

Guide Manual

LEVEL OF USE LABEL
LOW

STOP and Job Safety Analysis Risk Assessment

Guide Manual

WCEF-GM-HSE-0011

LEVEL OF USE

RISK LEVEL: LOW

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1. Introduction

1.1 Purpose Statement

WesCEF implements the use of two primary pre-task hazard identification and risk control tools at their sites;

- STOP; and
- Job Safety Analysis (JSA)

This Guide Manual describes these tools, their purpose, their differences, when and how they shall be applied in the workplace.

Outcomes of this Guide Manual are to:

- achieve clarity on the use of STOP's and JSA's;
- identify and record all hazards and their associated controls prior to commencing a job;
- enhancing safety awareness via employee engagement in job planning;
- achieve legislative compliance.

A team based risk assessment is a more comprehensive hazard identification and risk control tool.

—REFER TO WesCEF Team Based Risk Assessment - [WCEF-GM-OHS-040-02](#)

1.2 Scope

This Guide Manual applies to all WesCEF employees and contractors conducting work activities at WesCEF sites.

To assist in making WesCEF a safer place to work and meet our legislative obligations under the WA Occupational Safety & Health Regulations 1996 and Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007, all work tasks are to be risk assessed, that is, hazards identified, the consequence understood/rated, and risk control measures implemented.

2. STOP Tool

2.1 Description

A STOP is a basic pre-task hazard identification and control tool.

STOPS are to be completed individually or as a small group at the task location in the STOP booklet.

If any immediate recommendations for actions or improvements are noted on the STOP, the STOP is to be provided to the Responsible Officer or Supervisor for review and action.

2.2 Purpose

The STOP is used to assist workers to identify hazards and specific risk controls before commencing the task.

S	Stop to conduct the risk assessment on day of the work, prior to starting the job
T	Think about procedural steps and associated risks
O	Observe the work area for hazards
P	Perform the job after implementing risk control measures

2.3 Applicability

A STOP may be completed when:

- the task is assessed as low level risk, as per the WesCEF risk matrix;
- the task has been approved as work not requiring a permit;
- the task does not require a JSA;
- the task is performed by a competent WesCEF employee;
- the work environment changes;
- returning from a break.

When a task that is recurring through the same shift - a STOP may be completed at the start of the task, then reviewed if changes occur.

2.4 Methodology

When completing a STOP:

- Understand the job scope;
- Attend the job location;
- Review the Safe Person Commitments and the Foundation Rules;
- Think about the steps to complete the task;
- Observe the work area;
- Identify and record the task specific hazards;
- Implement and record appropriate controls for each hazard;
- Undertake the task safely. During the task, if additional hazards arise, stop and reassess to ensure all hazards have been identified and controlled;
- Record any outstanding hazards, actions or improvement opportunities in Cintellate.

2.5 Document and Record Management

STOP's shall be:

- completed by individuals in the relevant STOP booklet or online portal;
- retained for the duration of the task;
- reviewed by Responsible Officer, Supervisor or Safety Advisor at any stage;
- disposed of after collation and review.

Specific business units may have additional record management requirements.

3. Job Safety Analysis (JSA) Tool

3.1 Description

The Job Safety Analysis (JSA) tool is a work crew based pre-task hazard identification and control tool used to systematically identify and record all hazards within each task step and the controls to be put in place to mitigate the hazards during the step.

All team members completing the task shall review and sign the JSA to acknowledge agreement on the identified hazards and their associated risk control measures.

A completed and signed JSA must be available at the work site for reference and inspection.

The JSA shall be developed on the approved JSA work sheets:

—REFER TO CSBP Job Safety Analysis Worksheet - [CSBP-SF-11-031-01](#)

—REFER TO Kleenheat Job Safety Analysis Worksheet - [KH-SF-OHS-050-02](#)

—REFER TO EVOL Job Safety Analysis Worksheet - [KH-RA-OHS-0001](#)

3.2 Purpose

The JSA tool is used to assist workers as part of a team to identify all hazards and specific risk controls before commencing a task.

3.3 Applicability

3.3.1 Initial Development

A JSA may be completed when:

- the task is complex in nature;
- a Work Permit or Certificate is required;
- other processes state that a JSA must be completed e.g., operating procedures;
- several jobs are being carried out simultaneously and in close proximity to one another;
- the task requires a deviation from the usual operating procedure, TBRA may also be required;
- a WesCEF Supervisor, RO or team member request it;

3.3.2 Review During the Task

When a task is reoccurring - a JSA is developed at the start of the task, then reviewed and acknowledged in writing by all team members on a daily basis. It may also be reviewed under the following conditions:

- the work task or methodology changes;
- the workplace changes;
- the employees / contractors performing the work changes;
- additional hazards are identified on site.
- an unplanned event occurs;

3.4 Methodology

A JSA shall be developed and/or reviewed by the team members completing the task. Where possible, the JSA shall:

- be developed at the task location before the job commences. If this is not possible, it shall be reviewed at the task location prior to the task/job commencement, allowing the reviewer to observe the location, equipment, environmental and any other conditions likely to affect the task/job;
- be facilitated by a person who is experienced in risk management and the JSA process;
- involve participation from the entire work team. This is to ensure a greater breadth of experience, technical competence and job knowledge.

Note: Generic type or pre-written JSA's are not adequate by themselves.

When developing a JSA, the team members involved in the task shall:

Step 1 - Define the **TASK DETAILS**.

Step 2 - Break the task down into logical **TASK STEPS**.

Step 3 - Identify the **HAZARDS AND IMPACT**.

Step 4 - Identify the **HIGH POTENTIAL RISK(s)**.

