ICTQual AB

Qualification Specification

ICTQual AB Level 3 Certificate in Job Safety Analysis

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ICTQual AB's

Level 3 Certificate in Job Safety Analysis

Contents

Qualification Specification about

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About ICTQual AB's

ICTQual AB's Ltd. is a distinguished awarding body based in the United Kingdom, dedicated to fostering excellence in education, training, and skills development. Committed to global standards, ICTQual AB's provides internationally recognized qualifications that empower individuals and organizations to thrive in an increasingly competitive world. Their offerings span diverse industries, including technical fields, health and safety, management, and more, ensuring relevance and adaptability to modern workforce needs.

ICTQual AB's delivers high-quality educational solutions through a network of Approved Training Centres worldwide. Their robust standards and innovative teaching methodologies equip learners with practical knowledge and skills for personal and professional growth. With a mission to inspire lifelong learning and drive positive change, ICTQual AB's continuously evolves its programs to stay ahead of industry trends and technological advancements.

Course Overview

The Level 3 Certificate in Job Safety Analysis (JSA) is designed to equip learners with the essential knowledge, skills, and techniques necessary to conduct effective Job Safety Analysis across a variety of workplace environments. The qualification emphasises the structured identification of hazards, the evaluation of risk, and the implementation of practical control measures to ensure safer working conditions. The course is structured around clearly defined standards and objectives, enabling participants to understand the step-by-step process of JSA, integrate safety planning into daily work routines, and promote a proactive safety culture. Learners will gain insights into how to break down job tasks into individual steps, identify potential hazards associated with each step, and develop appropriate preventive or corrective actions. This qualification encourages analytical thinking, the application of regulatory principles, and engagement with key stakeholders including supervisors, workers, and safety personnel. A focus is placed on improving workplace safety performance by embedding JSA into routine operational practices.

Course Aim

The aim of this qualification is to develop competent individuals who can systematically assess job tasks, identify hazards, and implement effective safety measures before work is undertaken. By completing this course, learners will:

- Understand the principles and methodology of Job Safety Analysis.
- Develop the ability to identify task-related hazards in dynamic work environments.
- Apply risk assessment techniques to job tasks.
- Recommend appropriate control measures in alignment with legislative and organisational requirements.
- Enhance workplace safety culture through structured job analysis and hazard mitigation.

Who This Course Is For

This qualification is intended for:

- Employees and supervisors responsible for overseeing work activities in industrial, construction, manufacturing, maintenance, and other operational settings.
- Health and safety representatives seeking to strengthen their hazard identification and risk control skills.
- New entrants into the field of occupational safety wishing to build foundational competence in JSA.
- Line managers and team leaders aiming to integrate safety planning into routine job functions.
- Anyone with a responsibility for safety planning, task assessments, or operational risk control within an organisation.

This qualification serves as a foundation for progressing into more specialised occupational safety and risk management standards.

Certification Framework

Qualification title	**ICTQual Level 3 Certificate in Job Safety Analysis**
Course ID	HSE0129
Grading Type	Pass / Fail
Competency Evaluation	Coursework / Assignments / Verifiable Experience
Assessment	The assessment and verification process for ICTQual AB's qualifications involves two key stages: **Internal Assessment and Verification:** ✓ Conducted by the staff at the Approved Training Centre (ATC) to ensure learners meet the required standards through continuous assessments. ✓ Internal Quality Assurance (IQA) is carried out by the centre's IQA staff to validate the assessment process. **External Quality Assurance:** ✓ Managed by ICTQual AB's verifiers, who periodically review the centre's assessment and IQA processes. Verifies that assessments are conducted to the required standards and ensures consistency across centres

Entry Requirements

To enroll in the ICTQual AB Level 3 Certificate in Job Safety Analysis, learners must meet the following requirements:

- **Minimum Age:** Learners must be at least 18 years of age at the time of enrolment.
- **Educational Background:** No formal academic qualifications are required. However, learners should possess sound literacy and numeracy skills to interpret technical documents, complete written assessments, and engage in analytical safety tasks.
- **Experience:** Learners are expected to have completed the ICTQual AB Level 2 Award in Job Safety Analysis or possess relevant industry experience in health and safety, risk assessment, or operational supervision. A working knowledge of job safety analysis principles and hazard identification is essential for successful course participation.

