








JOB TASK: BGC CONSTRUCTION SITES – SUPPLY & INSTALL ALUMINIUM WINDOWS & DOORS, FLY-SCREENS, SHOWER SCREENS					
SUBCONTRACTOR NAME, ADDRESS & PHONE No. <div style="background-color: yellow; height: 40px; width: 100%;"></div>			PERMITS / COMPETENCIES REQUIRED: White Card or equivalent, site safety manual. REFERENCES: W.A. OHS Act & Regulations. Code of practice for the prevention of falls in the workplace		
CLIENT NAME & ADDRESS: <div style="background-color: yellow; height: 40px; width: 100%;"></div>			PERSONAL PROTECTIVE EQUIPMENT REQUIRED: <div style="display: flex; justify-content: space-around; align-items: center;">        </div> <p style="text-align: center;">Gauntlets</p> <p>Hard Hat to be worn if a site requirement</p>		
EQUIPMENT/TOOLS REQUIRED: Glass Suckers, Hand tools, Cordless Drill, Mallet, Screw Driver, Ultra Lock Tool					
<div style="display: flex; justify-content: space-between; padding: 5px;"> RISK LEVEL C = Critical H = high M = med L = low N = negligible </div>					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Arrival on site	Parking on public roads	H9	As far as practical avoid parking on busy roads.(Isolation) Exit vehicles slowly ensuring adequate vision of roadway is maintained. (Administrative)	M19
		Roof not complete	H10	Do not enter site, advise BGC supervisor. (Isolation)	M19
		Breach of site safety requirements	M13	Site induction to be conducted. PPE to be worn as per site requirements.(Administrative)	L21
		Mobile plant, vehicles movement	H10	Do not approach mobile plant / vehicle unless driver signals OK. Follow site traffic management requirements (Administrative)	L21
		Site Congestion	M18	Communicate with other trades people on site. Follow site requirements (Administrative)	L22
		Weather conditions	M18	Check forecast if performing work outdoors or where exposed to weather and monitor for change in weather conditions. (Administrative)	L24
		Young workers	H10	Young workers or inexperienced workers to be trained and	L24

				supervised. JSA to be signed by all workers (Administrative)	
2	Setting Up	Trips & Slips	M18	Inspect site prior to beginning work and record results on site inspection form (Administrative) Identify and slip/trip hazards and remove if possible. Mark non-removable hazards with tape or cones (Elimination/Isolation) Thoroughfares to be left clear (Administrative)	L21
		Electrical hazards	H9	Check clearance to power lines while performing site inspection Run leads out of the way from potential damage and away from water Ensure power tools and leads are in good condition and electrical tags are within inspection dates (Administrative) All tools and leads to be RCD protected (Isolation)	M14
		Fall from heights	H9	Establish clear zones for workers (Isolation) Ensure all unprotected edges above the mandated height in the relevant state OHS/WHs Act and regulations, have the appropriate edge protection or fall arrest fitted. (Isolation) Ensure all workers are trained and competent (Administrative)	M14
		Hazardous Substances	M14	If using a hazardous substance ensure there is a SDS available for the substance. Follow all PPE, handling and storage requirements (PPE and Administrative)	L22
		Sprains and strains	M17	Stretching warm up exercises recommended upon arrival to site Use correct lifting techniques or get assistance. (Administrative) Use mechanical lifting aids where possible (Engineering)	L25
		Workers not Authorized / competent / Licensed	H10	Verification of competency required (Administrative) Site audits by BGC to check workers competency/licensing	L21


3	Unload materials and carry to fixing point	Sprains and Strains	M17	Use mechanical aids if available or use team lifting for bulky or heavy loads. (Engineering) Place material as close as possible to the fixing point to reduce manual handling (Administrative)	L20
		Slips and Trips	M17	Ensure site inspection is performed each day and remove or isolate and slip/trip hazards (Administrative / Elimination)	L21
		Mobile Plant	H9	Do not approach and mobile plant or vehicles without signaling the driver	M14
		Load dropped by crane	H10	Do not walk under suspended loads. Loads to be slung by a licensed dogman	L21
		Use of hoist	H9	Do not ride on equipment hoists (Administrative)	L21
		Power Lines	H5	Conduct site inspection prior to commencing work to ensure any overhead power-line hazards are identified (Administrative)	L22
		Cuts and Lacerations	H8	Cut resistant gloves and gauntlets to be worn when carrying glass. Glass suckers recommended (PPE & Engineering)	M13
		People Working below	M13	Use signage to warn others. (Administrative) Use barricades if risk of objects falling from heights (Isolation)	L21
		Wet/slippy floors	M13	Clean up wet areas if possible or isolate to prevent slips/trips (Elimination)	L21
4	Cutting, drilling, fixing aluminium	Electrical Shock	H6	Inspect equipment before use. Use stands or hooks to prevent damage to leads. Test RCDs before using electrical equipment. Ensure all equipment is within tagging date. Maximum length of extension leads is 30 metres – no piggybacking leads	M19
		Sprains and strains	M17	Do not strain to lift. Use a waist high bench if possible. Take regular breaks from static postures (Engineering/Administrative)	L21
		Noise	M12	Use approved hearing protection when noise exceeds occupational noise standards (PPE)	L21
		Dust / Airborne particles	M17	Use dust mask when drilling concrete. Wear impact rated eye safety wear (PPE)	L21

