###### Risk Management Plan

Job Hazard Analysis (JHA)

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| **Organisation name:** |  | | | |
| **Site name:** |  | | | |
| **Volunteer Name/s:** |  | | | |
| **Activity:** |  | | | |
| **Date:** |  | | | |
| **JHA Type:** | N.B. you can have a JHA for different activities and review them each time you need to use them (for example: busy bee, gardening, clubhouse maintenance) | | | |
| **Permit to Work Required?** | N.B. a permit may be needed for large projects such as building a shed or using large machinery | | | |
| **Approved by:** |  | | | |
| **Tasks**  List the tasks required to perform the activity in the sequence they are carried out. | **Supplies/Equipment**  List the supplies and/or equipment needed to carry out each task. | **Hazards**  Against each task list the hazards that could cause injury when the task is performed. | **Risk control measures**  List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. | **Who is responsible?**  Write the name of the person responsible (supervisor or above) to implement the control measure identified. |
| *EXAMPLE ONLY*  *Relocating club equipment to new storage area* | *EXAMPLE ONLY*  *Trolley for moving equipment* | *EXAMPLE ONLY*  *Heavy lifting related injury* | *EXAMPLE ONLY*  *Correct lifting practices identified and communicated to all workers* | *EXAMPLE ONLY*  *Club Physio* |

**Remember:**

* Each JHA must be site/activity specific.
* Include all volunteers and paid staff involved in the task when developing this JHA.
* Monitor and review: Make sure the activity is supervised to ensure the documented process is being followed. The JHA should be reviewed whenever a documented activity changes, when there is a change of personnel or after an appropriate length of time.
* The JHA provides a written record of the process to be used to proceed on a task. As it is a record that can be used in court, it should be signed off by the parties who have responsibility for the tasks.
* The JHA is only a written record. Management processes must be in place to ensure workers have the skills to complete the job and that there is a required level of supervision to ensure the tasks are completed as documented.
* The JHA should be reviewed by all volunteers and paid staff/contractors involved in the activity, not just the principal volunteer manager, contractor or staff member.
* Incident report forms should accompany

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| **JHA Acceptance:**  All volunteers and paid staff/contractors involved in the activity should review and sign the JHA to indicate understanding and acceptance of the JHA conditions  **Only sign if you understand the job about to be performed and accept your role. If any doubt, continue to ask questions until you understand and accept the conditions.** | 1. | 11. |
| 2. | 12. |
| 3. | 13. |
| 4. | 14. |
| 5. | 15. |
| 6. | 16. |
| 7. | 17. |
| 8. | 18. |
| 9. | 19. |
| 10. | 20. |