



# STOP and Job Safety Analysis Risk Assessment



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**FIGURES**

Figure 1 – “STOP” and JSA Risk Assessment Process Flow Chart ..... 3

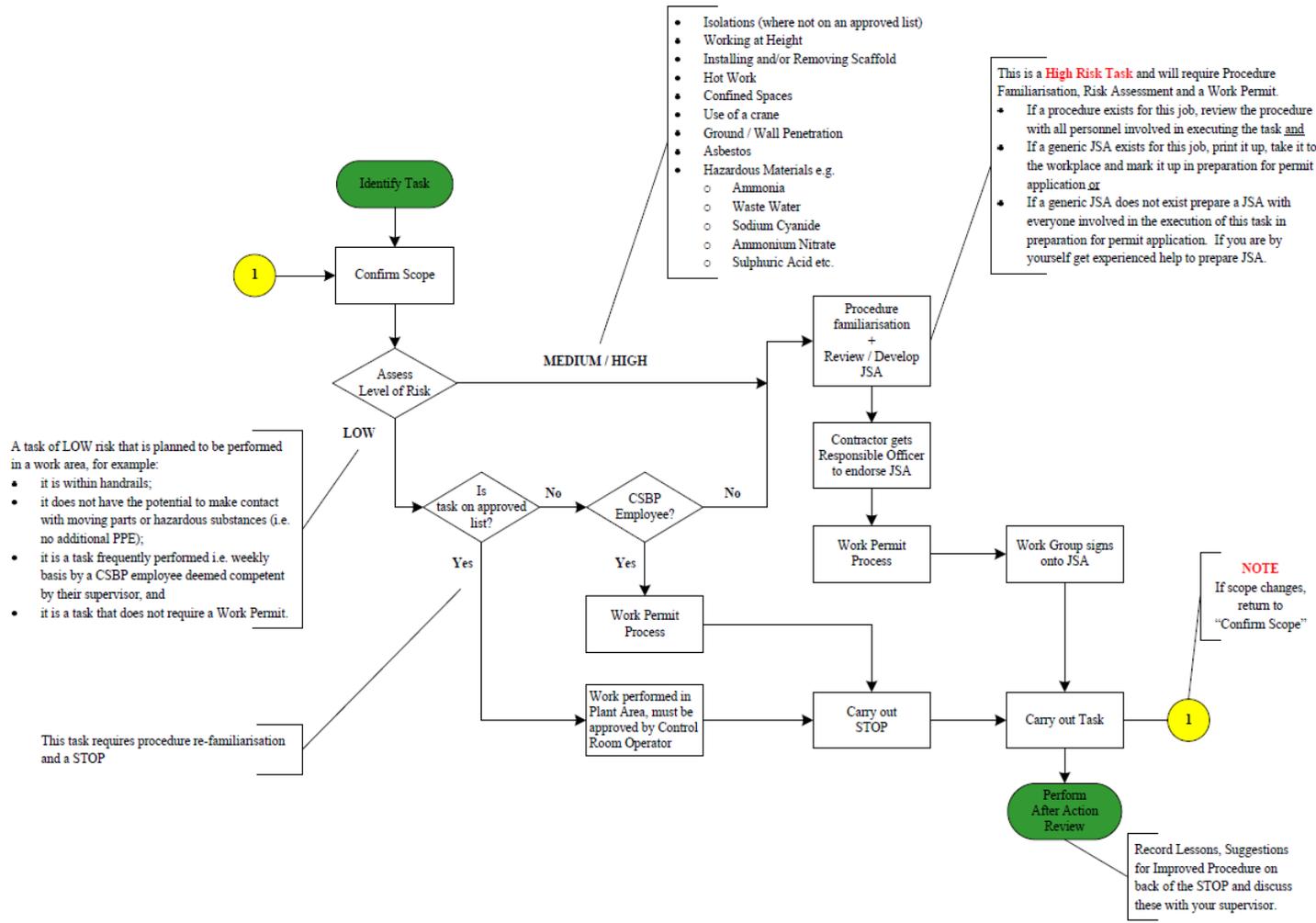


Figure 1 – “STOP” and JSA Risk Assessment Process Flow Chart



# STOP and Job Safety Analysis Risk Assessment



## 1. INTRODUCTION

This document applies to all employees and Contractors of CSBP, and full compliance is required.

