JOB HAZARD ANALYSIS (JHA)

This document has been designed to satisfy the requirements of the Qld Coal Mining Safety and Health Act and Guidance Note QGN 17 Development of Effective Job Safety Analysis.

SECTION 1: Provide details of the JHA task

JHA Title		Work Area Location	
JHA Date		JHA Review Date(s)	
Day Shift ERT Members		Night Shift ERT Members	
Supervisor Name		Supervisor Signature	

SECTION 2: Enter details of the work environment for the task *(i.e.) Location, Equipment, Weather, Environment*

SECTION 3: In simple and clear terms, describe how the task will be conducted

STEP 4: Review and Tick all Mandatory Safety Questions

Is special authorisation(s) required to undertake this job?	☐ Yes	☐ No	Is anyone Working Alone during this job?	☐ Yes	☐ No
Does this job require a Permit? (e.g.) Lifting Permit	☐ Yes	☐ No	Is task specific PPE required? (e.g.) Fall Arrest Equipment	☐ Yes	☐ No
Does the task require specialised tools/equipment?	☐ Yes	☐ No	Is specialised emergency equipment or personnel required?	☐ Yes	☐ No

List specific controls for any questions that are answered YES in SECTION 7

SECTION 5: List documents titles relevant to the task *(e.g.) VUL-SOP-072e-Lifting Operations; VUL-MOP-094.1(b)Housekeeping; VUL-FRM-19-15-Lifting Permit*

1.		**4.**	
2.		**5.**	
3.		**6.**	

SECTION 6: Review and Tick those Events associated with the task that may cause harm or equipment damage		
☐ Fitness for Work	☐ Working Alone / Supervision	☐ Contractor Management (e.g.) Sub-Contractors new to site
☐ Dust	☐ Geo-Technical including Ground Conditions	☐ Trenching
☐ Noise	☐ Explosives	☐ Work Area Design (e.g.) Access, LV Parking etc.
☐ Heat	☐ Vehicle Interaction (e.g.) vehicle/pedestrian etc.	☐ Inadequate Emergency Access
☐ Vibration	☐ Uncontrolled Movement	☐ Nearby Works
☐ Biological Hazards (e.g.) bodily matter, flora, fauna, waste	☐ Electrical	☐ Lighting
☐ Flammable or Toxic Gas including 'Spon Com'	☐ Stored Energy	☐ Working in or around Bodies of Water
☐ Hazardous Substances	☐ Lifting and Moving Loads	☐ Tyres and Rims
☐ Radiation	☐ Confined Space	☐ Infrastructure or Equipment Failure
☐ Thermal (i.e.) Exposure to Fire or an Ignition Source	☐ Fall from Height (i.e.) Work at Heights	☐ Abrasive Blasting
☐ Manual Handling	☐ Rotating Equipment	☐ Unexpected release of fluids above or below atmospheric pressure
☐ Line of Fire	☐ Falling Objects / Drop Zones	☐ Weather

SECTION 7: Complete the Risk Assessment

Risk is the **potential of person harm** or **equipment damage** arising out of a hazard

- measured in terms of **consequence** and **likelihood**
  - ✓ what is the **potential consequence**?
  - ✓ what is the **likelihood of the consequence** occurring?

	CONSEQUENCES				
LOSS TYPE	**Level 1 Insignificant**	**Level 2 Minor**	**Level 3 Moderate**	**Level 4 Major**	**Level 5 Catastrophic**
People, Injury or Illness (S)	Slight injury or health effects: first aid treatment level or less.	Minor injuries or health effects: minor medical, restricted work; or <1 work day lost case.	Major injury or health effects: >1 work day lost case; permanent disability.	Permanent total disabilities; single fatality.	Multiple Fatalities.
Damage and Cost and Time (D)	Insignificant damage to equipment Can be immediately rectified. No loss of production. Cost <$10,000 AUD	Minor damage. Repair with onsite resources. Loss of production <1 day. Cost $10,000 - $250,000 AUD	Moderate damage typically requiring external resources to repair. Loss of production 1 day – 2 weeks. Cost $250,000 - $5M AUD	Major damage requiring significant external input to rectify. Loss of production 2 weeks to 6 months. Cost $5M - $50M AUD	Future operations at site seriously affected. Total loss of asset. Loss of production >6 months. Cost >$50M
Environmental Impact (E)	No environmental harm or remedial action.	Environmental nuisance event (as per EPAct 1994). No regulatory action likely. Remedial time and cost as per (D)	Environmental Harm Event (as per EPAct 1994) – localised to site. Environmental infringement notice possible. Remedial time and cost as per (D)	Environmental Harm Event – extending off-site OR Material Environmental Harm Event (as per EPAct 1994). Environmental prosecution possible. Remedial time and cost as per (D)	Material Environmental Harm Event – extending off-site. Possible suspension of licence to operate. Remedial time and cost as per (D)
Community or Reputation (C)	Slight impact – public awareness may exist but no public concern (complaint).	Limited impact – some local public concern and complaints.	Considerable impact; regional public concern and multiple complaints. Local Media attention.	Regional impact – Regional public concern. Regional media attention.	National impact – National media attention.
LIKELIHOOD	**RISK RATING**				
A – Extremely Likely: Almost certain to happen. Would be expected daily or more frequently.	**M (11)**	**H (16)**	**E (20)**	**E (23)**	**E (25)**
B – Very Likely: Could happen anytime. Could occur as often as weekly.	**M (7)**	**M (12)**	**H (17)**	**E (21)**	**E (24)**
C –Likely: Could happen sometime. Could occur as often as monthly.	**L (4)**	**M (8)**	**H (13)**	**E (18)**	**E (22)**
D – Unlikely: Could happen. Could occur once a year or less.	**L (2)**	**L (5)**	**M (9)**	**H (14)**	**E (19)**
E – Rarely: Could happen but probably never will. Would require exceptional circumstances. Occurs less than every 10 years.	**L (1)**	**L (3)**	**M (6)**	**M (10)**	**H (15)**