Qualification Structure

This qualification comprises 6 mandatory units. Candidates must successfully complete all mandatory units to achieve the qualification.

Mandatory Units	
Unit Ref#	**Unit Title**
HSE0129-01	Advanced Techniques in Job Safety Analysis and Risk Prioritisation
HSE0129-02	Integrating JSA into Organisational Safety Management Systems
HSE0129-03	Legal Compliance and Industry Standards Related to JSA
HSE0129-04	Leadership in Job Safety Analysis and Team Involvement
HSE0129-05	Analysing Incident Data to Improve JSA Effectiveness
HSE0129-06	Scenario-Based Practical Assessments and JSA Application in Complex Tasks

Centre Requirements

To ensure quality training delivery, centres must adhere to the following standards:

1. Centre Approval

- ✓ Centres must be formally approved by ICTQual AB's before delivering this qualification.
- ✓ Approval involves a review of facilities, policies, and staff qualifications.

2. Qualified Staff

- ✓ **Tutors:** must possess a recognised qualification in Health and Safety or a related field at Level 4 or above (e.g. Occupational Health and Safety, Risk Management, Environmental Health, or Engineering Safety).
- ✓ **Assessors:** Must hold a recognized assessor qualification (e.g., CAVA, AVRA) or equivalent)
- ✓ **Internal Quality Assurers (IQAs):** Must be appropriately qualified and experienced to oversee assessment standards.

3. Learning Facilities

Centre must offer:

- ✓ Private study areas and internet-enabled workspaces (for blended or physical delivery)
- ✓ Academic and pastoral support for learners
- ✓ Administrative support must be available to manage enrolment, tracking, and learner queries efficiently

4. Health and Safety Compliance

- ✓ All training facilities must comply with health and safety regulations.
- ✓ Centres must conduct regular risk assessments for practical activities.

5. Learning Resources

- ✓ **Course Materials:** Approved textbooks, study guides, and digital content must align with the qualification standards.
- ✓ **Assessment Tools:** Templates and guidelines must be provided to ensure standardized evaluation processes.
- ✓ **E-Learning Support:** Centres offering online or blended learning must implement an effective Learning Management System (LMS).

6. Assessment and Quality Assurance

- ✓ Centres must ensure assessments meet ICTQual AB's competency standards.
- ✓ Internal quality assurance (IQA) must be conducted to maintain consistency.
- ✓ External verifiers from ICTQual AB's will review assessment and training practices.

7. Learning Resources and Infrastructure

The centre must provide learners with access to adequate academic resources, including:

- ✓ Virtual Learning Environment (VLE) or Learning Management System (LMS)
- ✓ Engineering and safety case studies, simulation tools, and software.
- ✓ Access to digital libraries, e-books, and relevant professional standards (ISO, OSHA, HSE, etc.)

8. Policies and Compliance

Centres must uphold the following policies in accordance with ICTQual AB's standards:

- ✓ Equality, Diversity, and Inclusion Policy.
- ✓ Health and Safety Policy.
- ✓ Safeguarding and Learner Protection Policy.
- ✓ Complaints and Appeals Procedure.
- ✓ Data Protection and Confidentiality Policy.

9. Reporting Requirements

- Centres must provide ICTQual AB's with regular reports on learner registrations, progress, and certification outcomes.
- Assessment records must be maintained for external auditing and quality assurance purposes.

Support for Candidates

Centres should ensure that materials developed to support candidates:

- ✓ Facilitate tracking of achievements as candidate's progress through the learning outcomes and assessment criteria.
- ✓ Include information on how and where ICTQual AB's policies and procedures can be accessed.
- ✓ Provide mechanisms for Internal and External Quality Assurance staff to verify and authenticate evidence effectively.

This approach ensures transparency, supports candidates' learning journeys, and upholds quality assurance standards.

Assessment

This qualification is competence-based, requiring candidates to demonstrate proficiency as defined in the qualification units. The assessment evaluates the candidate's skills, knowledge, and understanding against the set standards. Key details include:

1. **Assessment Process:**

   - ✓ Must be conducted by an experienced and qualified assessor.
   - ✓ Candidates compile a portfolio of evidence that satisfies all learning outcomes and assessment criteria for each unit.

