

JOB SAFETY & ENVIRONMENTAL ANALYSIS (JSEA) AND PTW

Excavation or breaking ground requires a Permit To Work (PTW). The Team Leader must check the controls specified in the **Yellow** highlighted items in this form and if positively confirmed, the Team Leader can sign off the Validity of this Permit To Work.

Work site Location		Date:		Time:	
Emergency Assembly Area					
Nearest Emergency Facility					
Job Details (Number / Project ID)				Nearest amenities	
Have all the workers on site been inducted into the SWMS applicable to the carried out work and have they signed off in agreement with the risk controls?				YES ☐	Mandatory conditions. If any one of these 3 answers is not YES, work on site cannot be started.
All the appropriate PPE have been provided to all the workers, as applicable to the job?				YES ☐	
Has emergency management been considered, and suitable controls implemented?				YES ☐	
Hazard – Is risk applicable?	Y	N	N/A	Control Measures Taken	
GENERAL SAFETY		Any risks identified as “Y” must have controls described in the Vehicle Folder or detailed in the Control Measures Taken, before commencement of work			
Traffic	☐	☐	☐	Is traffic and pedestrian management in place?	
Public Safety / Pedestrians	☐	☐	☐	Are barriers, signage and fencing placed around the workplace and/or excavation to prevent unauthorised access?	
Use of Plant in Work Area	☐	☐	☐	Plant operators hold relevant qualifications and licenses to operate the plant. Exclusion Zones have been established. Plant was checked	
Presence of Overhead Electrical Hazards and assets	☐	☐	☐	Isolations Completed where required e.g. lockout / tag-out / tiger tails	
Working at Heights	☐	☐	☐		
Pressurised Water or Gas (high pressure)	☐	☐	☐		
Uneven or unstable Working Ground	☐	☐	☐		
Potential collapse of surrounding structure	☐	☐	☐	Has the safety of surrounding structures/buildings been assessed?	
Electrical Hazards	☐	☐	☐		
Open Flame or Ignition Sources (fire hazards)	☐	☐	☐		
Needles or sharps	☐	☐	☐		
Animals (Insects/ snakes/ spiders/ dogs)	☐	☐	☐		
Weather Conditions (Rain / Hot / Cold / etc.)	☐	☐	☐		
Underground Assets	☐	☐	☐	Are Dial Before You Dig plans available and on site? All UG Services have been identified and their location has been positively confirmed	
Working Over or Adjacent to Water	☐	☐	☐		
Working in Confined Spaces (according to matrix)	☐	☐	☐		
Asbestos or Materials Containing Asbestos	☐	☐	☐		
Open Pits or excavations	☐	☐	☐		
Excessive Noise, dust or pollutants	☐	☐	☐		
All the appropriate PPE has been provided	☐	☐	☐		
POTENTIAL ENVIRONMENTAL HAZARDS					
Spills to water or land (Spills kit and response)	☐	☐	☐		
Contaminated soil or water	☐	☐	☐		
Storm water or sediment controls, Dewatering	☐	☐	☐		
Air Quality or dust, exhaust emission	☐	☐	☐		
Disturbance to flora or fauna	☐	☐	☐		
Noise or vibrations (disturbing the community)	☐	☐	☐		
Heritage and archeology risks	☐	☐	☐		
Waste generation and management (disposal)	☐	☐	☐		
Trees (e.g. tree roots, falling or low branches)	☐	☐	☐		
Spread of weeds and pests	☐	☐	☐		
MANUAL HANDLING - Does the work involve any of the following					
Extensive bending / twisting / lifting / lowering	☐	☐	☐		

Long duration or sustained postures	☐	☐	☐	
Pushing or pulling or sudden forces	☐	☐	☐	
Other: <i>Specify here:</i>	☐	☐	☐	
List any additional identified hazards: If any hazards identified are not listed on the applicable SWMS or work instruction or Safety Management Plan, you must contact your supervisor.				
Other hazards identified:	By whom:	Risk class	Control Measures	
Have all workers on site reviewed the JSEA and understood their role in the safe completion of the work?				Yes ☐ No ☐

NOTES of any additional hazards and their controls:	Risk Rating (Class)			
	Consequence / Severity			
	Frequency / Probability	Minor	Medium	Major
		Almost Nil	L	M
		Slight	L	M
		Moderate	M	H
		Definitive	M	H

If all the Yellow checks above have been confirmed by the Team Leader and all the controls have been confirmed by the Plant operator or another crew member, breaking ground or excavation activities can be permitted. The Team Leader can approve this Permit To Work .		Permit Approved	Yes ☐	No ☐
Team Leader / Site Supervisor	Signature:	Plant Operator or Crew Member	Signature:	Permit Valid from
				Permit Valid to

Work must NOT proceed until all members of the work party are satisfied of the safety in the workplace.

If the workplace hazards can not be eliminated or minimized to an acceptable level, the work must not proceed.

If further clarification or resolution is required, contact your Project Openshore Supervisor.

Each Openshore worksite must have a nominated Team Leader or Site Supervisor in charge of the site. This must be indicated in the table

Name	Role / Company	Signature

Visitor sign on. All visitors to the work site are to be inducted into the daily JSEA and sign off as acknowledged

SUBMIT