

Job Safety Analysis and Toolbox Talk



Injuryfree
SAFE HOME EVERY DAY

Department of
Conservation
Te Papa Atawhai

OUR GOALS

To be 'Injury free'

- Injuries are not an acceptable part of working for DOC.
- The only acceptable target is no injuries.
- Staff, volunteers and contractors return safe home every day.

A just culture

- All incidents including near misses and non injury, however minor, are reported.
- An atmosphere of trust exists where people can speak out.
- Everyone is involved in health and safety decisions.

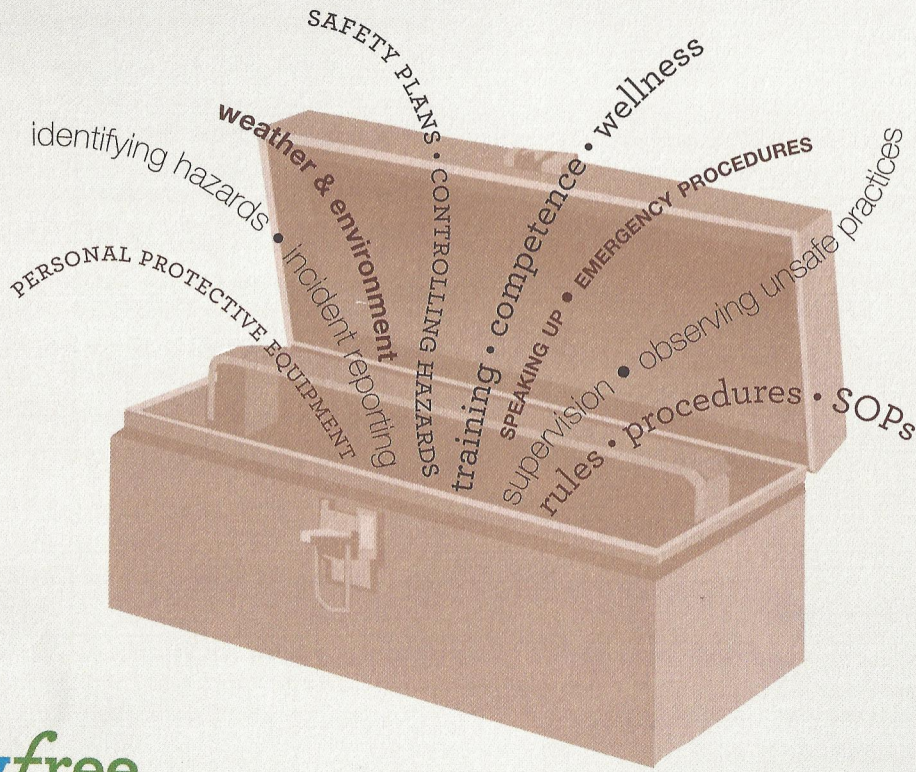
Good H&S leaders

- Leadership is 'felt' by everyone.
- Safety is paramount over all other decisions.
- Safety is a value.

Department of Conservation risk matrix

		CONSEQUENCE					LIKELIHOOD
Almost certain <i>Expected to occur in most circumstances</i>	Almost certain	Medium	High	High	Extreme	Extreme	
Likely <i>Would probably occur reasonably frequently</i>	Likely	Medium	Medium	High	High	Extreme	
Possible <i>Will probably occur</i>	Possible	Low	Medium	Medium	High	Extreme	
Unlikely <i>Could occur at some time</i>	Unlikely	Low	Low	Medium	Medium	High	
Rare <i>May occur only in exceptional circumstances</i>	Rare	Negligible	Low	Medium	Medium	High	
		Insignificant	Minor	Moderate	Major	Catastrophic	
Safety of staff or third parties Risk to human lives and wellbeing (employees, volunteers, contractors, general public)		<i>Minor first aid or no medical treatment required</i>	<i>Reversible/temporary disability requiring medical attention</i>	<i>Moderate or potentially irreversible disability requiring medical or hospital attention</i>	<i>Single fatality or irreversible disability to one or more people</i>	<i>Multiple fatalities or significant irreversible effects to 5 or more people</i>	

Job Safety Analysis and Toolbox Talk



Comments (*note any comments to either the JSA or Toolbox Talks*):

Debrief (*team to debrief from a H&S perspective after the job, e.g. new hazards, controls, incidents, shared learning*):

Job safety analysis (JSA)

Work area:

Completed by:

Date:



ACTIVITY

TASK	HAZARDS and CRITICAL ISSUES	RISK LEVEL	HAZARD CONTROL MEASURES
List tasks required to perform the activity in the sequence they are carried out (including travelling to site).	Against each task, list the hazards that could cause injury when the task is performed.	Use risk matrix at front of book.	List the control measures required to eliminate or minimise the risk of injury.
Approval and team leader's/supervisor's comments:		Personnel involved:	
Name:	Signature:		

Toolbox Talk

- Complements the JSA but does not replace it.
- Monday morning, daily, or when considered useful.
- Use as prompts to ensure work is undertaken safely.
- Can be shared amongst various members of the team.
- Make it work for your situation!

Date:				
Suggested discussion:				
Confirm team leader				
Task at the site is understood				
Hazards and controls from JSA understood				
Any additional hazards or controls (add to JSA)				
High risk/potentially fatal hazards discussed				
All staff competent for task				
Correct PPE being used				
Comms/emergency procedures in place				
Everybody is fit and well				
Report incidents and near misses				
Speak up (look after your mates)!				
Other:				
Team leader initials				