Job Step #	**Job Step Details** List the order and details of each step to be followed to safely complete the task.	**Potential Hazard** List items and situations with the potential to cause personal harm or equipment damage.	**Preventative Controls** List controls used to mitigate the risk for the Job Step.	**Risk Rating** with Preventative Controls in place.			**Additional Controls** List any Additional Controls that will reduce the level of risk for the Job Step to 'As Low As Reasonably Achievable' (ALARA)	**Residual Risk Rating** with Additional Controls in place.		
				C	**L**	**R**		**C**	**L**	**R**

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SECTION 8: Site Appointed Supervisor and Cross-section involved in the development of the JHA				
#	**Full Name**	**Signature**	**Position**	**Date**
1.			**Site Appointed Supervisor**	
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SECTION 9: All persons working on the task are to Review and Sign the JHA

#	Full Name	Signature	Date	#	Full Name	Signature	Date
1.				11.			
2.				12.			
3.				13.			
4.				14.			
5.				15.			
6.				16.			
7.				17.			
8.				18.			
9.				19.			
10.				20.			

Signing onto this JHA indicates persons have read and understood the safety requirements of this task.

#	Full Name	Signature	Date	#	Full Name	Signature	Date
21.				31.			
22.				32.			
23.				33.			
24.				34.			
25.				35.			
26.				36.			
27.				37.			
28.				38.			
29.				39.			
30.				40.			
Signing onto this JHA indicates persons have read and understood the safety requirements of this task.							

SECTION 10: JHA Review

Has the proposed work area been assessed by the Supervisor and cross-section of the work group as part of the JHA development process?	☐ Yes	☐ No	The Site Appointed Supervisor and cross-section should inspect and assess the proposed work area for hazards when developing a JHA.
Has an (adequate) cross-section of those involved in the task participated in developing the JHA?	☐ Yes	☐ No	Ensure the Site Appointed Supervisor, additional workers and personnel experienced with the task, participate in the development of the JHA.
If the task being undertaken is in an active mining area, has the OCE been involved in the JHA process?	☐ Yes	☐ No	If No, the OCE must be part of the cross-section involved in the development of the JHA and sign-on as per SECTION 8.
Has the Shift ESO been involved in the development of the JHA, if the task is 'high risk' or requires a 'rescue plan'(e.g.) Confine Space etc.	☐ Yes	☐ No	If No, the Shift OCE must be part of the cross-section involved in the development of the JHA and sign-on as per SECTION 8.
Has the cross-section that participated in developing the JHA signed All persons working on the task have Reviewed and Signed the JHA?	☐ Yes	☐ No	If No, the JHA shall not be submitted for approval until all personnel have reviewed and signed.
Have all persons working on the task, including the cross-section involved with the development of the JHA, signed SECTION 9?	☐ Yes	☐ No	All personnel who will be involved in the task, are to review and sign the JHA as per SECTION 9. The work group cross-section involved in developing the JHA are required to sign both SECTION 8 and SECTION 9
Has at least one Extreme Risk, High Risk or Medium Risk been identified in the JHA?	☐ Yes	☐ No	If Yes, prior to submitting for 'Final JHA Approval Sign-off', additional controls shall be considered to further reduce the risk level to 'As Low As Reasonably Achievable' (ALARA).

SECTION 11: Final JHA Approval Sign-off

Risk Rating Approval Requirements

Risk Rating	Risk Level	Approval	Guidelines for Risk Management
18 to 25	(E) – Extreme Risk	SSE/Delegate	The level of risk is deemed unacceptable without the relevant approval to ensure that the level of risk to as low as reasonably achievable and must be proactive in monitoring the risk.
13 to 17	(H) – High Risk	Superintendent/Manager	The level of risk is deemed unacceptable without the relevant approval to ensure that the level of risk to as low as reasonably achievable and must be proactive in monitoring the risk.
6 to 12	(M) – Medium Risk	Site Appointed Supervisor	The level of risk is deemed acceptable to undertake with active monitoring to ensure identified controls are in place and that changes to the conditions or process are identified and further risk assessed and approved by the Supervisor.
1 to 5	(L) – Low Risk		The level of risk is deemed acceptable to undertake with active monitoring to ensure identified controls are in place and that changes to the conditions or process are identified and further risk assessed.

Risk Score	Approval	Name	Signature	Date
At Least One Extreme Risk Identified	SSE/Delegate			
At Least One High Risk Identified	Superintendent/Manager			
Only Low Risks Identified	Site Appointed Supervisor			
At Least One Moderate Risk Identified				