Purpose:	To establish a task-level method for breaking work into steps, identifying hazards, determining controls and communicating a safe work sequence before execution.
Scope:	This procedure applies to non-routine, complex, high-risk, unfamiliar or changed work and other activities designated by HIRARC, method statement, PTW, client or legal requirements.
Duties & Responsibilities	(1) Project Manager (PM): Ensures JSA requirements are integrated into project planning. (2) Safety and Health Officer (SHO): Maintains methodology and facilitates high-risk JSA. (3) Site Safety Supervisor (SSS): Coordinates JSA preparation, briefing and field verification. (4) Project Supervisor (PS): Leads task breakdown and implements controls. (5) Workers / Specialists: Contribute task knowledge and confirm practical controls. (6) Subcontractor Supervisor: Prepares and implements JSA for subcontracted work subject to Company review.
ISO Reference:	MS ISO 45001:2018 Clause 6.1.2

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
0	01 Sept 2026	ISO Manager	Initial issue for implementation of MS ISO 45001:2018 Clause 6.1.2

Abbreviation & Definition	
HIRARC	Hazard Identification, Risk Assessment and Risk Control
JSA	Job Safety Analysis
MOC	Management of Change
PIC	Person in Charge
PM	Project Manager
PPE	Personal Protective Equipment
PTW	Permit to Work
SHO	Safety and Health Officer
SSS	Site Safety Supervisor
SWI	Safe Work Instruction

Step	Activity	PIC	Reference
1	**Determine Need and Form the Team** **1.1 Triggers** Prepare JSA for high-risk, non-routine, complex, first-time or changed tasks; tasks with incident history; or work subject to PTW.	PM / SHO / SSS / PS	OCS-S-PRO-02; Method Statement

Step	Activity	PIC	Reference
	1.2 Team Include the supervisor/work leader, persons performing the task, relevant subcontractor and HSE/technical specialists. **1.3 Information** Review HIRARC, drawings, method statement, manuals, SDS, permits, incidents, site conditions and interface information.		
2	**<u>Define the Task and Work Sequence</u>** **2.1 Scope** State the exact task, location, boundaries, equipment, crew, prerequisites and exclusions. **2.2 Steps** Break work into logical observable steps in the order performed without making steps too broad or excessively detailed. **2.3 Interfaces** Identify preceding/following work, simultaneous operations, energy sources, access and handover points. **2.4 Walk-through** Where practicable, inspect the actual workplace with the team before approval.	PS / SSS	Project Programme; Site Plan
3	**<u>Identify Hazards for Each Step</u>** **3.1 Hazard Prompt** For each step consider contact with energy, falls, struck-by/caught-between, lifting, electricity, pressure, fire, substances, ergonomics, environment and human factors. **3.2 Conditions** Consider normal, abnormal and emergency conditions, changes in weather, lighting, congestion, isolation and nearby activities. **3.3 Affected Persons** Consider the work crew, other contractors, visitors and public. **3.4 Worker Input** Record concerns and practical knowledge from persons who perform the task.	SHO / SSS	OCS-S-PRO-02; Incident Lessons

Step	Activity	PIC	Reference
4	**Determine Controls and Safe Sequence** **4.1 Hierarchy** Apply elimination, substitution, engineering, administrative controls and PPE in order of effectiveness. **4.2 Critical Controls** Clearly identify controls whose failure could cause a fatal or serious event and define verification. **4.3 Responsibilities** Assign actions and in-task checks to named roles. **4.4 Emergency / Rescue** Include emergency stop, communication, rescue and recovery arrangements where relevant.	SHO / PS	PD-S-PRO-03; PD-S-PRO-04; PD-S-PRO-10
5	**Review, Approval and Permit Linkage** **5.1 Review** Verify alignment with HIRARC, method statement, SWI, drawings, manufacturer requirements and legal/client controls. **5.2 Approval** The supervisor and SSS/SHO shall approve; high-risk work also requires the designated PM/authorising person. **5.3 PTW** Where PTW applies, the approved JSA shall support but not replace permit checks, isolations and authorisation. **5.4 Outstanding Actions** Work shall not start until prerequisite actions and critical controls are complete.	PS / SSS / SHO / PM	PD-S-PRO-08; PD-S-PRO-07
6	**Briefing and Field Implementation** **6.1 Pre-task Briefing** Brief every affected worker in a language and form understood; confirm roles, sequence, hazards, controls and stop-work criteria. **6.2 Acknowledgement** Record attendance and understanding; new or replacement crew members shall be briefed before joining.	PS / SSS	Toolbox Record; PTW

Step	Activity	PIC	Reference
	6.3 Field Verification Confirm actual conditions and controls immediately before starting and throughout the task. **6.4 Deviation** Stop work and review the JSA when conditions or methods differ from the approved analysis.		
7	**<u>Review, Closure and Records</u>** **7.1 Review Triggers** Review after change, incident, near miss, worker concern, control failure, interruption or new information. **7.2 Task Close-out** Confirm energy state, housekeeping, barriers, tools, waste and handover before closure. **7.3 Learning** Capture improvements for HIRARC, SWI, method statement and future work. **7.4 Retention** Retain approved JSA, briefings, revisions, permits and close-out evidence.	PS / SSS / SHO / PM	OHSMS-10V; OHSMS-10W; OHSMS-07O

Verified By: Name: Eng Choon Leong Appointment: Executive Director Date: 01 Sept 2026	Approved By: Name: Amos Haw Chee Seng Appointment: Managing Director Date: 01 Sept 2026

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