

1. Purpose

This Job Hazard Analysis provides a safe system of work for carrying out: _____






Work
Summary

Work Order or Scope		Site	<input type="checkbox"/> Albany <input type="checkbox"/> Bunbury <input type="checkbox"/> Esperance <input type="checkbox"/> West Perth			
Date		Location				
Job Hazard Analysis prepared by:						

2. Fatal 5 Risks and Environmental

Fatal 5 Risks

Select the applicable Fatal 5 Risks for the task.

 Fall from Height <input type="checkbox"/>	 Stored Energy <input type="checkbox"/>	 Collision <input type="checkbox"/>	 Asphyxiation <input type="checkbox"/>	 Entanglement <input type="checkbox"/>
<p>What is the Fatal 5? The top five critical risks across Southern Ports with the potential to seriously injure or kill people. The 'Fatal 5' were identified by reviewing our incidents, near miss and hazard data and by considering industry events.</p> <p>What are the Fatal 5 Critical Controls? The controls identified as critical to preventing hazard exposures that can result in Fatal 5 events. These controls are to be used as a minimum where Fatal 5 risk is identified. <u>Control the 5 Stay Alive!</u></p>				

Environment
and Hygiene










Select environment and hygiene considerations for the task.

Air Pollution (including Dust) <input type="checkbox"/>	Biosecurity (Pests & Weeds) <input type="checkbox"/>	Environmental Spills <input type="checkbox"/>	Flora & Fauna <input type="checkbox"/>	Hazardous Waste <input type="checkbox"/>	Noise Pollution <input type="checkbox"/>
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3. Planning

Personal
Protective
Equipment

Select the applicable Personal Protective Equipment for the task.

											Other
<input type="checkbox"/> Goggles	<input type="checkbox"/> Double Eye Protection	<input type="checkbox"/> Welding Mask	<input type="checkbox"/> Face Mask	<input type="checkbox"/> Respirator	<input type="checkbox"/> Gas Detector	<input type="checkbox"/> Safety Gloves	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Safety Apron	<input type="checkbox"/> Personal Flotation Device	<input type="checkbox"/> Fall Protection	<input type="checkbox"/>

Document Owner:

Approved by:

Version No:

Review Due:

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3. Planning (continued)

Authority to Work and Permits

An Authority to Work is required for this job for simultaneous operations or for works conducted by Contractors. The Work Order or Scope of Works for the job identifies Permits and Notifications required prior to commencement of the work. Permits are required for each of the following hazardous and high risk work tasks specified for this job.

<input type="checkbox"/> Abrasive Blasting	<input type="checkbox"/> Excavation and Penetration	<input type="checkbox"/> Isolation Confirmation	<input type="checkbox"/> Walkway Flooring & Handrailing
<input type="checkbox"/> Asbestos	<input type="checkbox"/> High Voltage Electrical Access	<input type="checkbox"/> Mobile Equipment on Berth	<input type="checkbox"/> Work Afloat
<input type="checkbox"/> Berth Loading	<input type="checkbox"/> High Voltage Sanction to Test	<input type="checkbox"/> Pipeline Vicinity	<input type="checkbox"/> Work at Heights
<input type="checkbox"/> Confined Space Entry	<input type="checkbox"/> High Voltage Vicinity Authority	<input type="checkbox"/> Rail Corridor Access	<input type="checkbox"/> Workbox
<input type="checkbox"/> Conveyor and Shed Entry	<input type="checkbox"/> High Voltage Switching Program	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Other (specify)

Notifications

Written notification to the Harbour Master is required for each of the following specified activities for this job.

<input type="checkbox"/> Bunkering Fuel Transfer	<input type="checkbox"/> Engine Immobilisation	<input type="checkbox"/> Hot Work on a Vessel while Alongside	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Diving and Waterside Activity	<input type="checkbox"/> Fumigation	<input type="checkbox"/> Launch of Lifeboats and Rescue Boats	

Tools, Plant and Equipment

The following tools, plant and equipment are required for this job.

Inspection Completed?
<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Hazardous Chemicals

The following hazardous chemicals are required for this job.

