

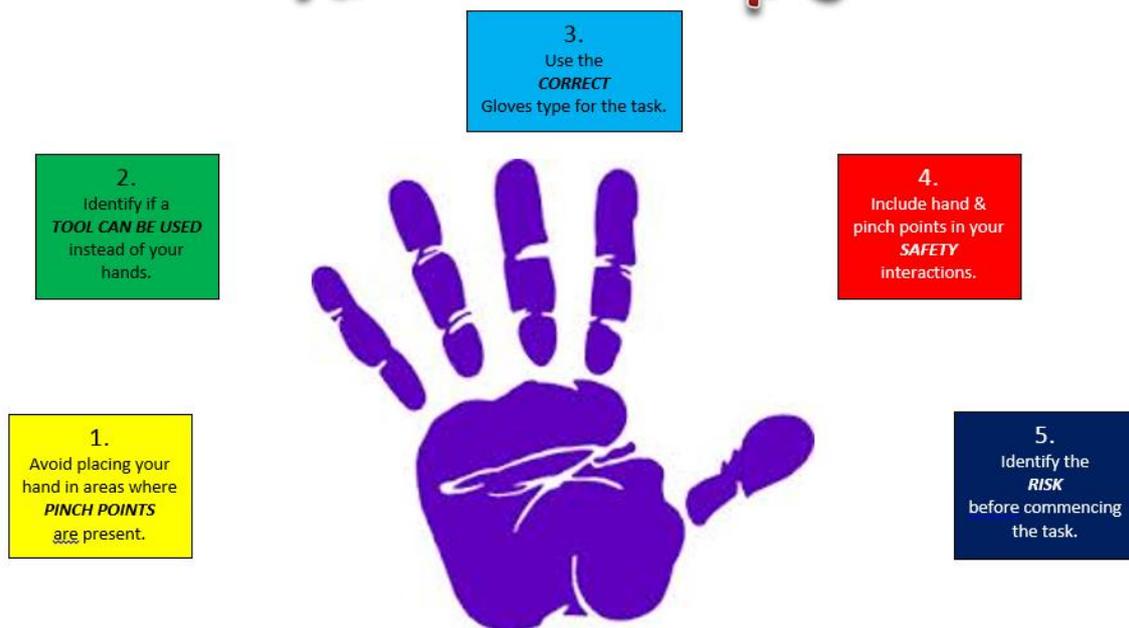
# COMPLETING QUALITY PERSONAL RISK ASSESSMENTS & JHA/JSA'S

## *Personal Risk Assessment*

A personal risk assessment is an action plan used to identify hazards and determine the associated risk. The outcome of the plan helps to focus attention on reducing risks and evaluating if a hazard is managed effectively to prevent injury, illnesses and damage.

A personal risk assessment should be completed before each task is performed to ensure personnel are aware of any hazards that could occur. Personal Risk Assessments have a variety of names but some include Take 5's, 60 sec for Safety, etc.

## Take 5 & Keep 5



**Keep 5** at the end of the day.

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## JHA/JSA

A JHA/JSA is a basic and low level risk assessment tool and it is used to raise safety awareness before a task is carried out thus getting all team members to focus on the task.

Identifying hazards and eliminating or controlling them as early as possible will help to prevent injuries, illnesses or damage. It focuses on the relationship between the worker, the task, the tools/equipment and the work environment.

When completing a quality JHA/JSA you can ask yourself the following;

- What can go wrong
- What are the consequences
- How could it happen
- What are the contributing factors
- How likely it is that the hazard will occur

### When to do a JHA/JSA?

A JHA/JSA needs to be completed when a SWP is not in place as well as if a task is performed away from the tyre bay.

### How to complete a quality JHA/JSA?

1. A JHA/JSA should be completed by all persons involved in the activity.
2. When drafting the JHA/JSA it should be completed at the location the activity will be conducted NOT in an office. This will ensure that all the hazards can be identified.
3. Write down all steps associated with the task in sequence.
4. Identify the hazards against each step – identify the hazards that may cause injury, damage or environmental pollution to those performing the task.
5. Establish Risk Control Measures for each hazard – Assess the level of risk and write down how the team members will control the hazards.
6. Allocate Responsibilities – Write down who in the team is responsible to ensure the risks are controlled and all of the above control measures are taken.
7. Monitor and review the task against the JHA/JSA – while the team performs the task, the supervisor and team must check that the steps in the JHA/JSA and the risks controls are being followed.

Please see attachment for an example of a JHA/JSA.

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