5	Lifting / moving / fitting sashes / glass	Glass Falling	H10	Glass must not be carried or passed overhead. (Administrative) Barricade the area below and erect warning signage (Isolation)	L21
		Glass breakage and fixed sharp edges	M13	Keep work area clear (Isolation) Brace glass / sashes to avoid being blown over in windy conditions. (Administrative)	L21
		Cuts and lacerations	M17	Wear appropriate PPE (Cut resistant gloves and gauntlets) (PPE)	L21
		Sprains and strains	M13	Use team lifting where possible. Work at correct height (PPE/ Administrative)	L24
		Fall from heights	H9	Maintain 3 points of contact when climbing steps or ladders. Only work on compliant work platforms. Inspect ladders and ensure 1 to 4 ratio. Secure ladders and use on stable ground only.	M14
6	Caulking / sealing frames / glass	Hazardous substances	M14	Follow the directions of the Material Safety Data Sheets Wear correct PPE (PPE /Administrative)	L21
7	Clean up after completion	Slips and Trips	M17	Check site conditions and keep eyes on path	L23
		Sprains and strains	M17	Use correct manual handling technique (Administrative)	L20
		Cuts and lacerations	M13	Wear gloves when handling material (PPE/Administrative)	L20
		Other trades onsite	M14	Clean all rubbish and dispose in waste to ensure no hazards remain for other trades people or members of the public (Administrative)	L21
8	Leave Site	Mobile plant or Vehicles	M14	Do not approach unless driver signals OK (Administrative)	M18
		Public Roads and Traffic	H5	Use traffic cones if loading vehicles. Watch for traffic (Isolation)	M19

Reviewed by:


John Baker, Divisional Manager

DATE: 28/8/2017


Julian Roddy, OHS Manager

DATE: 28/08/2017

All workers involved in performing works listed in the JSA: SUPPLY & INSTALL ALUMINIUM WINDOWS AND DOORS, FLY SCREENS, SHOWER SCREENS AND WARDROBES must read the declaration sign before commencing works on site.

I have read the JSA and agree that hazards are adequately controlled

NAME	SIGNATURE	DATE	NAME	SIGNATURE	DATE

Step 1: Assess the consequence of the potential hazard.

Consequence	Description
CATASTROPHIC	Death
MAJOR	Extensive injury (example; loss of limb)
MODERATE	Medical treatment required (example; single broken bone)
MINOR	First aid treatment (example; sprain/graze)
TRIVIAL	No treatment required

Step 2: Assess the likeliness of the potential hazard.

Likelihood	Description
ALMOST CERTAIN	Is expected to occur in most circumstances
PROBABLE	Will occur in most circumstances
POSSIBLE	Might occur at some time
UNLIKELY	Could occur at some time
RARE	May occur only in exceptional circumstances

Step 3: Calculate the level of risk.

	CONSEQUENCE				
	CATASTROPHIC	MAJOR	MODERATE	MINOR	TRIVIAL
LIKELIHOOD					
ALMOST CERTAIN	CRITICAL 1	CRITICAL 2	HIGH 4	HIGH 7	MEDIUM 11
PROBABLE	CRITICAL 3	HIGH 5	HIGH 8	MEDIUM 12	MEDIUM 16
POSSIBLE	HIGH 6	HIGH 9	MEDIUM 13	MEDIUM 17	LOW 20
UNLIKELY	HIGH 10	MEDIUM 14	MEDIUM 18	LOW 21	LOW 23
RARE	MEDIUM 15	MEDIUM 19	LOW 22	LOW 24	LOW 25

Step 3: Take the required action.

RISK LEVEL	PRIORITY	ACTION REQUIRED
CRITICAL	1-3	The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
HIGH	4-10	The proposed activity can only proceed, provided that: - the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; - the risk controls must include those identified in legislation, Australian standards, Codes of practice etc.
MEDIUM	11-19	The proposed task or process can proceed, provided that the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;
LOW	20-25	The proposed task can proceed, monitor risk.