To assist in making CSBP a safer place to work and meet our obligations under the [Western Australia Occupational Safety and Health Regulations 1996](#), all work tasks need to be risk assessed. The exact reference from the Regulation is:

### Part 3.1 Identification of hazards, and assessing and addressing risks, at workplaces

A person who, at a workplace, is an employer, the main contractor, a self-employed person, a person having control of the workplace or a person having control of access to the workplace must, as far as practicable --

- (a) Identify each hazard to which a person at the workplace is likely to be exposed
- (b) Assess the risk of injury or harm to a person resulting from each hazard, if any, identified under paragraph (a); and
- (c) Consider the means by which the risk may be reduced.

In response to this obligation, risk assessment is required for maintenance of plant / equipment, modification and operation of plant / equipment and construction activities.

- The objectives of risk management are:
- To identify, characterise and assess the risk.
- To assess the hazards and prevent harm or damage.
- To determine the risk, (i.e. the potential consequences and likelihood).
- To identify ways to reduce those risks.
- To establish awareness of safety and encourage communication on tasks.
- To form part of a Procedure where the task is performed regularly.



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## 2. DEFINITIONS

<b>Task</b>	A specific task that is performed in a particular location
<b>Low Risk</b>	An activity of negligible risk that is planned to be performed by a CSBP employee. Refer to section 3.3.1
<hr/>	
	<i>Note:</i> If in doubt, seek clarification from your Supervisor or Safety Advisor.
<hr/>	
<b>Medium / High Risk</b>	An activity that has the potential to cause harm, injury or damage to equipment, environment or personal. Refer to section 3.3.2.
<b>JSA</b>	Job Safety Analysis. The process of recording the significant steps of a job or task, identifying the existing or potential hazards and determining the best way to eliminate or manage the hazards
<b>TBRA</b>	Team Based Risk Assessment. A structured risk assessment that is used for complex or high hazard situations or work. Refer <a href="#">GM-11-030-20</a> for further details.
<b>Procedure</b>	A document, which contains detailed instruction regarding a particular task (routine or non-routine) and will over time, come to contain a risk assessment document (where there is any risk other than negligible). The types of Procedures include: <ul style="list-style-type: none"> <li>• Standard Operating Procedure held in Document Management System</li> <li>• Standard Maintenance Procedure / PM's / Work Orders that are used on a scheduled or as needed basis</li> </ul>
<b>Work Not Requiring a Permit</b>	This work does not require a Permit to Work but has a JSA which is held in the Document Management System

<b>Employee</b>	A CSBP Employee or embedded contractor as approved by the Business Unit Manager or Superintendent of the area
<b>STOP</b>	Pre-task hazard identification and control tool used at CSBP Kwinana. To be used where a JSA is not required
<b>Responsible Officer (RO)</b>	Refer to RO procedure <a href="#">GM-11-030-04</a>
<b>Responsible Officer (AP)</b>	Refer to AP procedure <a href="#">GM-11-030-04</a>



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## 3. WORK AND RISK MANAGEMENT PROCESS

### 3.1 IDENTIFY TASK

Refer to section 2 Task and Job definitions.

A task may be a part of the daily routine, preventative maintenance (PM) schedule, shutdown work, break down maintenance, construction, facilities maintenance etc.

The task needs to be identified and defined to be able to assess the risk and complete the task or job safely.

### 3.2 CONFIRM SCOPE

The scope of the task must be understood by the work group or the individual who is performing the task.

