

FACTSHEET

Safety Procedures: Job Safety Analysis (JSA)
Safe Work Method Statement (SWMS)

What are Job Safety Analysis (JSA) and Safe Work Statement (SWMS) Documents?	
JSA	As Interior Plantscapers, we are most often asked to provide a JSA document covering the activities involved in 'Indoor Plant Hire and Maintenance Services.'
SWMS	A SWMS document is usually produced for more high risk or dangerous work, often specific to the construction industry and high risk construction work, HRCW.

Safe Workplace Management

JSA and SWMS are documents used to set out the work activities (tasks) and identifies the risks and hazards so that work can be carried out safely and the measures to be put in place to control the risks. They are the responsibility of the Employer of Self-employed and should be discussed with and communicated to staff.

The purpose of a safe workplace management system is to:

- outline a safe method of work for a specific task;
- provide an induction document that workers must read and understand before starting a task;
- meet the legal requirements of hazard identification and control;
- program work, materials, time, staff, and to anticipate possible problems; and
- To make sure a task is performed to a minimum safety standard.

There are many 'general' JSA and SWMS available and all should be tailored by your business to reflect the jobs and tasks you carry out and how you minimize risks and hazards so that work can be carried out safely. safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/office/risk-assessment

Note: There is some cross over between a JSA and SWMS as they both deal with the risks and hazards associated with work and an understanding of how to prepare a JSA will help in producing a broader SWMS.

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Example - Risk Management

Six Steps to Completing an Effective Job Safety Analysis

1. Select Which Job to Analyse
2. Job Task Breakdown
3. Identifying Hazards
4. Develop Preventative Measures
5. Document and Communicate Job Hazard Analysis Findings
6. Get Help (If Needed)

RISK MANAGEMENT MATRIX					
The matrix and definitions below can help quantify the level of risk and assign the risk					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	Medium	Medium	High	Extreme	Extreme
Unlikely		Medium	High	High	Extreme
Possible		Medium	High	High	High
Likely			Medium	Medium	High
Almost Certain					Medium

Consequence	Description of Consequence
Insignificant	No treatment required
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
Moderate	Injury requiring medical treatment or lost time
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
Critical	Loss of life, permanent disability or multiple serious injuries

Likelihood	Description of Likelihood
Rare	Will only occur in exceptional circumstances
Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
Possible	May occur within the foreseeable future, or within the project lifecycle
Likely	Likely to occur within the foreseeable future, or within the project lifecycle
Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle



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Example for Interior Landscaping - Job Safety Analysis (JSA)			
Business name		ABN	
Work activity		Location	
Equipment required: (Personal Protective Equipment) PPE required:		Manager, Supervisor	
		Contact phone	
	Have workers been consulted about the JSA?		
Person responsible for ensuring compliance with JSA		Date JSA provided to	
Person(s) responsible for reviewing the JSA		Last JSA review date	
Date received		Signature	
Workers name Workers signature		Date received	

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Examples of tasks, potential hazards, level of risk and control measures for - JSA Interior Plantscaping

What are the tasks involved? (List the tasks that you are doing)	What are the potential hazards? (What could go wrong? Identify the hazards that may cause harm to workers or the public.)	What is the level of risk? (Low, medium, high, extreme)	What are the control measures? Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
TASKS	HAZARDS		CONTROL MEASURES
Park van so that you have access to the back and side doors	Hitting other cars or parking too close and bumping pedestrians		Use mirrors and make sure there is plenty of work space and be patient.
Lifting trolley or plants out of van	Back sprains and dropping heavy things on feet		Bend knees and use all safe methods of lifting. Wear suitable shoes.
Fill water can or trolley from tap	Water spilt on ground may cause people to slip		Use 'Slippery When Wet' sign.
Sign in when required	People could trip over trolley, plants, bucket and water can while signing in.		Place equipment where it is not in the path of pedestrians
Servicing Plants	Interrupting conversations.		Be polite and ask before entering a room if there are people present.
Servicing Plants	Knocking things off desks.		Be careful when watering desk plants. Don't overfill water cans.

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Watering Plants	Water spillage that causes floors to be slippery		Use water trolley. Soaker sponge for spills, Cans to have end covers and not overfilled. Mop up any spillage – clean to dry policy
Shining Plants	Shine Oil is sprayed on floor and makes it slippery		Use a drop sheet if necessary when servicing plants
Dusting Plants	Dust in air makes people sneeze		Wipe plants with moist cloth rather than feather duster.
Watering plants	Wet floor causes mould		Always check under pots to make sure the floor/carpet is dry
Pruning plants	Rubbish left behind		Remove all rubbish from site.
Use of secateurs for pruning plants	Leaving secateurs where clients or guests at client's establishment can pick them up. Cuts and stabs		Make sure any pruning equipment is put back in their pouch & in a safe position at all times. Training on the correct use – manual
Non Hazardous substances for insect control	Overuse or incorrect method of application		Read instructions on bottle.
Sign out	People could trip over trolley, plants, bucket and water can while signing in.		Place equipment where it is not in the path of pedestrians
Lifting trolley or plants into van	Back sprains and dropping heavy things on feet		Bend knees and use all safe methods of lifting.
Record visit in run book	If not recorded management may be upset		Record any mishaps or customer requests.
Exit car park carefully	Hitting other cars or parking too close and bumping pedestrians		Use mirrors and be patient.



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