2. **Types of Evidence:**

   - ✓ Observation reports by the assessor.
   - ✓ Assignments, projects, or reports.
   - ✓ Professional discussions.
   - ✓ Witness testimonies.
   - ✓ Candidate-produced work.
   - ✓ Worksheets.
   - ✓ Records of oral and written questioning.
   - ✓ Recognition of Prior Learning (RPL).

3. **Learning Outcomes and Assessment Criteria:**

   - ✓ **Learning Outcomes:** Define what candidates should know, understand, or accomplish upon completing the unit.
   - ✓ **Assessment Criteria:** Detail the standards candidates must meet to demonstrate that the learning outcomes have been achieved.

This framework ensures rigorous and consistent evaluation of candidates' competence in line with the qualification's objectives.

Unit Descriptors

HSE0129-01- Advanced Techniques in Job Safety Analysis and Risk Prioritisation

This unit teaches learners how to carry out Job Safety Analysis (JSA) using advanced methods. It focuses on how to break down complex tasks into simple steps, identify hidden hazards, and decide which risks need urgent attention. Learners will learn how to use risk scoring tools and rating systems to help prioritise risks based on how likely they are to happen and how serious they could be. This unit also covers how to involve different people in the JSA process to make sure all possible risks are considered. By the end of this unit, learners will be able to apply advanced techniques to create detailed, effective, and practical JSAs.

Learning Outcome:	Assessment Criteria:
1. Apply advanced methods to identify and evaluate complex job hazards	1.1 Conduct a step-by-step breakdown of multi-phase tasks to identify embedded and secondary hazards. 1.2 Use analytical tools such as bow-tie diagrams or hazard operability studies (HAZOP) to evaluate task-specific risks. 1.3 Investigate the influence of environmental, mechanical, and human factors in hazard formation. 1.4 Justify chosen hazard identification methods with evidence-based rationale aligned with job complexity.
2. Prioritise risks using structured analysis tools and data-driven approaches	2.1 Apply quantitative risk matrices and decision-making algorithms to rank job-related risks. 2.2 Integrate historical incident frequencies and severity data into risk scoring calculations. 2.3 Use failure mode and effects analysis (FMEA) to rank task risks based on criticality. 2.4 Defend the prioritisation sequence in a formal risk justification report. 2.5 Compare prioritisation results with peer analysis to validate consistency and reliability.
3. Develop comprehensive control measures based on high-risk task assessments	3.1 Design layered control strategies incorporating elimination, substitution, and engineering controls. 3.2 Evaluate the feasibility and effectiveness of proposed controls through simulations or mock trials. 3.3 Include contingency measures for residual risks in high-risk operational settings. 3.4 Prepare detailed control implementation plans with assigned responsibilities and timelines.

4. Enhance decision-making in dynamic and high-risk work environments	4.1 Apply real-time hazard recognition methods to support decision-making during evolving work conditions. 4.2 Adjust risk control decisions dynamically using situational data and environmental changes. 4.3 Formulate and defend adaptive control strategies in a live or simulated scenario. 4.4 Evaluate the impact of decisions using post-task debriefs or after-action reviews.

HSE0129-02- Integrating JSA into Organisational Safety Management Systems

This unit explains how to include Job Safety Analysis in an organisation's wider health and safety system. Learners will explore how JSA fits into regular safety procedures, planning, and worker training. The unit looks at how organisations can use JSA to prevent accidents, improve safety performance, and meet safety goals. It also covers how to maintain JSA documents, review past assessments, and update them as job tasks or equipment change. By completing this unit, learners will understand how to make JSA a regular and important part of workplace safety.

Learning Outcome:	Assessment Criteria:
1. Align JSA procedures with broader organisational safety strategies	1.1 Map each JSA step to corresponding elements of the organisation's safety management system. 1.2 Evaluate JSA integration using performance indicators such as incident rates and audit scores. 1.3 Demonstrate how JSA outcomes influence strategic safety planning and leadership reporting. 1.4 Identify areas where JSA strengthens organisational compliance with internal safety frameworks.
2. Develop JSA frameworks that support continuous safety improvement	2.1 Establish a review cycle for JSA processes incorporating safety performance feedback. 2.2 Design a dynamic JSA template that captures lessons learned and corrective actions. 2.3 Propose measurable improvement metrics to assess JSA impact over time. 2.4 Integrate findings from post-incident reviews into the continuous improvement of JSAs. 2.5 Recommend JSA documentation storage and retrieval systems to support long-term review.
3. Contribute to the development of safety policies and procedures	3.1 Draft JSA-related procedural content aligned with organisational safety policy requirements. 3.2 Align proposed procedures with existing operational workflows and chain of command. 3.3 Incorporate regulatory and best practice references into policy proposals. 3.4 Consult stakeholders across departments to validate procedural clarity and relevance.
4. Support the integration of JSA into compliance and operational workflows.	4.1 Identify gaps in operational processes where JSA integration is lacking or ineffective. 4.2 Propose standard operating procedures (SOPs) that embed JSA as a required step. 4.3 Monitor and evaluate the effectiveness of JSA implementation during audits or inspections. 4.4 Recommend training or communication strategies to increase awareness and use of JSAs.

