

The Difference Between a JSA & SWMS

CRANE WARNING
DEVICES

VISIONS CONFERENCE

CAN WE GIVE AWAY OLD
MACHINERY?

ISO 45001 WORKSHOP
SYD & MELB



Welcome to the August Safety Action News

This month we revisit the question, 'what is the difference between a JSA and a SWMS?'

We explain if you must provide a warning light or beeper on your crane (or other plant) and requirements for donating old machinery.

Our CEO is facilitating a 2-day workshop on the new safety standard ISO 45001.

Stay safe!

Andrea Rowe



Andrea Rowe, General Manager
with eldest son Thomas



Gary Rowe, CEO



Dr. Stephen Weber



Katie Weber



Zara McMahon

Safety Leadership Workshop

10 & 11 September 2019

Book before 13 August for Early Bird price

Do you want **brave & bold** safety leaders?

Most people have the safety programs and rules in place. That's not the issue.

The issue is **getting others to listen**.

Get the skills to spot unsafe behaviour and learn how to change it **quicker** and **easier** than you ever thought possible!

Tuesday 10th & Wednesday 11th September 2019
Safety Action, Clayton

[Click here to register.](#)

BOOK NOW

Early Bird ends 13 Aug

The Difference Between a JSA and SWMS

By Andrea Rowe, GM, Safety Action Pty Ltd

We regularly receive questions about the difference between a Job Safety Analysis (JSA) and a Safe Work Method Statement (SWMS). I explain the key differences below.

What is a JSA?

A JSA is a form of risk assessment, which details step-by-step how a task is to be carried out safely. Sometimes the JSA is called a JSEA and includes environmental aspects as well. The name does not matter.

Other than the employer's general duty of care to ensure workers are trained and competent for their work, there are no specific legal requirements to have a JSA or any regulations prescribing the format or content for JSAs.

Typically, JSAs have three main components, these include:

1. A step-by-step list of the basic activities of the task e.g. start machine.
2. **Hazards** – List of potential hazards at each step of the task.
3. **Control Measures** - Step-by-step instruction on how to safely carry out the task by controlling each identified hazard.



An example JSA worksheet is shown below.

JSA		
Tasks	Hazards	Control Measures
Step-by-step list of tasks required to perform the activity	List of potential hazards related to each task	Describes the control measures to eliminate or minimize each hazard e.g. precautions, PPE.

So, what is a SWMS?

A SWMS also details, step-by-step, how a task is to be carried out safely, but are prescribed for all High-Risk Construction Work (HRCW) under safety regulations in Australia.

What is High-Risk Construction Work (HRCW)?

HRCW are the 19 specific construction activities with the potential for serious harm, if the activity is not conducted safely. For example; trenching, asbestos work, working at height etc.

[Click here to see a list of the HRCW activities.](#)

The regulations require the SWMS for HRCW to:

- a) Identify work that is HRCW; and
- b) List the **hazards**; and
- c) Describe the **controls measures**; and
- d) How the risk control measures are to be implemented.

An example SMWS form is shown below.

SWMS for HRCW		
Tasks that are HRCW: <i>List the HRCW activities included in this SWMS</i>		
How will the SWMS control measures be monitored and reviewed? <i>e.g. direct supervision, regular spot checks.</i>		
Tasks	Hazards relating to the HRCW	Control Measures
<i>Step-by-step list of tasks required to perform the activity</i>	<i>List of potential hazards related to each HRCW task</i>	<i>Describe the control measures to eliminate or minimize each hazard</i>
In Western Australia, SMWS must also include training and equipment		

Additional duties for SWMS in construction

- Employer must ensure the SWMS for HRCW is complied with;
- If the task or conditions change, the work must immediately STOP and the SMWS reviewed and updated.
- SMWS to be kept for the duration of the task. Under the WHS Regulations, a SWMS must also be given to the Principal Contractor prior to work commencing.

What is NOT legally required in a SWMS?

The regulations do not prescribe the format of a SMWS and surprisingly, many details that are commonly seen on SWMS, are also not legally required.

Whilst companies may require additional optional information on their SWMS, safety laws do NOT mandate things like:

- List of legislation or codes
- Training records or worker’s sign-off
- Consultation details
- Risk assessment rating

Unnecessary details can distract from the primary purpose of the SMWS i.e. to identify and control the hazards. So, beware of fanatics trying to falsely enforce specific formats or content for JSAs or SWMSs.

Use of SMWS and JSA outside of construction

The use of the term SWMS has increasingly been applied outside of HRCW and this is where some confusion has arisen.

In some businesses, a SWMS is used for routine construction activities and a JSA for ad hoc tasks. Again, there are no legal rules here. Your business may call these documents whatever you like, as long as the SWMS contain the legal minimum outlined above

Summary

If your process identifies all the hazards and outlines how they will be controlled during the task, then you have satisfied the legal requirement to provide a ‘safe system of work’ whether called a JSA or SWMS.

Contact Safety Action on 03 8544 4300 or [email](#) for a sample JSA or SWMS form.

Can We Give Away Old Machinery?

Yes, businesses can donate old machinery to other parties, including your own staff, charities or not-for-profits, who would like to use the equipment as part of their operations.

