


JOB/TASK: SITE VISITOR		DATE: 30/11/2017			
THIS JSA COVERS: SALES REPS, MANAGERS, SUPERVISORS, SAFETY AUDITORS WHO ARE NOT PERFORMING PHYSICAL TASK ON SITE Replaces JSA SITE 04.00 DATED 22/04/2013		Analysis by: Julian Roddy, Lionel Chew			
EQUIPMENT/REQUIRED: Communication (Mobile Phone) Current A-Class Drivers Licence Tape Measure Building Plans (for some tasks) First Aid Kit		PERSONAL PROTECTIVE EQUIPMENT TO BE AVAILABLE, CHECK SITE REQUIREMENT: 			
CLIENT NAME & ADDRESS:		COMPETENCIES REQUIRED: Construction White Card or equivalent, Site Safety Manual			
SITE SUPERVISOR NAME:		REFERENCES: OH&S Act 1984, OH&S Regulations 1996, Road Traffic Act 2012			
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	Drive to site	<ol style="list-style-type: none"> Vehicle damage Breaking traffic code Breach of policy Working alone 	M	<ol style="list-style-type: none"> Follow all road rules as per the road traffic act 2012 Valid licence required Drivers of BGC vehicle to have signed Motor Vehicle Policy BGC Employees must be on Internal Staff Who Visit Site Matrix Worker to have signed BGC Working Alone Policy 	L

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2	<p>Access site</p>	<p>1. Being on wrong site 2. Mobile plant 3. Trip hazards 4. Construction site hazards</p> <p>Lack of level parking / unloading area Blocking access for other site workers Site PPE breach Public using footpaths</p>	M	<p>1. Check plans, site signage 2. Do not create traffic hazard when parking Check for mobile plant activity, stay at least 2 metres away 3. Take care walking around until familiar with site Seek builders supervisor if on site 4. Inspect the area for hazards and complete the Site Safety Report BEFORE accessing site. Check site signage and comply with PPE rules Liaise with other workers if they or their property is in the way Only park on firm compacted level ground Place warning cones on footpath if vehicle or load movement will cross the footpath</p> <p>If any additional hazards are present and the task can be completed safely, complete a JSA Variation Form before proceeding</p>	L
3	<p>Inspect site</p>	<p>1. Trips 2. Mobile plant 3. Electrical 4. Falling objects 5. Other people working on site Extreme weather Sun</p>	M	<p>1. Complete Site Safety Report – record any hazards in comments 2. Liaise with other people on site, do not proceed or move to safe off-site location until hazard is removed 3. Advise relevant people of task to be done 4. Plan a route to shelter 5. Comply with Sun Protection Policy</p>	L
4	<p>Conduct visit business (meeting, audit, ground level inspection)</p>	<p>As for step 3</p>	M	<p>As for step 3 Conduct audit interview away from other workers</p>	L

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5	Leave site	1. Mobile plant	M	1. Do not create traffic hazard when parking. Watch out for other traffic/mobile plant when leaving site	L

Reviewed by:

DATE 11/12/17

Lionel Chew, Transport/service Manager

Approved by:

Chris Mainwaring, General Manager Operations

DATE: 11/12/17

Julian Roddy OH&S Manager

DATE: 11/12/17

I, _____ hereby confirm that I have read and been instructed on Job Safety Analysis Number SITE 04.01 and understand how the safe work / control measures are used in this task.

SIGNED _____ DATE: _____