- **Purpose:** Why are we doing this task? Is everybody clear of the expectations?
- **Scope of Work:** This describes the work that must be done in detail and specifies the hardware and software involved
- **Location of Work:** This describes where the work must be performed. This also specifies the location of hardware and software and where people will meet to perform the work
- **Assess** whether the scope of work may change. If the scope is likely to change discuss with team, supervisor, RO or operations as appropriate.

### 3.3 ASSESS LEVEL OF RISK

#### 3.3.1 Low Risk Level

A low risk task is an activity of negligible risk that is planned to be performed in a work area such that it:

- Has a procedure that has been updated and reviewed, which includes the risks, hazard and controls for the task which were all rated as a low risk and which does not require a certificate under the permit to work system.
- does not involve moving off a walkway
- is within handrails
- does not have the potential to make contact with moving parts or hazardous substances (i.e. no additional PPE)
- does not require isolations, or
- does not require additional support equipment (e.g. ladder, scaffolding, harness).

**For example:**

- Opening or closing a valve
- Visual inspection of equipment



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- Lubrication
- Plant cleaning, where no isolation is required.
- Non-intrusive condition monitoring etc.
- Removal /replacement of nuts and bolts

Action: If the task is defined as low risk it will either be on the tasks not requiring a permit list or there will be a requirement to get a permit.

### 3.3.1.1 Work not requiring a permit (on an approved list)

This work does not require a Permit to Work but has a JSA which is held in the Document Management System. Verbal authorisation is required prior to starting the work. The work group seeks verbal permission from the relevant Control Room Operator or the equivalent in the case of Field Engineering, prior to starting the work.

The Area / Business Unit Manager is responsible for defining what work is 'Work Not Requiring a Permit' and ensuring that this is displayed in areas where Work Permits are issued.

To add a job on to the Work Not Requiring a Permit list, the following must be completed:

1. A Risk Assessment (JSA at the minimum or TBRA if appropriate) must be completed with the relevant personnel,
  - a. Person completing the task
  - b. The Health and Safety Advisor
  - c. A representative from Operations.

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**Note:** Work Not Requiring a Permit must not have any part of the work risk rated as High or Extreme

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2. The JSA is to be written with all relevant hazards and controls
3. This JSA is to be entered into the Document Management System
4. Final Approval to be given by the Area / Business Unit Manager
5. Once approved the task will then be added to the Work Not Requiring a Permit list and displayed in the area where the Work Permit is issued

Prior to starting the task the work crew shall complete a STOP and address any risks or hazards for the area. All risks or hazards shall have a control in place prior to work commencing.

Action: If the task is on the approved list then proceed with a STOP pre task assessment.

Action: If the task requires a permit, obtain a permit. If the task is performed by a contractor then a JSA will be required with the permit. If the work is being performed by an employee, as defined in section 2 of this procedure, then proceed with a STOP pre task assessment.

### 3.3.1.2 Hazard Identification (STOP)

The STOP tool is literally designed to make the user:



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### STOP:

- Do not start the task unless it has been risk assessed and that all personal on the job are aware of the risks.
- The assessment shall include:
  - Know hazards for scope of work
  - Known hazards in the area
  - Job requirements, such as Permits and Certificates.

### THINK:

- Think about the steps and risks of the task for the work area.
- Observe and act:
  - Observe behind, below, above and around the task location to see if there are any more hazards
  - Add any controls that are needed. This is completed in the Controls / Comments section in the STOP
  - All controls must be in place prior to starting the task.

### PERFORM IT TODAY:

- The STOP shall be conducted on the day of the work, prior to starting.

The STOP is retained for the duration of the task. On completion of the task, the completed STOP sheet shall be placed in a collection box in the work area. If there are any recommendations for actions or improvements for the JSA or Procedure the STOP shall be given to the RO or Supervisor for review.

At the end of each month, the completed STOP sheets will be removed from the collection boxes and reviewed by the Safety Advisor or Supervisor for that area. Any comments noted on the sheets will be considered as opportunities for safety improvement, and the need for any further action assessed. Further safety improvement actions will be allocated and tracked through Cintellate.

