### Contractor’s Company Name

### Work Description

### Location of Worksite

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**Note:** When work involves work at height or roof access, hot work, entry into confined spaces, excavation or trenching, report to the Facilities Services office for a work permit prior to commencing work.

<table>
<thead>
<tr>
<th>JOB STEPS</th>
<th>HAZARDS / RISKS</th>
<th>RISK CONTROL MEASURES</th>
<th>WHO IS RESPONSIBLE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the steps required to perform the work in the sequence they are carried out</td>
<td>Against each step, list the hazards that could cause injury when it is performed</td>
<td>List the control measures required to eliminate/minimize the risk of injury arising from the hazard</td>
<td>Write the name of the person (supervisor or above) responsible to implement the control measure identified</td>
</tr>
</tbody>
</table>

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I undertake to complete the work in accordance with this Job Safety Analysis and all relevant legislation, industry codes and Australian Standards.

Name of Contractor’s Supervisor: [blank]  
Signature: [blank]  
Date: [blank]  

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Warning – Uncontrolled when printed! The current version of this document is kept on the University website.