If a high potential risk is identified, obtain a critical control checklist;

Step 5 - Identify the **CONTROLS**.

Step 6 - Assess the **RESIDUAL RISK**.

Step 7 - Review the JSA and sign the **JSA DAILY ACKNOWLEDGEMENT**.

Step 8 – Contractors - Gain JSA authorisation from the relevant Accountable Person. Authorisation will be granted on the basis that the Accountable Person is adequately satisfied that the JSA addresses the foreseeable risks and includes appropriate controls.

3.5 Document and Record Management

JSA's shall be:

- retained at the task location for the duration of the task;
- reviewed by the Responsible Officer, Supervisor or Safety Advisor at any stage;
- maintained for 12 months after job completion

Any outstanding hazards, actions or improvement opportunities shall be recorded in Cintellate.

Where appropriate, the following hazard identification and risk assessment training shall be provided to all relevant employees and contractors:

- Permit to Work - Risk Assessment and Permit Holder training
- Hazard Identification Fundamentals

Specific business units may have additional record management requirements.

4. Responsibilities

4.1 Summary of Responsibilities

The roles identified in this table hold specific responsibilities in relation to this activity.

Role title	Summary of Responsibilities
Managers	<ul style="list-style-type: none"> • Ensure compliance with this guide manual within their area of responsibility.
Supervisors	<ul style="list-style-type: none"> • Ensure personnel are competent in basic risk assessments and comply with the requirements of this Guide Manual. • Ensure all tasks are risk assessed in accordance with this Guide Manual. • Appropriate understanding of the task to determine the level of risk associated with a job and when to carry out a more comprehensive risk assessment than a STOP or a JSA. • Ensure that the scope of work has been discussed with the Permit Holder and Team Members, prior to task commencement.
Responsible Officer (RO) / Accountable Person (AP)	<ul style="list-style-type: none"> • Ensure scope of work has been discussed with the Permit Holder and Team Members, prior to task commencement. • Ensure Contractors have an adequate risk assessment for the task, in accordance with this guide manual. • Review and endorse the JSA for contractors they are responsible for.
Permit Authorisers	<ul style="list-style-type: none"> • Ensure the risk assessment for the task is adequate before authorising the Work Permit. • Understand the hazards and controls that have been put in place to minimise the risk of incidents. • Discuss/ review any area specific hazards and controls with the Permit Holder.
Permit Holder	<ul style="list-style-type: none"> • Ensure the appropriate level of risk assessment for the job is completed. • Inspect the work site and understanding the scope of the work. • Discuss/review any area specific hazards and controls with the Permit Authoriser. • Endorse the JSA. • Ensure all hazard controls are maintained during the task and personnel working on the task follow the requirements of the risk assessment documentation.

Role title	Summary of Responsibilities
Team Members/ Workers	<ul style="list-style-type: none"> Participate in developing a risk assessment for the task to be performed or review and adjust an existing risk assessment prior to commencing work. Understand the hazards and controls that have been put in place to minimise the risk and their responsibility in maintaining those hazard controls. Acknowledge their acceptance to work in line with the risk assessment on the job.
Health and Safety Advisor	<ul style="list-style-type: none"> Provide support to all aspects of the risk assessment process. Audit risk assessments in their area of responsibility to ensure compliance with this Guide Manual and identify opportunities for improvement.
Training Advisors	<ul style="list-style-type: none"> Custodians of the risk assessment training and provide support to all aspects of the risk assessment process.
Shift Supervisors	<ul style="list-style-type: none"> Endorse the JSA as the RO's delegate for out of hours activities.

5. References

5.1 Reference Documents

These documents were used to develop this procedure:

Title	Document Number
Dangerous Goods Safety Act 2004	
Dangerous Goods Safety (Major Hazard Facilities) Regulations 2007	
Work Health and Safety Act 2011 (Federal)	
Work Health and Safety Regulations 2011 (Federal)	
WA Occupational Safety & Health Act 1984	
WA Occupational Safety & Health Regulations 1996	
Occupational health and safety management systems—General guidelines on principles, systems and supporting techniques	AS/NZS 4804:2001
CSBP Job Safety Analysis Worksheet	CSBP-SF-11-031-01
EVOL JSA Worksheet	KH-RA-OHS-0001
Job Safety Analysis Worksheet	KH-SF-OHS-050-02
WesCEF Hazard and Risk Management	WCEF-GM-OHS-040-01

5.2 Key Terms and Definitions

This table provides a summary of the key terms used in this procedure:

Term	Meaning
Control	<p>A control is the process of eliminating or minimising the risk of a hazard by:</p> <ol style="list-style-type: none"> 1. Elimination; 2. Substitution; 3. Engineering; 4. Separation; 5. Administrative Controls; 6. Personal Protective Equipment <p>A control is a specific action, to address a specific hazard.</p>
Hazard	<p>A hazard is a source or a situation with the potential for harm. It could cause damage to people, property, equipment, process, environment or corporate image/reputation.</p>
Hazard Identification	<p>Hazard identification is the process of recognising a hazard in the workplace and putting controls in place to eliminate or reduce the potential harm the hazard may cause.</p>
Risk	<p>Risk can be measured by:</p> <p>The likelihood that an injury or incident will occur during any exposure to the hazard and;</p> <p>The potential consequence or degree of injury or damage that may result should an incident occur.</p>

5.3 Record Keeping Table

These records, generate by this process, are to be retained as detailed here:

Record Details		Storage Medium	Storage Location	Indexing Method	Retention Period	Authorised Disposer	Disposal Method
Form No.	Title						