |

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| **Working or Learning Activity** | **Hazards (What could go wrong?)** | **Treatments (Risk Controls)** | **Responsibility** |
| **List the tasks, in sequence, which are required to perform the activity.** | **List the hazards that are associated with each task which could cause an injury.** | **List the treatments that will eliminate or minimise the risk of injury arising from the identified hazard (s).** | **Who is responsible for implementing this treatment(s)?** |
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*The completion of a JSA can also inform some of the treatments that are developed to manage organisational units’ most significant and Top Five WHS risks.*