After being reviewed and counted, completed “STOP” sheets can be disposed of.

### 3.3.2 High/Medium Risk Level

Irrespective of frequency there are tasks involving specific hazards deemed to represent high risk. These tasks include:

- Work Requiring Isolations
- Working at Height
- Installing and/or Removing Scaffolding
- Hot Work
- Asbestos
- Confined Space Entry
- Application of a Crane
- Ground and/or Wall Penetration
- Breaking into hazardous lines

Prior to execution these tasks will require following the process from 3.3.2.1 to 3.3.2.5



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### 3.3.2.1 Procedure Familiarisation

If a procedure exists for this job, review the procedure with all personnel involved in executing the task. Ensure that the procedure is relevant and current for the task.

### 3.3.2.2 JSA review or development

If a generic JSA exists for this job, print it and take it to the workplace and mark it up in preparation for permit application or

If a generic JSA does not exist prepare a JSA with everyone involved in the execution of this task in preparation for permit application. If you are by yourself get experienced help to prepare JSA.

### 3.3.2.3 Contractors to get RO to endorse JSA

The Responsible Officer (RO) or the RO Representative / Delegate shall:

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**Note:** RO Representative or Delegate may be nominated by their RO to endorse the JSA of a Contractor within their area.

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Ensure that the scope of work has been discussed with the Permit Holder and Team Members, prior to the task being started.

Ensure Contractors have an adequate risk assessment for the task, in accordance with this guide manual.

Review and endorse (by signature) all JSA's, Procedure or other generic risk assessments to be used. This task-based risk document is then supplemented by risk assessing the hazards associated with the work environment just prior to the work by:

- (a) updating the JSA or
- (b) using the STOP and
- (c) working under a Work Permit

### 3.3.2.4 Work Permit Process

Refer to Permit to work procedure:

### 3.3.2.5 Workgroup signs on to JSA

All personnel who are involved in the task must read, review and modify the JSA as appropriate for the task. When satisfied that the hazards have been identified and controlled then they must sign onto the JSA.



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### **3.4 UNDERTAKE TASK/EXECUTION**

Undertake task safely. If additional hazards arise during the task stop the job and review the JSA/STOP to ensure hazards have been identified and controlled.

### **4. PERFORM AFTER ACTION REVIEW**

During the course of a work activity, work conditions may change, the hazard controls may prove to be inadequate or the steps of the job may have to be adapted.

JSA's shall be a "live" document for the duration of any work and any amendments to the JSA shall be hand marked up on the document and incorporated in the Procedure later where appropriate. The use of the STOP shall be used to help identify any changes that need to be made to the JSA. The JSA can be updated or the STOP can be used, with the condition that the STOP be attached or with the JSA while the task is being completed.

Where major changes occur during the course of the work activity requiring major change to the JSA – the work shall be stopped and a full review of the scope of work needs to be completed. The JSA needs to be updated or re-written. The full PTW process needs to be completed for the changes that where highlighted.

### **5. JSA'S AND PROCEDURES**

Where Procedures (SOP's or SMP's) exist but do not yet include a completed risk assessments, when that Procedure is due for review, a risk assessment needs to be completed and added to the Procedure.

Once a JSA has been developed and used on the task – the JSA shall be either:

- a. Banked as a controlled document in CSBP's Document Management System, until the associated Procedure (Operating or Maintenance) is due for review and then incorporated into the Procedure; or
- b. Provided to the owner of the PM Work Order for inclusion; or
- c. Provided to the owner of the procedure or task for immediate inclusion in the Procedure (Operating or Maintenance [PM Work Order]) where identified as necessary
- d. Additionally, the section titled "This JSA was developed by" shall be completed by the person requesting the JSA inclusion.

Once the risk assessment has been incorporated into the Standard Operating Procedure / PM Work Order itself, the additional risks that may arise relating to the work environment are managed either by the completion of the STOP and/or Work Permit form. The Standard Operating Procedure / PM Work Order then must be update to include all risks and hazards for the task.

