








<b>JOB/TASK: MAINTENANCE AND SERVICE WORK ON RESIDENTIAL BUILDING</b>				<b>DATE: 30/11/17</b>	
<b>REPLACES: SITE 02.02    DATED: 27/04/2017</b>			<b>Analysis by: Julian Roddy, Lionel Chew</b>		
<b>CLIENT NAME &amp; ADDRESS:</b>			<b>COMPETENCIES REQUIRED:</b> Construction White Card or equivalent, Site Safety Manual		
<b>SITE SUPERVISOR NAME:</b>			<b>REFERENCES:</b> OH&S Act 1984, OH&S Regulations 1996, Code of Practice for Prevention of Falls in the Workplace		
<b>EQUIPMENT/TOOLS REQUIRED:</b> Camera, Mobile Phone, Step Ladder/Safety Step, First Aid Kit			<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED:</b> <div style="display: flex; justify-content: space-around; align-items: center;">        </div> <p>Gauntlets also required if handling glass.            Safety Helmet to be worn if a site requirement</p>		
<b>RISK LEVEL</b> <b>H = high      M = med      L = low      N = negligible</b>					
<b>No</b>	<b>JOB/TASK STEP</b>	<b>POTENTIAL HAZARDS</b>	<b>INITIAL RISK LEVEL</b>	<b>SAFE WORK / CONTROL MEASURES</b>	<b>FINAL RISK LEVEL</b>
<b>1</b>	<b>Arrival on Site</b>	1. <b>Parking on public roads</b>  2. <b>Roof not complete</b> 3. <b>Breach of site safety requirement</b> 4. <b>Mobile plant, vehicle movement</b> 5. <b>Site congestion</b> 6. <b>Weather conditions</b>  7. <b>Young workers</b>	<b>M</b>	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 Site 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	<b>L</b>


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<b>2</b>	<b>Setting up</b>	<b>1. Construction Site Hazards -</b> <b>Lacerations</b> <b>Bruising</b> <b>Objects falling from above</b> <b>Impalement</b> <b>Trips / Slips</b> <b>Multi unit sites</b> <b>Sprains and strains</b> <b>Electrical</b> <b>Hazardous substance</b> <b>Fall from heights</b> <b>Scaffolding</b>	<b>H</b>	<b>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</b> <ul style="list-style-type: none"> <li>• thoroughfares to be left clear</li> <li>• establish clear zones for workers</li> <li>• check for spikes, stakes picket fences</li> <li>• identify trip hazards and mark with tape or cones</li> <li>• Liaise with other trades – consider barricades or signage</li> <li>• JSA Variation Form to be used if additional hazards are identified</li> <li>• Stretching / warm up exercises are recommended upon arrival to site</li> <li>• Use correct lifting techniques, do not strain to lift, get someone to help</li> <li>• Check clearance to power lines</li> <li>• Conduct pre-start check of any power tools and inspection tag – DO NOT use if damaged or tags are out of date,</li> <li>• All tools and leads to be RCD protected,</li> <li>• Run leads out of way from potential damage and out of water</li> <li>• If using a “Hazardous Substance” ensure there is a current MSDS in the Site Safety Manual.</li> <li>• Any scaffolding over 4 metres must be erected by licensed scaffolder</li> <li>• Inspect condition of scaffolding, do not use if damaged, incomplete or unsteady – advise Site Supervisor</li> </ul>	<b>M</b>

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<b>3</b>	<b>Unload materials and carry to fixing point</b>	1. <b>Sprains and strains</b> 2. <b>Slips and trips</b> 3. <b>Mobile plant</b> 4. <b>Power lines</b> 5. <b>Cuts and lacerations</b> 6. <b>People working below</b> 7. <b>Wet floor from plastering</b>	<b>M</b>	1. If available use mechanical assistance or team lifting Place material as close as possible to fixing point 2. Take care when walking through site, conditions may change 3. Do not approach any mobile plant without signal of driver 4. Inspect to ensure power lines are not hanging low 5. Glass handling rated gloves and gauntlets to be worn if carrying glass, glass suckers recommended 6. Advise other trades to stay clear 7. Liaise with plasterers, wipe up wet patches	<b>L</b>
<b>4</b>	<b>Perform maintenance or service task including in-house maintenance</b>	1. <b>Electric shock</b> 2. <b>Sprains and strain</b> 3. <b>Noise</b> 4. <b>Dust</b> 5. <b>Eye injury</b> 6. <b>Hazardous substance</b> 7. <b>Slips, trips &amp; falls</b>	<b>M</b>	1. Inspections. Tagging 2. Do not strain to lift, get assistance 3. Use hearing protection 4. Wear dust mask when drilling concrete 5. Wear eye protection erect warning signs as appropriate 6. If using Clear Seam Sealer,, additional PPE is compulsory <b>a) Respirator with organic filter</b> <b>b) Wrap around safety glasses or side shields</b> <b>c) Nitrile palmed protective gloves</b> <b>d) Cotton overalls or long sleeves and long trousers</b> <b>e) Workers to be trained in MSDS</b> 7. If requested to remove footwear by client – decline and offer to use shoe covers.	<b>L</b>

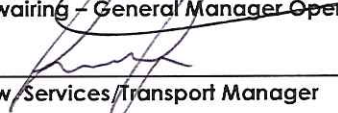



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5	Lifting / moving / fitting sashes / glass	1. Glass falling 2. Glass breakage and fixed sharp edges 3. Cuts and lacerations 4. Sprains and strains 5. Fall from height	M	1. Advise other trades to stay clear 2. Keep work area clear brace glass / sashes to avoid being blown over clearly identify newly installed glass panels 3. Wear appropriate PPE (boots, gloves, gauntlets) 4. Use team lifting arrangements, Work at correct height where possible 5. 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	Removing broken glass / damaged items (if applicable)	1. Cuts and lacerations 2. Eye injury	M	1. Glass handling rated gloves and gauntlets to be worn Pack glass in builder's site bin or secure to A frame and return to Affinity for disposal, or wrap securely 2. Safety Glasses to be worn	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. Ensure all rubbish is disposed into bin if provided 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 2. If loading work vehicles on public roads use traffic cones and or spotters	L

Reviewed by:

  
 Chris Mainwaring – General Manager Operations

DATE: 11/12/17

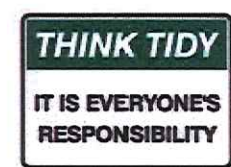
  
 Lionel Chew Services/Transport Manager

  
 Julian Roddy OHS Manager

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I, (print name)..... hereby confirm that I have read and been trained in this Job Safety Analysis number SITE 02.03 and agree to comply with the Safe Work / Control Measures

Signed: .....

Date: .....