

Job Safety Analysis (JSA)		Worksheet		Volunteers Town of Cambridge	
Task/Project: Water Sampling		Review Date: 20/02/2026		JSA No: 36	
Location: Lakes managed by the Town		Prepared by: Karen Schmidt		Reviewed by: Patrick Bewley	
Summary Potential Hazards		PPE Requirements			
<input checked="" type="checkbox"/> Outdoor Environment	<input type="checkbox"/> Heights	1. Safety/sunglasses	4. Long pants	7. Insect repellent	
<input checked="" type="checkbox"/> Manual Handling	<input type="checkbox"/> Traffic	2. Gloves	5. Hat	8. Enclosed shoes/boots	
<input type="checkbox"/> Excavation	<input type="checkbox"/> Machinery	3. Long sleeves	6. Sunscreen		
NOTE: Volunteers should be proficient in administering first aid using a first aid kit. It is advised to work in pairs and to carry a first aid kit and a working mobile phone while on site. Volunteers with known risk of allergic reactions should carry an epi-pen or equivalent and advise other volunteer/s of their allergy.					
Job Step/Activity List the steps required to perform the task/project in the sequence they are carried out	Potential Hazard Against each step list the potential hazards that could cause injury / damage when job step is performed	Risk Level inherent	Risk Control List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard	Risk Level Residual (i.e. After Controls)	Who is responsible
Inspect site for hazards	Look for uneven ground, roadways, pathways, obstructions that may cause trips or falls, animals that may bite or sting, plants with irritants, sharp or protruding vegetation or other objects such as	Mod	<ul style="list-style-type: none"> Wear appropriate PPE Move across site with caution Remove or avoid working near identified hazards in the site you choose to work in Avoid touching your face with gloves and wash hands after removing gloves Work in pairs to avoid people working alone 	Low	Volunteer

	broken glass and other rubbish.				
Carry equipment	Carrying water test kit to sampling locations	Mod	<ul style="list-style-type: none"> • Use correct manual handling techniques while lifting and carrying • Take breaks if equipment is heavy after a while of carrying • Consider transporting the equipment in a wheelbarrow to reduce carrying 	Low	Volunteer
Water sampling	Exposure to chemicals	Mod	<ul style="list-style-type: none"> • Read, understand and follow instructions given in SDS's relevant to the chemicals that will be used 	Low	Volunteer
Water sampling	Exposure to environmental factors (i.e. sun, wind, rain) - Sunburn, heatstroke (Hypothermia), Chills (Hyperthermia)	High	<ul style="list-style-type: none"> • Wear required PPE and, if necessary, warm, or wet weather clothing. • Take sufficient drinking water to site. • Take regular breaks appropriate to conditions. 	Low	Volunteer
Water sampling	Exposure to environmental factors such as Algal scum or water containing E.coli	Mod	<ul style="list-style-type: none"> • Wear long nitrile gloves to avoid skin contact with water and scum • Avoid touching your face with gloves and wash hands after removing gloves 	Low	Volunteer
Water sampling	Muscle strain from incorrect posture or repetitive movement	Mod	<ul style="list-style-type: none"> • Use correct posture while sampling • Take regular breaks • Alternate positions regularly e.g. alternate between squatting/kneeling/bending and standing 	Low	Volunteer

Town of Cambridge - RISK RATING TABLE

Level of Risk – Please identify level of consequence & likelihood					
Likelihood	Consequence				
	Insignificant Negligible injuries & Work impact	Minor First Aid injuries/ minor Work disruption	Moderate Medical Type Injuries, /some work disruption	Major LTI injuries & work disruption	Catastrophic Fatality, Permanent disability/work ceases
Rare - (Less than one in twenty)	LOW	LOW	MODERATE	HIGH	HIGH
Unlikely - (At least once in ten)	LOW	LOW	MODERATE	HIGH	EXTREME
Possible - (At least once in five)	LOW	MODERATE	HIGH	EXTREME	EXTREME
Likely - (At least once each year)	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Almost Certain - (More than once/ year)	HIGH	HIGH	EXTREME	EXTREME	EXTREME

*Likelihood of injury or harm to health

** Consequences of any injuries or harm to health

High = immediate action