Safety Data Sheet
<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> N/A
<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Training and Competencies

The following training and competencies are required for this job.

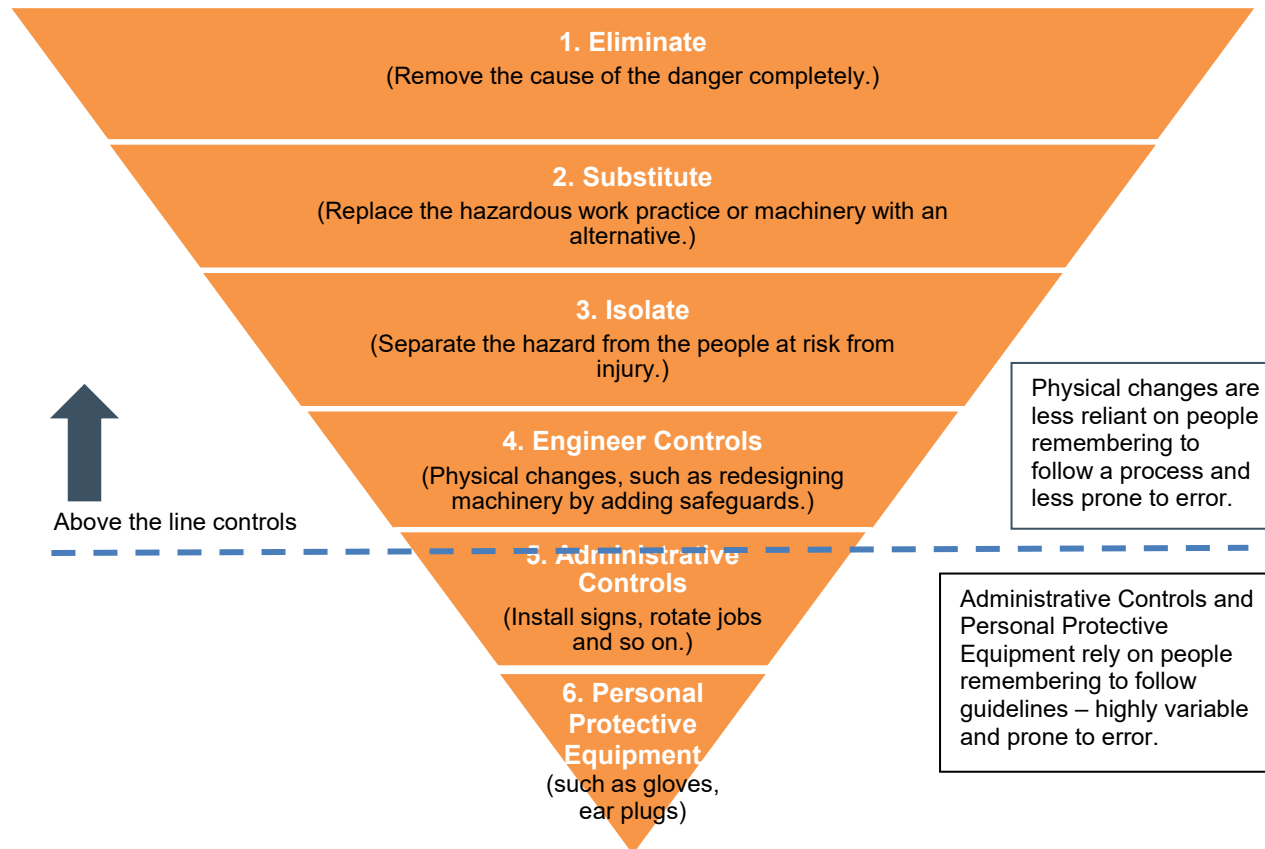
Competency
<input type="checkbox"/> Held
<input type="checkbox"/> Held
<input type="checkbox"/> Held

4. Job Hazard Analysis

#	Step	Hazards	Controls	Risk Rating
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

4. Job Hazard Analysis (continued)

#	Step	Hazards	Controls	Risk Rating
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				



DRSABCD action plan
In an emergency call triple zero (000) for an ambulance

D DANGER
Ensure the area is safe for yourself, others and the patient.

