








JOB/TASK: SUPPLY & INSTALL ALUMINIUM WINDOWS AND DOORS, FLY SCREENS, SHOWER SCREENS AND WARDROBES					
DATE: 04/01/2016		REPLACES JSA: Site 01.01 08/07/2014		Analysis by: John Payne, Fred Cummings, Ken Courtney,	
CLIENT NAME & ADDRESS :			Permits / Competencies Required: "White" Card or equivalent, Site Safety Manual		
EQUIPMENT/TOOLS REQUIRED: Glass Suckers, Hand tools, Cordless Drill, Mallet, Screw Driver, Ultra Lock Tool			PERSONAL PROTECTIVE EQUIPMENT REQUIRED:        Gauntlets Safety Helmet to be worn if a site requirement		
RISK LEVEL H = high M = med L = low N = negligible					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Arrival on Site	1. Parking on public roads 2. Roof not complete 3. Breach of site safety requirement 4. Mobile plant, vehicle movement 5. Site congestion 6. Weather conditions 7. Young workers	M	1. As far as possible do not park on busy road, concentrate on safely accessing site when out of vehicle 2. Do not enter site, advise BGC Supervisor 3. PPE to be worn as per site signage or safety plan. Hard hats to be worn on construction sites 4. Do not approach mobile plant / vehicle unless driver signals OK 5. Liaise with other trades 6. Plan task, be aware of the forecast and check for approaching change in weather 7. Young workers aged under 18 years or inexperienced workers to be supervised at all times	L

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2	Setting up	<p>1. Construction Site Hazards -</p> <ul style="list-style-type: none"> Lacerations Bruising Objects falling from above Impalement Trips / Slips Multi unit sites Sprains and strains Electrical Hazardous substance Fall from heights Scaffolding 	H	<p>1. Inspect site to identify hazards and complete the Site Safety Report. JSA Variation Form to be completed if hazard not controlled by this JSA. Controls include</p> <ul style="list-style-type: none"> • thoroughfares to be left clear • establish clear zones for workers • check for spikes, stakes picket fences • identify trip hazards and mark with tape or cones • Liaise with other trades – consider barricades or signage • JSA Variation Form to be used if additional hazards are identified • Stretching / warm up exercises are recommended upon arrival to site • Safe method of transporting glass to upper floors • Use correct lifting techniques, do not strain to lift, get someone to help • Check clearance to power lines • Conduct pre-start check of any power tools and inspection tag – DO NOT use if damaged or tags are out of date, • All tools and leads to be RCD protected, • Run leads out of way from potential damage and out of water • If using a “Hazardous Substance” ensure there is a MSDS in the Site Safety Manual. Obtain from retailer if substance not BGC supplied • Any scaffolding over 4 metres must be erected by licensed scaffolder • Inspect condition of scaffolding, do not use if damaged, incomplete or unsteady – advise BGC Supervisor 	M
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3	Unload materials and carry to fixing point	<ol style="list-style-type: none"> 1. Sprains and strains 2. Upper storey installations / Fall from heights 3. Cuts and lacerations 4. Use of hoist 5. Slips and trips 6. Mobile plant 7. Load dropped by crane 8. Power lines 9. Wet floor from plastering 	M	<ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> • If required use mechanical assistance or team lifting • Place material as close as possible to fixing point 2. <ul style="list-style-type: none"> • Stairway with edge protection or hoist to be provided by builder carrying product and tools to upper levels • If using ladder, three points of contact required at all times • If working outside of building, scaffolding with top rail, mid rail and kick board to be provided by builder • Use barricading and / or signage to warn others 3. <ul style="list-style-type: none"> • Do not carry or pass glass above head height • Glass handling rated gloves and gauntlets to be worn if carrying glass, glass suckers recommended 4. <ul style="list-style-type: none"> • Do not ride on a hoist, • Only competent personnel to operate hoist 5. Take care when walking through site, site conditions may change 6. Do not approach any mobile plant without signal of driver 7. <ul style="list-style-type: none"> • Do not enter area under a suspended load • Loads to be slung by licensed dogman 8. Inspect to ensure power lines are not hanging low 9. Liaise with plasterers, wipe up wet patches if area can not be avoided 	L
4	Cutting, drilling, fixing aluminium	<ol style="list-style-type: none"> 1. Electric shock 2. Sprains and strain 3. Noise 4. Dust 5. Flying objects causing eye injury 	M	<ol style="list-style-type: none"> 1. <ul style="list-style-type: none"> • Test the RCD switch in power cabinet • Inspection tools for damage, check tagging is current 2. <ul style="list-style-type: none"> • Do not strain to lift, get assistance • If possible use a waist high bench 3. Use hearing protection 4. Wear dust mask when drilling concrete 5. <ul style="list-style-type: none"> • Wear eye protection • Erect warning signs as appropriate 	L

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5	Lifting / moving / fitting sashes / glass	1. Glass falling 2. Glass breakage and fixed sharp edges 3. Cuts and lacerations 4. Sprains and strains 5. Fall from height	M	1. <ul style="list-style-type: none"> • Glass must not be passed or carried overhead • Barricade the area below to restrict access • Erect signs 2. <ul style="list-style-type: none"> • Keep work area clear • Brace glass / sashes to avoid being blown over • Clearly identify newly installed glass panels 3. Wear appropriate PPE (boots, gloves, gauntlets) 4. <ul style="list-style-type: none"> • Use team lifting arrangements, • Work at correct height where possible 5. <ul style="list-style-type: none"> • Maintain 3 points of contact when climbing steps or ladders • Ladder incline to be on 1 to 4 ratio, secure ladder • Only work from compliant work platforms • Inspect ladders / work platforms – do not use if damaged • Ensure that ladder or platform is on stable level ground 	L
6	Caulking / sealing frames / glass	1. Hazardous substances	M	1. Follow the directions of the Material Safety Data Sheets 2. Wear correct PPE	L
7	Clean up after completion	1. Falls / Slips and trips 2. Sprains and strains 3. Cuts 4. Harm to reputation or other trades	M	1. Check site conditions have been changed by other trades before climbing down 2. Use the proper manual handling steps to prevent injury 3. Handle off cuts with care, wear gloves as required and place material in bins or out of way of other workers 4. <ul style="list-style-type: none"> • Ensure all rubbish is disposed into bin if provided • Remove any signage and / or barricades • Leave site in a safe condition 	L
8	Leave Site	1. Mobile plant or vehicles 2. Public roads and traffic	M	1. Do not approach mobile plant / vehicle unless driver signals OK 2. If loading work vehicles on public roads use traffic cones and or spotters	L

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Reviewed by:


 Ken Courtney, South West Manager

DATE: 16-2-16


 Chris Mainwaring, Site Services Manager

DATE: 12/2/16


 Mike Friend, Divisional Manager

DATE: 5.4.16


 John Payne, OHS Manager

DATE: 12/2/16



I, (print name)..... hereby confirm that I have read and been trained in this Job Safety Analysis number SITE 01.02 and agree to comply with the Safe Work / Control Measures

Signed:

Date: