



TOKSAVE

17 February 2023

REVISED JOB SAFETY ANALYSIS TEMPLATE

This toksave serves to inform OTML and Business Partner employees that the Job Safety Analysis tool has been reviewed, updated, and now approved for use sitewide.

The revision was necessary as this tool is critical in managing our day-to-day work risks.

The new template has some changes and additions that allows the user to cover a broader scope when assessing risks associated with the daily tasks and falls in line with our ATW process for tasks where required.

Training in understanding the application of this tool including the use of the revised format is available at your respective Training Centre.

Soft copies of the revised template can also be located at the following sites listed below:

1. [Job Safety Analysis \(JSA\) Template - Business Partner Portal](#)
2. [Job Safety Analysis \(JSA\) Template - Intranet.](#)

The revised format of the JSA will come into effective 1st March 2023. All personnel are required to use this standard format where applicable.

Please discuss with your respective area safety representatives should you have related questions.

JOB SAFETY ANALYSIS - (JSA FORM) <small>ALL PERSONS PERFORMING WORK UNDER THIS JSA MUST COMPLETE THE SIGN-ON SECTION PRIOR TO COMMENCING WORK</small> <small>Zero Harm - Nobody Gets Hurt</small>					
<input type="checkbox"/> OTML <input type="checkbox"/> Contractor:		Department:	Site Name:	Location:	
Description of the job:		Effective Date:	Is there a SWP for this task?	JSA No.: Version No.:	
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Team members that developed the JSA			Equipment Name:	Equipment No.:	
Name & ID	Skill	Signature	Highest ranked risk with controls:	Work Order No.:	
			Equipment/Tools Name:	Equipment/Tools No.:	
Isolation Required? <input type="checkbox"/> Yes (Straps or DWA) <input type="checkbox"/> No <input type="checkbox"/> Nil Isolation					
Permit / Certificate Required?					
<input type="checkbox"/> None <input type="checkbox"/> ATW Permit <input type="checkbox"/> Dual Worker Authority			Control Equipment Required:		
<input type="checkbox"/> Hot Work* <input type="checkbox"/> Radiation <input type="checkbox"/> High Voltage Vicinity			<small>(Fire Extinguisher, Rescue Plan/Tools, barricading, etc.)</small>		
<input type="checkbox"/> Work at Height* <input type="checkbox"/> Excavation / <input type="checkbox"/> High Voltage Access			Hazardous Materials or		
<input type="checkbox"/> Confined Space* <input type="checkbox"/> Trenching / Uncarthing* <input type="checkbox"/> High Voltage Test			Special PPE / Tools Required:		
JSA Reviewed By (Team Leader) name/sign:			JSA Reviewed By (ATW Issuer) name/sign:		
<small>Document No & Title: OTML-CHS-FORM-1.02 (a) - JSA Template</small>					
<small>Custodian:</small>	<small>Systems & Data</small>	<small>Approved By:</small>	<small>Manager Safety</small>	<small>Version No.:</small>	<small>2</small>
<small>Issue Date:</small>	<small>09/12/2022</small>	<small>Next Review:</small>	<small>24-Months</small>	<small>Date Printed:</small>	<small>17/02/2023</small>
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Authorised by:

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