R RESPONSE
Check for response—ask name—squeeze shoulders
No response
 • Send for help.
Response
 • make comfortable
 • check for injuries
 • monitor response.

S SEND for help
Call Triple Zero (000) for an ambulance or ask another person to make the call.

A AIRWAY
Open mouth—if foreign material is present:
 • place in the recovery position
 • clear airway with fingers.
 Open airway by tilting head with chin lift.

B BREATHING
Check for breathing—look, listen and feel.
Not normal breathing
 • Start CPR.
Normal breathing
 • place in recovery position
 • monitor breathing
 • manage injuries
 • treat for shock.

C CPR
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives or patient recovers.

D DEFIBRILLATION
Apply defibrillator if available and follow voice prompts.

Learn First Aid | 1300 360 455 | www.stjohn.org.au

Hazard Assessment – Check all that apply			
<input type="checkbox"/> Caught in or between (pinch points) or struck against	<input type="checkbox"/> Hazardous substance exposure (chemicals, dusts, fumes, vapours, etc)	<input type="checkbox"/> Rigging	<input type="checkbox"/> Unsafe/unstable platform
<input type="checkbox"/> Congested area/debris on surface	<input type="checkbox"/> Hole opening in walking/working surfaces	<input type="checkbox"/> Need for lockout/tagout/verify (electrical, reserved energy, etc.)	<input type="checkbox"/> Water, oil or grease on surface
<input type="checkbox"/> Contact with hot surfaces, sparks, flash burns	<input type="checkbox"/> Impalement (rebar, protruding nails)	<input type="checkbox"/> Obstruction, interferences, struck by (falling objects, mobile equipment, etc	<input type="checkbox"/> Weather conditions
<input type="checkbox"/> Electrical hazard (shock, flash burns)	<input type="checkbox"/> Improper or inadequate guard rails	<input type="checkbox"/> Objects can fall onto someone	<input type="checkbox"/> Work in High traffic area
<input type="checkbox"/> Falls (same or elevated level)	<input type="checkbox"/> Improper illumination	<input type="checkbox"/> Pipes or duct work that hampers normal job functions	<input type="checkbox"/> Workers directly above
<input type="checkbox"/> Fire hazards	<input type="checkbox"/> Materials handling	<input type="checkbox"/> Trip hazards	<input type="checkbox"/> Workers directly below

Risk Matrix

Consequence Table				
Consequence	Health & Safety	Environment and Heritage	Community / Media / Government	Financial Loss / Damage
Low	• No treatment injury/ illness or First Aid	No significant impact	Public concern restricted to local complaints	\$0 - \$6K
Minor	• Referral to health professional for further assessment • Medical Treatment Injury / Illness without restrictions	Minor short-term damage to the environment / heritage	Minor adverse local public or media attention and complaints	\$6K - \$35K
Medium	• Medical treatment injury / illness with restrictions • Recoverable health effect / disablement	Moderate effects on heritage / environment	Attention from media and/or heightened concern from the community	\$35 - \$450K
Major	• Lost Time Injury / Illness • Permanent health effect / permanent disablement	Significant environmental / heritage damage	Significant adverse national media / public attention	\$450K - \$1.5M
Critical	• Fatality	Severe damage to environment / heritage with permanent effects	Serious public or media outcry	>\$1.5M

Likelihood Table		
Likelihood	Description	Frequency at Location
Rare	Occurred once or twice in industry	Greater than once in 5 years
Unlikely	Occurred many times in industry, not in company / could occur, not expected	At least once in 3-5 years
Possible	Occurred once or twice in company / might occur	At least once in 2-3 years
Likely	Occurred frequently in the company / will probably occur in most circumstances	At least once per year
Almost certain	Occurred frequently at location / expected to occur in most circumstances	More than once per year

Consequence Table: The consequence table classifies the severity of an unwanted event.

Likelihood Table: The likelihood table prompts us to think how likely it would be the unwanted event would happen.

Risk Matrix (Likelihood versus Consequence): The risk matrix provides us with a calculation to determine what to do next, such as further controls, sign off or acceptance.

Calculation: Calculation of consequence and likelihood will give us a risk score. Risk = Consequence x Likelihood. This process can be subjective.

Must take into consideration maximum reasonable outcome. Where an unacceptable risk is identified (intolerable), it must be raised higher, for example *Port Manager*.

Maximum reasonable outcome: is the most likely risk scenario and outcome in the event of incident. For example, using a power tool in an open area on a sunny, clear and dry day, is it reasonable that it could suddenly rain, the Residual Current Device fail and a person receives electric shock due to having wet gloves?

		Consequence				
		Low	Minor	Medium	Major	Critical
Likelihood	Rare	1	3	6	10	15
	Unlikely	2	5	9	14	19
	Possible	4	8	13	18	22
	Likely	7	12	17	21	24
	Almost Certain	11	16	20	23	25

Risk Level	Description
Low	Acceptable - no further actions or controls are necessary
Moderate	Only acceptable if no other controls can be implemented and after approval by Supervisor
High	Only acceptable if no other controls can be implemented and after approval by Senior Management
Extreme	Unacceptable - the task cannot commence

5. Emergency Plan

Emergency

In case of emergency, follow these steps.

#	Action	Control	Diagram
1.			
2.			
3.			
4.			
5.			

6. Approval and Change Management

Approval

All personnel working under this *Job Hazard Analysis* have read and understood it and the additional hazards identified.

Supervisor Name		Date	
Supervisor Signature		Time	

Change Management

What will trigger us to stop the task? I/we will stop this task and contact our *Supervisor* if any of the following changes occur:
Changes in weather, traffic, equipment issues, communication failure, unauthorised entry, work outside this Job Hazard Analysis.

Trigger 1.	
Trigger 2.	
Trigger 3.	
Trigger 4.	
Trigger 5.	