HSE0129-03- Legal Compliance and Industry Standards Related to JSA

This unit helps learners understand the legal duties and safety rules that apply to Job Safety Analysis. It includes UK health and safety laws, regulations, and approved industry standards. Learners will explore how to make sure their JSAs follow legal requirements and support the organisation's duty to protect workers from harm. The unit also includes recordkeeping, consultation with employees, and regular review of risk assessments. By the end, learners will know how to keep their JSA process legally correct and up to recognised standards.

Learning Outcome:	Assessment Criteria:
1. Interpret relevant health and safety legislation and standards.	1.1 Identify and explain the key legal requirements affecting job safety analysis in the UK. 1.2 Compare national safety legislation with international standards such as ISO 45001 or ILO conventions. 1.3 Interpret specific legal duties placed on employers and employees during risk assessments. 1.4 Analyse how case law and regulatory updates impact the JSA process. 1.5 Apply legal interpretation to a simulated JSA review for a complex task.
2. Ensure JSA processes comply with national and international regulations	2.1 Conduct compliance checks of existing JSAs against current legal frameworks. 2.2 Revise JSA documentation to reflect changes in statutory requirements. 2.3 Demonstrate how safety standards (e.g., HSE guidance) are incorporated into control measures. 2.4 Evaluate the legal sufficiency of JSAs used in regulated industries.
3. Identify legal responsibilities in the context of workplace risk management	3.1 Outline the legal responsibilities of duty holders involved in JSA activities. 3.2 Identify where legal liability may arise due to incomplete or inaccurate JSAs. 3.3 Explain the role of worker consultation under health and safety law. 3.4 Assess the consequences of legal non-compliance through real or hypothetical case studies.

4. **Apply compliance requirements to JSA documentation and practices.**

4.1 Embed regulatory references and evidence of legal compliance into JSA records.
4.2 Use audit tools to check JSA forms against legal standards and sector requirements.
4.3 Demonstrate correct documentation of hazard controls, emergency procedures, and review dates.
4.4 Justify the selection of control measures in terms of legal defensibility.

HSE0129-04- Leadership in Job Safety Analysis and Team Involvement

This unit focuses on the leadership skills needed to guide a team through the JSA process. Learners will discover how to encourage teamwork, lead discussions about risks, and get useful input from all staff levels. The unit highlights the importance of communication, shared responsibility, and building a safety-first mindset. Learners will explore how to manage disagreements, support worker involvement, and ensure everyone understands their role in preventing accidents. By completing this unit, learners will be able to lead effective and inclusive JSA activities.

Learning Outcome:	Assessment Criteria:
1. Demonstrate leadership in facilitating and managing JSA activities.	1.1 Plan and lead a JSA meeting using structured facilitation techniques. 1.2 Delegate roles and responsibilities to team members during the JSA process. 1.3 Handle resistance to safety procedures using assertive leadership strategies. 1.4 Evaluate personal leadership style using feedback from participants. 1.5 Reflect on team outcomes to identify strengths and areas for leadership development.
2. Encourage active team engagement in hazard identification and control.	2.1 Design inclusive engagement strategies that encourage input from all levels of staff. 2.2 Facilitate hazard spotting exercises in cross-functional groups. 2.3 Address barriers to team participation such as communication issues or cultural norms. 2.4 Analyse how team diversity contributes to more thorough JSAs.
3. Assign roles and responsibilities in collaborative JSA processes.	3.1 Develop a responsibility matrix to clarify roles within the JSA workflow. 3.2 Match individual skills and job knowledge to JSA-related responsibilities. 3.3 Monitor role compliance and accountability throughout the JSA lifecycle. 3.4 Adapt team roles to suit changing operational conditions.
4. Foster a safety culture through communication and leadership skills.	4.1 Use communication strategies to promote shared responsibility for safety. 4.2 Demonstrate leadership behaviours that model safety-first thinking. 4.3 Engage senior management and frontline staff to champion JSA initiatives. 4.4 Assess the impact of leadership on team motivation and JSA outcomes.

