



STATEWIDE GROUP TRAINING (SA) INC

JOB SITE ANALYSIS POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to ensuring that all employees are placed in a safe working environment.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.
- How SGT provides services to clients.
- All aspects of employment; training and promotion; task allocation; hours; leave arrangements; workload; equipment and transport.

POLICY:

SGT will ensure that the working environment of a Host Employer will be safe, to the best of their means and knowledge, by completing a Job Site Analysis (JSA). The JSA will specify and analyse the tasks performed by an Apprentice/Trainee at a Host Employer worksite, to ensure that the tasks performed are as safe as reasonably practicable to ensure a safe working environment.

SGT will ensure the following:

- To train Managers and Field Officers in the correct use of the JSA Form,
- To maintain a database on results of the JSA,
- To maintain procedures to conduct a JSA,
- To maintain follow-up procedures with Host Employers.

Managers and Field Officers will ensure the following:

- Conduct a JSA of tasks to be performed by an Apprentice/Trainee before placement with a Host Employer,
- To discuss, and or resolve, with the Host Employer any potential risks rated immediate action required associated with the tasks to be carried out by an Apprentice/ Trainee via the JSA Corrective Action Form,
- To send the JSA Form and the Corrective Action Form to the Payroll Department for entry into the database.

The Administration Officer will ensure the following:

- To maintain the JSA Database,
- Data entry of the JSA information into the database,
- Follow up any risks rated immediate action via report from the JSA Database,
- Maintain JSA filing system,
- Follow up any Corrective Action identified in the JSA,

The WHS Manager will ensure the following:

- Monitor the maintenance of the JSA Database and follow up actions

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024