

Managing hazards the S A F E Way:

- ❖ **Spot** the hazard - think about what could cause injury, illness or damage?
- ❖ **Assess** the risk of each hazard - how can it result in an injury, illness or death?
- ❖ **Fix** it early - fixing it straight away is the key and report it
- ❖ **Eliminate** or minimise - eliminating hazards is the right approach and where not possible, find ways to minimise the risks



Think BEFORE you start work:

- ❖ Do you have all the materials?
- ❖ Do you have all the tools?
- ❖ Is everyone wearing the correct PPE?
- ❖ Is my work area set up safely?
- ❖ What will I do if someone does get hurt?
- ❖ Is it going to be noisy?
- ❖ Is machinery separated from people?
- ❖ Has everyone been trained to do the job safely?
- ❖ Have you read the instructions or any chemical SDS?
- ❖ Have you completed a Job Safety Analysis (JSA) form?

SAFE – Hazard Recognition – Q & A

What do I do if I see a hazard?

Fix the hazard and then report it to your Supervisor. If you can't fix the hazard, report it straight to your Supervisor. You or your Supervisor can complete a Hazard Report form and email it to the WHS Department WHS@ropergulf.nt.gov.au

What if the hazard is a building maintenance issue?

In this case your Supervisor will need to fill out a maintenance request and submit it to maintenance@ropergulf.nt.gov.au
A hazard report should also be lodged with the WHS Department.

What if the hazard is a vehicle issue?

In this case your Supervisor will need to contact the workshop to organise repairs Workshop.Team@ropergulf.nt.gov.au
A hazard report should also be lodged with the WHS Department.

What is a Job Safety Analysis (JSA)?

A JSA is a simple document that focuses on job tasks as a way to identify hazards before they occur.

Where do I get a JSA form to fill out?

The WHS Department can provide you with a JSA form.

How do I fill out a JSA?

Once you have your form follow the instructions on the form (see below). Consult your workgroup for the hazards and control measures (use the SAFE Hazard Recognition method). Once all the work steps, hazards, controls and responsible people are documented; review the complete document as a group and have all the workers sign the last pages to denote they understand how to do the job safely. If new hazards are identified at any time - stop work, add these to the JSA and get the workgroup to resign denoting they understand the additional hazards. If in doubt or you have any queries, please contact the WHS Department.

Activity:	Hazards:	Risk Control Measures:	Who is Responsible?
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that cause injury when task is performed.	List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard.	Write the name of the person responsible (supervisor or above) to implement the control measure identified.
(Example on line below)			
Hammer nail into board	Hit hand or fingers with hammer	Wear protective gloves	Joe Bloggs