Where there is never any likelihood of there being a Procedure, retaining the JSA as a controlled document in the CSBP Document Management System may be of value.

### **6. COMPETENCE**

Competence under the requirements of this procedure can be achieved by the completion of a risk assessment and JSA training module aligned to National Competency Standards.



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## 7. RESPONSIBILITIES

### 7.1 MANAGERS:

Managers shall ensure compliance with this guide manual within their area of responsibility.

### 7.2 SUPERVISORS

Supervisors shall:

Ensure that the scope of work has been discussed with the Permit Holder and Team Members, prior to the task being started.

Ensure their personnel are competent in basic risk assessments (refer Section 10 Competence) and comply with the requirements of this guide manual.

Ensure all tasks are risk assessed in accordance with this guide manual.

### 7.3 RESPONSIBLE OFFICER

The Responsible Officer (RO) or the RO Representative / Delegate shall:

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*Note:* RO Representative or Delegate may be nominated by their RO to endorse the JSA of a Contractor within their area

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Ensure that the scope of work has been discussed with the Permit Holder and Team Members, prior to the task being started.

Ensure Contractors have an adequate risk assessment for the task, in accordance with this guide manual.

Review and endorse (by signature) all JSA's, Procedure or other generic risk assessments to be used. This task-based risk document is then supplemented by risk assessing the hazards associated with the work environment just prior to the work by:

- updating the JSA or
- using the STOP and
- working under a Work Permit

### 7.4 PERMIT AUTHORISER

The Permit Authoriser shall:

- Ensure the risk assessment (JSA and/or procedure) 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 additional area specific hazards and controls with the Permit Holder as identified on the Work Permit or ensure that these are identified by "STOP" or revised JSA



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### **7.5 PERMIT HOLDER**

The Permit Holder shall:

- Ensure the appropriate level of risk assessment for the type of job is completed.
- The permit holder is responsible for:
  - Inspecting the work site
  - Understanding the scope of work before commencing the task
  - Discuss any additional area specific hazards and controls with the Permit Authoriser
- Ensure all hazard controls are maintained during the task and personnel working on the task follow the requirements of all the risk management documentation: Procedures (SOP's, PM's, Work Orders), JSA, Work Permit or STOP
- Endorse the front of the JSA.

### **7.6 TEAM MEMBERS (WORKERS PERFORMING THE TASK)**

The Team Members shall:

- Participate in developing risk assessment and/or read, review and include any additional risk controls to existing JSA / STOP / Procedure / Work Permit
- Understand the hazards and controls that have been put in place to minimise the risk of incidents and their responsibility in maintaining those hazard controls
- Where a STOP or JSA is used, write the date, their name and sign onto the document before commencing the task every day / shift they are on that task to indicate their acceptance to work in line with the risk assessments on the job.

### **7.7 SAFETY ADVISOR AND TRAINING ADVISOR**

The Safety Advisor and Training Advisor shall:

- 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
- Facilitate JSA's being absorbed into Procedures - Refer Section 5
- Deliver Basic Risk Assessment training sessions for JSA, by Training Advisor
- Collect and review the completed STOP sheets, looking for safety improvement opportunities that may have been identified.

### **7.8 SHIFT SUPERVISOR**

The Shift Supervisor shall:

- To sign the JSA as the RO's Delegate for out of hour's activities



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### **7.9 SAFETY REPRESENTATIVES**

The Safety Representatives shall:

- Facilitate and support the JSA process for their area of responsibility

### **7.10 COMPLIANCE TEAM**

The Compliance Team shall:

Verify the implementation of this guide manual by:

- Review of documentation
- Interview of personnel

## **8. REFERENCES**

Job Safety Analysis Worksheet ([template](#))

Management of Risk Assessment Records ([GM-04-043-03](#))

Team Based Risk Assessment ([GM-11-030-20](#))

[Western Australia Occupational Safety and Health Regulations 1996](#)