However, there are legal and moral obligations for employers disposing of used plant or equipment, whether sold or given away.

In essence any business disposing of old plant or equipment becomes a "supplier of used or second-hand plant" under the plant safety regulations and has to satisfy the supplier requirements.

The key requirements for suppliers of **second-hand plant** include:

1. Plant Intended to be Used

Where it is intended that the second-hand plant or equipment is to be used by the new owner, the business disposing of the item is to:

- Identify any faults; and
- Give written notice of condition of the plant; and
- Provide copies of any service records and user instructions; and
- If there are faults to advise, if appropriate, that the plant should not be used until the faults are rectified.

2. Plant to be Used for Scrap or Parts

Where the plant or equipment is to be used for scrap or parts, the business must advise in writing (or by marking the plant), that the plant is being supplied for scrap or parts and is not to be used as plant.

Contact Safety Action on 03 8544 4300 or [email](#) for the definition of plant or more information on this subject.



An old machine



Medical Treatment or First Aid?

Occasionally we are asked what is the difference between a medical treatment injury and first aid?

The short answer is medical treatment involves intervention by a qualified medical practitioner beyond first aid.

For a copy of our Fact Sheet call 03 8544 4300 or [email](#)

National Safe Work Month October 2019—Be at Safety Champion

This year's theme 'Be a Safety Champion' encourages employers and workers from any occupation or industry to be a champion for work health and safety.

[Watch Safe National Safe Work Month website](#) for updates and resources



Local networking – Southern Safety Group – Dandenong

Next meeting: Monday 26th August, 3:00 pm – 5:00 pm
 Presenter: Grant Sullivan from WorkSafe Victoria
 Topic: Events Co-ordination. Email your questions in advance
 Location: Surdex Steel, 46 Brooks Drive, Dandenong South



To attend this presentation or if you would like to present to the group, please contact Gary Thexton
gary.thexton@bigpond.com

WorkSafe Victoria Conducting Mobile Crane Inspections in August

Following serious incidents with cranes overturning, starting in August, WorkSafe Victoria will be conducting a blitz on hydraulic mobile cranes operating on construction sites.

[Read the alert here.](#)

[Click here](#) to read more about what WorkSafe will be checking during the inspections.



Mobile crane. Photo from WorkSafe Victoria

Experience of the Month

I went to the air and space museum, but there was nothing there.

Accelerating ISO 45001 Compliance for Safety Management

Our CEO, Gary Rowe, has been engaged by the well-known conference organisers, **Liquid Learning**, to facilitate an exclusive 2-day event in September on the new international standard on OHS management systems.

If you would like to accelerate your organisation towards integration or certification to ISO 45001: 2018 OHS Management Systems Standard come along to one of the two-day interactive workshops in Melbourne or Sydney.

The workshop dates are:

[Sydney – September 17th – 18th – Book here](#)

[Melbourne – September 24th – 25th – Book here](#)

The two-day workshop will include:

- Introduction to the new international OHS standard ISO 45,001.
- Legal obligations for workplace safety
- How the new standard aligns with established systems
- Gap analysis of old and new requirements

Plus, practical guidance on;

- Techniques for building a compliant safety culture
- Effective safety communication to help bring all your stakeholders along
- Practical action plans for immediate implementation



Accelerating ISO 45001
Compliance for Safety
Management Systems

17 & 18 September 2019 | Sydney
24 & 25 September 2019 | Melbourne



To book a place call Liquid Learning T. 02 8239 9711.

For more information or a copy of the ISO 45001 workshop brochure [click here](#).

Visions Conference – Queensland

The Safety Institute (AIHS) Visions Conference 2019 is known as the most friendly and fun safety conference. This year it is on 28-30 August 2019 at Oaks Oasis Caloundra, Queensland.

Joining the list of amazing presenters, Andrea Rowe, GM at Safety Action, will be presenting on Day 2 'Risk Assessment- What Works!'

Andrea often finds risk assessments have not been done properly. Unfortunately, this is often discovered after accidents and during the incident investigation.

Andrea will share examples of risk assessment pitfalls and provide simple tips and tools for successful risk assessments, that work!

[Register here to attend Visions Conference](#)



Does a Crane Need a Warning Beeper?

Warning BEEPERS are Now Common

These days we often hear reversing truck beepers and see mobile plant with flashing lights to alert pedestrians they are operating.

Warning Device Requirements

A reader (thanks Andre) has asked what are the requirements for warning devices on cranes?

Legislative Requirements

WHS Reg 212 and Vic OHS Reg 103 only state "If plant includes an emergency warning device it must be positioned for best effect."

This regulation does not mandate warning devices on cranes but does require they be positioned to work effectively.



Warning beeper & light



Manufacturer's manual

Manufacturer's Requirements

Check the manufacturer's operating instructions to see if any warning devices are required and if so, ensure they are maintained.

Risk Assessment

If no warning device is prescribed by regulation or by the manufacturer, but you are still uncomfortable about the level of safety, then conduct a risk assessment to determine if a warning device is required.



Warning light and audible beeper unit

Contact Safety Action on 03 8544 4300 or [email](#) for our Fact Sheet.



Contact the editor

Do you have questions or is there a topic you would like to see in a future newsletter? [Email](#) with your ideas.

Kirill, editor