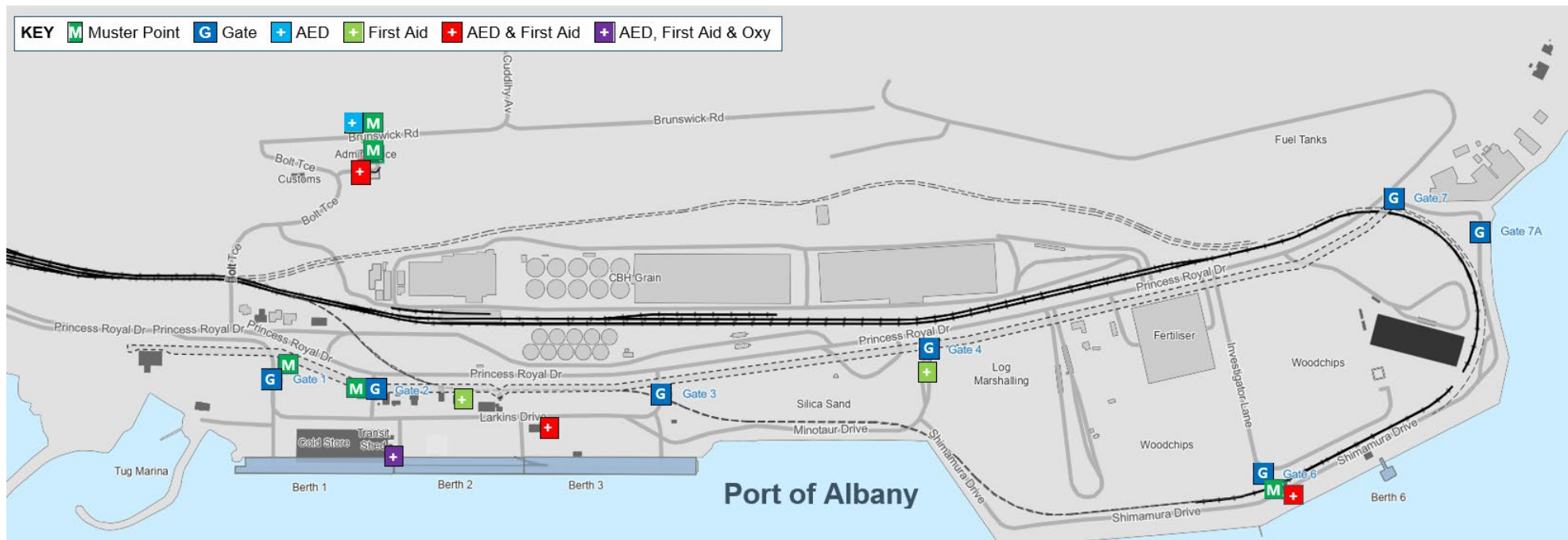
7. Daily Sign On

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Note Preparing a Job Hazard Analysis is a GROUP process. Follow the Hierarchy of Controls from the top. A Job Hazard Analysis must be approved by your Supervisor. This Job Hazard Analysis must be reviewed: by ALL workers in the group; daily; if the job or conditions change; if a new hazard is identified; if there is a near miss or incident; or if any worker in the group requests it. This Job Hazard Analysis must be located and available on the job.

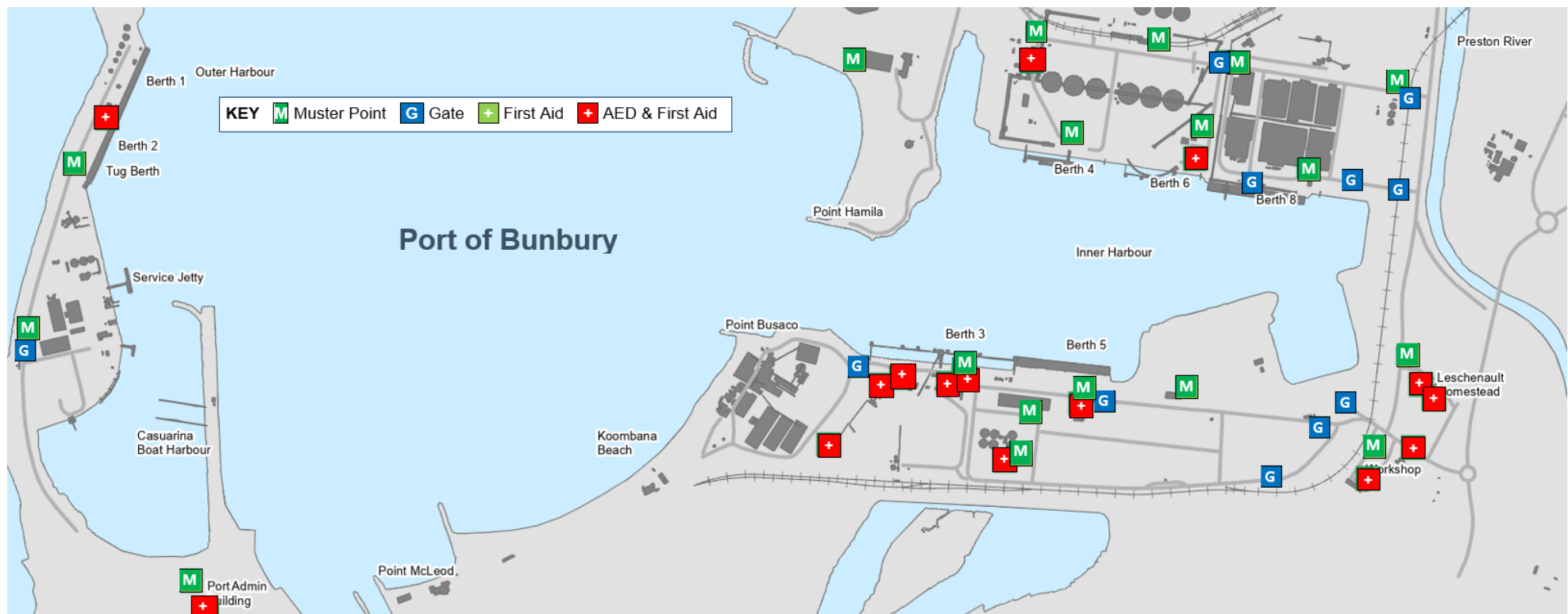
Albany – Emergency and First Aid Information