HSE0129-05- Analysing Incident Data to Improve JSA Effectiveness

In this unit, learners will explore how accident and incident reports can help improve Job Safety Analysis. It teaches how to review past incidents, spot patterns, and find weaknesses in job tasks or safety planning. Learners will learn how to use data to update JSAs and make them more accurate. The unit also looks at root cause analysis and how to prevent similar events in the future. By the end, learners will understand how learning from past mistakes can lead to safer working conditions.

Learning Outcome:	Assessment Criteria:
1. **Review and interpret workplace incident data and trends.**	1.1 Compile and interpret incident data sets relevant to job tasks. 1.2 Identify patterns in near misses, unsafe acts, and equipment failures. 1.3 Compare internal data with industry benchmarks or safety performance indicators. 1.4 Present trend analysis findings using data visualisation tools.
2. **Identify root causes and risk patterns to inform JSA updates.**	2.1 Conduct a root cause analysis (RCA) using techniques such as the 5 Whys or fishbone diagrams. 2.2 Link specific incident outcomes to gaps or weaknesses in existing JSAs. 2.3 Prioritise corrective actions based on recurrence and risk severity. 2.4 Recommend task redesigns or procedural changes to address systemic risks.
3. **Use incident analysis to refine hazard controls and safety procedures.**	3.1 Evaluate whether control measures were correctly applied at the time of the incident. 3.2 Revise control recommendations based on incident findings and effectiveness data. 3.3 Integrate new control options that reflect lessons learned from incidents. 3.4 Validate revised control measures through peer review or pilot testing.
4. **Incorporate findings into future JSA planning and risk mitigation.**	4.1 Update JSA documentation to reflect changes prompted by incident reviews. 4.2 Design proactive risk identification tools based on historical data insights. 4.3 Include contingency plans in future JSAs for similar failure scenarios. 4.4 Brief teams on key lessons learned during toolbox talks or safety briefings.

HSE0129-06- Scenario-Based Practical Assessments and JSA Application in Complex Tasks

This practical unit gives learners the chance to apply what they have learned through real-life scenarios and case studies. Learners will practise creating JSAs for complicated or high-risk jobs, using step-by-step analysis and teamwork. They will respond to challenging situations such as time pressure, changing environments, or limited resources. The unit includes role-play, group work, and written assessments. By completing this unit, learners will be confident in using JSA tools in the real world and adapting their approach to suit different tasks.

Learning Outcome:	Assessment Criteria:
1. Conduct realistic JSAs in high-risk or complex work scenarios.	1.1 Identify all task steps and associated hazards in a simulated high-risk job. 1.2 Apply advanced risk assessment techniques suitable for unpredictable environments. 1.3 Select appropriate hazard controls based on task criticality and exposure risk. 1.4 Justify control strategies in a structured assessment report.
2. Demonstrate competency in applying theoretical knowledge in practice.	2.1 Apply legislative, procedural, and technical principles to a live JSA case. 2.2 Cross-reference field observations with theoretical JSA models. 2.3 Adjust JSA methods to suit time constraints, operational limitations, or resource issues. 2.4 Demonstrate professional judgement in resolving practical safety dilemmas. 2.5 Record accurate observations and decisions during the simulation process.
3. Evaluate the effectiveness of selected control measures during simulations.	3.1 Monitor risk behaviours and hazard exposure during scenario enactment. 3.2 Use evaluation checklists to measure control performance against safety targets. 3.3 Identify control failures or weaknesses and provide alternatives. 3.4 Reflect on the practical limitations of certain control methods in real-world application.
4. Produce accurate, well-documented JSAs under assessment conditions.	4.1 Complete JSA documentation to meet high standards of clarity, compliance, and completeness. 4.2 Include all required hazard, control, responsibility, and monitoring elements. 4.3 Maintain proper version control and traceability in documentation. 4.4 Submit assessments within defined timelines while meeting scenario-specific criteria.

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