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Job Safety and Environmental Analysis (JSEA) / Risk Assessment / Job Safety Analysis (JSA)

Sample Co Ltd

Part 1: Project and Task Identification

Process *Initiators of JSAs are responsible for consulting the Project Supervisor, Quality WHS Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the JSA. Other persons may be consulted for technical advice or review of the JSA to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this JSA form.*

Client: TotalTrack Pty Ltd

Site: The Sample University, 99 Example Way Adelaide SA 5000 Job ID: A100

Contact Name	Job Title	Phone	Mobile	FAX	Email
Scott LeBlanc	Director	08 8351 1540	0408 831 550	08 8261 9977	scott@totaltrack.com.au

JSA Initiated By Ben Workin	**Date:**	**JSA No.** 2	
Supervisor Review (Responsible for monitoring JSA compliance) Ben Watchin	**Date:**	**Work Locations/Areas:** All	
Management Review Sample Guy	**Date:**		

Description of Work to be Undertaken:	**External Window Cleaning to 2 story building**

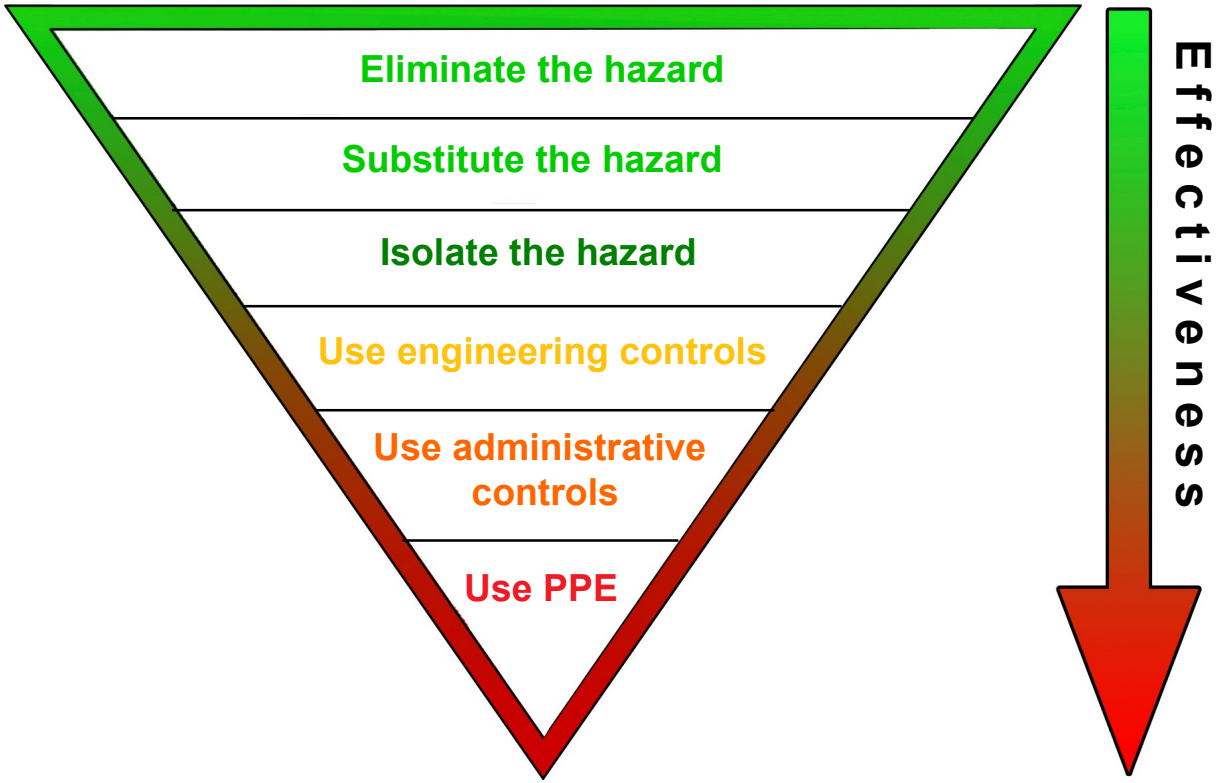
High Risk Construction Work covered in this SWMS		
☑ Risk of a person falling more than 2 metres	☐ Work on a telecommunication tower	☐ Demolition of load-bearing structure
☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing suport for structural alterations or repairs	☐ Work in or near a confined space
☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Use of Explosives	☐ Work on or near pressurised gas mains or piping
☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ Work in any area that may have a contaminated or flammable atmosphere
☐ Tilt-up precast concrete elements	☐ Work on or near energised electrical installations or services	☑ Work in a area with movement of powered mobile plant
☐ Work in areas with artificial extremes of temperature	☐ Work in or near water or other liquid that involves a risk of drowning	☐ Diving work