What to do in an on the job Emergency:	1. Immediately raise the alarm. 2. Stop all machines or make safe. 3. Administer first aid if required.	Nearest First Aid kit		Site Emergency Number	(08) 9892 9000
		Nearest Defibrillator		Emergency Radio Channel	<input type="checkbox"/> VHF 1 <input type="checkbox"/> UHF 12 <input type="checkbox"/> VHF 2
What to do in the event of an Evacuation:	1. Shut down power sources and make systems safe. 2. Proceed to the nearest safe Muster Point. 3. On arrival at Muster Point, swipe Access Card. 4. Report to the Muster Marshal. 5. Follow the Muster Marshal's instructions.	Nearest Fire Extinguisher		Wharf Supervisor Number	0448 269 126
		Nearest Amenities		Supervisor's Phone Number	
		Nearest Muster Point	<input type="checkbox"/> Admin Upper <input type="checkbox"/> Admin Lower <input type="checkbox"/> Gate 1 <input type="checkbox"/> Gate 2 <input type="checkbox"/> Gate 5	Alternative Muster Point	<input type="checkbox"/> Admin Upper <input type="checkbox"/> Admin Lower <input type="checkbox"/> Gate 1 <input type="checkbox"/> Gate 2 <input type="checkbox"/> Gate 5



Bunbury – Emergency and First Aid Information

What to do in an on the job Emergency:	1. Immediately raise the alarm. 2. Stop all machines or make safe. 3. Administer first aid if required.	Nearest First Aid kit		Site Emergency Number - Port Security	(08) 9729 6500 (08) 9279 6560
		Nearest Defibrillator		Emergency Radio Channel	<input type="checkbox"/> VHF 1 <input type="checkbox"/> UHF 6 <input type="checkbox"/> VHF 2
What to do in the event of an Evacuation:	1. Shut down power sources and make systems safe. 2. Proceed to the nearest safe Muster Point. 3. On arrival at Muster Point, swipe Access Card. 4. Report to the Muster Marshal. 5. Follow the Muster Marshal's instructions.	Nearest Fire Extinguisher		Shift Superintendent Number	
		Nearest Amenities		Supervisor's Phone Number	
		Nearest Muster Point		Alternative Muster Point	
		<input type="checkbox"/> Port Admin Building	<input type="checkbox"/> Berth 4	<input type="checkbox"/> Port Admin Building	<input type="checkbox"/> Berth 4
		<input type="checkbox"/> Berth 1	<input type="checkbox"/> Berth 6	<input type="checkbox"/> Berth 1	<input type="checkbox"/> Berth 6
		<input type="checkbox"/> Berth 2	<input type="checkbox"/> Berth 8	<input type="checkbox"/> Berth 2	<input type="checkbox"/> Berth 8
		<input type="checkbox"/> Berth 3	<input type="checkbox"/> Homestead	<input type="checkbox"/> Berth 3	<input type="checkbox"/> Homestead
		<input type="checkbox"/> Berth 5	<input type="checkbox"/> Workshop	<input type="checkbox"/> Berth 5	<input type="checkbox"/> Workshop
			<input type="checkbox"/> Wren Oil		<input type="checkbox"/> Wren Oil



