WHS DOCUMENTS & TEMPLATES

DOC-JSA-TPL · JSA and Take 5 Form

Product Overview

For: Australian businesses doing practical work: trades, maintenance, construction, facilities, warehouses, utilities and field crews

Version 1.0 · 15 November 2026

A job safety analysis form that breaks a task into steps, names the hazards and controls for each and rates the risk, with sign-on, and a Take 5 card for the five-minute check before every task.

The JSA (Word and PDF) starts with the checks before work (SWMS, permits, licences, pre-starts, emergencies, the work area), then the task step by step with hazards, controls, the risk with controls and who is responsible, the PPE needed, sign-on for every worker, a review after the work, and the risk matrix on the last pages. It says clearly that a JSA does not replace a SWMS.

The Take 5 Card (Word and PDF) is a one-page card for the last check: stop and think, look for hazards, assess the risk, control the hazards, then do the job safely or stop. Print it at half size for a pocket book.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Job safety analysis: checks before work, the task step by step with hazards, controls and ratings, PPE, sign-on, review and the risk matrix	02_TEMPLATE/Job Safety Analysis.docx and .pdf
Take 5 card: stop and think, look for hazards, assess, control, then do the job safely or stop	02_TEMPLATE/Take 5 Card.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Supervisors and leading hands planning a task with their crew
- Workers doing a last check before each task
- Businesses that want one simple JSA format across their crews

File formats

- Word (.docx), editable, with your logo and business name in the header

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · JSA and Take 5 Form · Buy the full editable version:
training.oranaskillscentre.com/documents/jsa-and-take-5-form

How to Use This Template

How to complete, adapt and keep the jsa and take 5 form

1 What this template is for

A job safety analysis (JSA) is a way for a crew to plan a task together: what the steps are, what could go wrong in each, and what will stop it. The Take 5 is a quick personal check, just before the work starts or when something changes, that the plan still fits what is in front of you.

Both are tools for thinking and talking about the work. The controls are what keep people safe: the isolation, the barrier, the right equipment.

2 How to use it

Step	What to do
1	Decide whether the task is high risk construction work. If it is, prepare a SWMS; the JSA can sit alongside it, but does not replace it.
2	Prepare the JSA with the people who will do the task, where it will be done. Break the task into steps in the order they happen.
3	For each step, write what could go wrong and who could be hurt, then the controls, most effective first.
4	Rate the risk with the controls in place, on the matrix at the end of the JSA. Do not start a step rated Extreme; get a manager's approval for High.
5	Brief the whole crew, and have everyone sign on. Anyone joining later is briefed and signs on before they start.
6	Each worker does a Take 5 before starting, and again whenever the conditions or the task change.
7	After the work, review the JSA: what changed, what went wrong or nearly did, and what to do better next time. Keep it with the job records.

Make it work, not just exist

- A JSA copied from last time is a sign nobody looked. Check it against the site on the day.
- Collect a sample of Take 5 cards each week and talk about them. A pile of identical ticks means the card has stopped working.

3 Who does what

Who	What they do
Supervisor or leading hand	Prepares the JSA with the crew, checks the controls are in place, and signs it off
Workers	Help prepare the JSA, sign on, do a Take 5 before each task, and stop when it is not safe
Manager	Approves High risk tasks, and reviews JSAs and Take 5s for patterns

4 The law, in brief

The WHS laws require a business to identify hazards and to eliminate or minimise the risks so far as is reasonably practicable, to consult the workers who do the work, and to give them the information, training, instruction and supervision they need. A JSA is one practical way to do this for a task. Workers must take reasonable care and follow

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · JSA and Take 5 Form · Buy the full editable version:
training.oranaskillscentre.com/documents/jsa-and-take-5-form

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-JSA-TPL

Job Safety Analysis

Break a task into steps, find the hazards in each, and agree the controls before the work starts

Task or job		**Site and work area**	
Prepared by		**Date**	
Supervisor		**JSA number**	

How to use it

- Prepare the JSA with the people who will do the task, at the place where it will be done, before the work starts.
- List the steps in order. For each step, write what could go wrong and who could be hurt, the controls, and the risk with those controls in place, using the matrix at the end.
- Every worker on the task reads the JSA, raises anything missing, and signs on. Change the JSA if the task or the conditions change, and sign on again.
- The first row is an example. Delete it before you start.

Not a SWMS

If the task is high risk construction work, a safe work method statement (SWMS) is needed as well. A JSA does not replace a SWMS, a permit to work, or a licence the work needs.

1 Before the work

Check	Yes	No	N/A
Is this high risk construction work? If so, is a SWMS in place?	☐	☐	☐
Are permits needed (hot work, confined space, isolation, digging, work at height) and issued?	☐	☐	☐
Do the workers hold the licences and competencies the task needs?	☐	☐	☐
Have plant and equipment been pre-start checked?	☐	☐	☐
Are the site's emergency arrangements, first aid and a way to call for help known?	☐	☐	☐
Has the work area been checked for other work, the public, weather and ground conditions?	☐	☐	☐

2 The task, step by step

No.	Step	Hazards: what could go wrong, and who could be hurt	Controls (most effective first)	Risk with controls	Who
e.g.	Remove the guard to change the belt	Machine starts while hands are in the drive: fitter	Isolate, lock and tag at the main switch; test for dead before work	Medium	Fitter
1					
2					

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · JSA and Take 5 Form · Buy the full editable version:
training.oranaskillscentre.com/documents/jsa-and-take-5-form

WHS DOCUMENTS & TEMPLATES · DOC-JSA-TPL

JSA and Take 5 Form

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A job safety analysis form that breaks a task into steps, names the hazards and controls for each and rates the risk, with sign-on, and a Take 5 card for the five-minute check before every task.

What the full product contains

- **Job safety analysis: checks before work, the task step by step with hazards, controls and ratings, PPE, sign-on, review and the risk matrix**
  02_TEMPLATE/Job Safety Analysis.docx and .pdf
- **Take 5 card: stop and think, look for hazards, assess, control, then do the job safely or stop**
  02_TEMPLATE/Take 5 Card.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/jsa-and-take-5-form

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0