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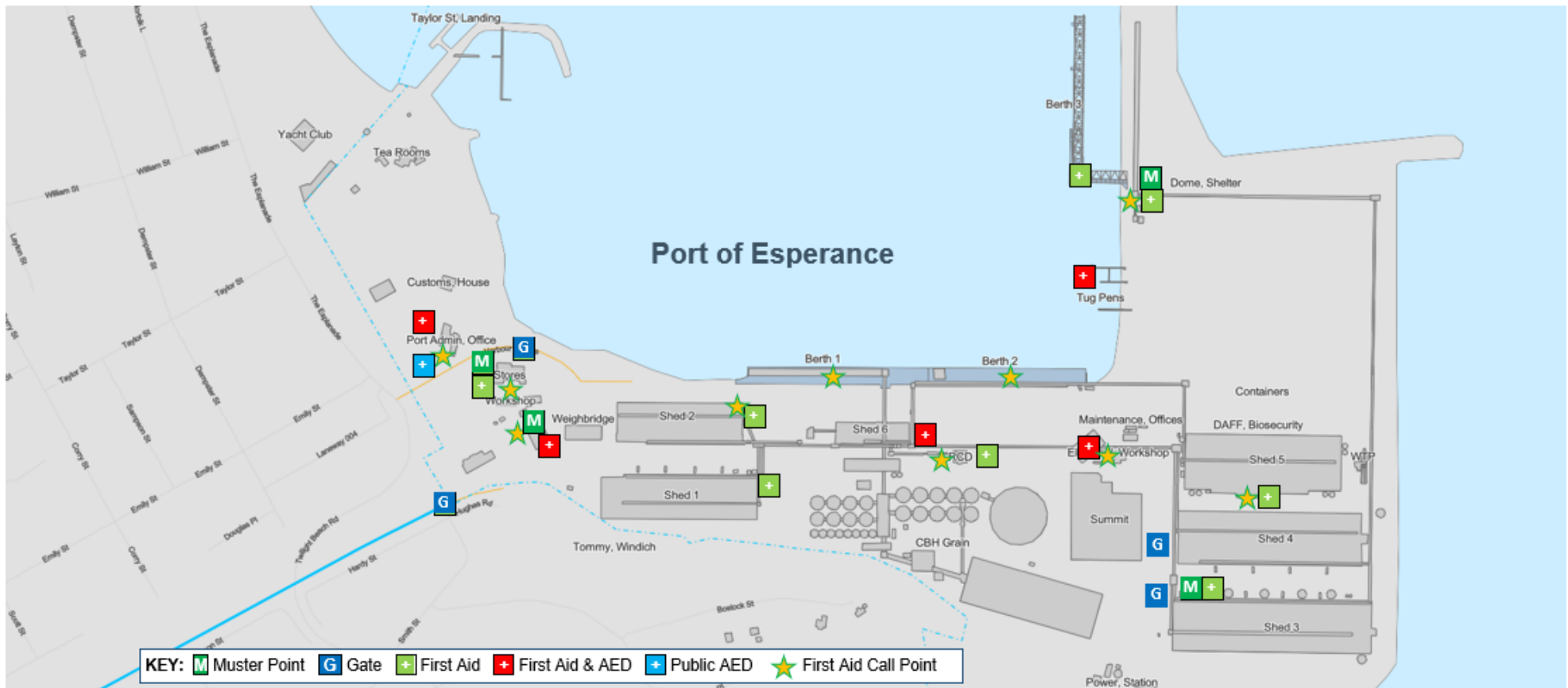
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Esperance – Emergency and First Aid Information

What to do in an on the job Emergency:	1. Immediately raise the alarm. 2. Stop all machines or make safe. 3. Administer first aid if required.	Nearest First Aid kit		Site Emergency Numbers	(08) 9072 3333 0428 712 111
		Nearest Defibrillator		Emergency Radio Channel	<input type="checkbox"/> VHF 1 <input type="checkbox"/> UHF 12 <input type="checkbox"/> VHF 2
What to do in the event of an Evacuation:	1. Shut down power sources and make systems safe. 2. Proceed to the nearest safe Muster Point. 3. On arrival at Muster Point, swipe Access Card. 4. Report to the Muster Marshal. 5. Follow the Muster Marshal's instructions.	Nearest Fire Extinguisher		Shift Superintendent no.	0447 838 290
		Nearest Amenities		Supervisor's Phone no.	
		Nearest Muster Point		Alternative Muster Point	
		<input type="checkbox"/> Admin <input type="checkbox"/> Stores <input type="checkbox"/> Mission Control	<input type="checkbox"/> Workshop <input type="checkbox"/> Berth 3 Gallery <input type="checkbox"/> Shed 3	<input type="checkbox"/> Admin <input type="checkbox"/> Stores <input type="checkbox"/> Mission Control	<input type="checkbox"/> Workshop <input type="checkbox"/> Berth 3 Gallery <input type="checkbox"/> Shed 3



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