Work Permits						
Work permits for this activity:	☐ Not Required	☐ Hot Work	☐ Confined space	☐ Isolation	☐ Excavation	☐ Coring
	☐ Demolition	☑ Work at Heights	☐ Plant Setup	☐ Road Closure	☐ Other:	

First, identify and assess the risks, then decide the best way to control them by applying the Hierarchy of Control as follows:

LEVEL	CONTROL	DEFINITION
Level 1	Elimination	Controlling the Hazard at source
Level 2	Substitution	Replacing one substance or Activity with a less hazardous one
	Isolation	Separating the hazard from the person
	Engineering	Installing Guards on machinery
Level 3	Administration	Implementing policies and procedures for safe work practices
	Personal Protective Equipment	Use of safety glasses, hardhats, protective clothing, etc.

Hierarchy of Controls



Job Safety and Environmental Analysis (JSEA) / Risk Assessment				Job Safety Analysis (JSA)		
Step No.	**Process Steps** List the steps needed to do the job in the sequence to be done.	**Potential Hazard(s) / Risk** Against each step list potential hazards that could cause injury when the job is done.	Risk Rating	**Hazard Control Measures** For each hazard, identify control measures to eliminate or minimise the risk of injury.	New Risk Rating	**Action By**
1	**Site Orientation/ Induction**					
1.1	Report to client's reception	Entering restricted areas	19	Follow posted signs and go directly to reception	1	All
1.2	Undertake a site induction	Unfamiliarity with emergency procedures	14	Listen and ensure you obtain information and site emergency and evacuation procedures	1	All
		Unawareness of site specific hazards	14	Listen and ensure you obtain information about any and all site hazards	1	All
		Unawareness of restricted areas	18	Listen and ensure you obtain information about any restricted areas	1	All
		Unawareness of other operations or hazardous activities being undertaken on site	9	Listen and ensure you obtain information about any other activities being undertaken on site	5	All
2	**Claim Work Area**					
2.1	Access the site	Breaching minimum site PPE requirements	13	HI visibility clothing must be worn at all times whilst on site	1	All
				Steel toe safety boots must be worn at all times whilst on site	1	All
				Safety glasses must either be worn or carried at all times whilst on site	1	All
		Breaching site rules or requirements	13	NO SMOKING on site-designated smoking area will be available and ALL butts to be placed in bin	1	All
				Progressive housekeeping clean as you go	1	All
2.2	Establish safe perimeter	People entering work area	21	Controlled by Site Manager	5	Site Supervisor
				Ensure a 10m exclusion zone is set up	3	Site Supervisor
				Bunt off the area to define work perimiter	1	Site Supervisor
				Post signage	1	Supervisor
3	**Working where there is movement of powered mobile plant**					
3.1	Enter the work area where powered mobile plant is or will be operating	Being hit or runover by powered mobile plant	22	All team members must wear Hi-Visibility vests or clothing	5	All
				Ensure constant communication with all personnel in the immediate area	5	Everyone working in the area of the plant
				Never assume the plant operator has seen	5	Everyone working in

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				you or knows where you are		the area of the plant
				Establish eye contact with the operator	3	Everyone working in the area of the plant
				Communicate your intentions with the plant operator via radio or hand or head signals and ensure an appropriate response	3	Everyone working in the area of the plant
		Crushing	10	Never stand or traverse between the machine and a fixed structure at any time	3	Everyone working in the area of the plant
				Never assume others have seen or are aware of any impeding obstacle	22	Everyone working in the area of the plant
		Tripping hazard	12	Be aware of surroundings, risers and set downs	3	All
4	**Safety Check And Use Of Boom Lift**					
4.1	Pre operation Check on Boom Lift – visual checks need to be made for inclusion in logbook report and maintained	Faulty equipment machine failure	14	Check for dents, cracks and faulty welds	3	Operator
				Check slew ring and basket	3	Operator
				Check Outriggers or stabilisers, if fitted	3	Operator
				Check all safety devices	3	Operator
				Check all hydraulic rams and lines, controls for leaks	3	Driver
		Pinch point injury	14	Ensure hands are well clear	2	Operator
4.2	Board the Boom Lift	Tripping or slipping off boom lift	5	Board the Boom Lift through the correct access gate	1	Operator
4.3	Check for safe access and exit points to enable positioning of the Boom Lift	Other trades obstructing the access and exit points	17	Warning signs and traffic control if necessary	2	All
		EWP tipping over or sinking	23	Check for firm ground support and be aware of Unstable ground surfaces i.e. recently filled excavations and open trenches	2	Operator
4.4	Moving or driving the Boom Lift	Loosing control of EWP	21	Operator must be certified in accordance with national standards	2	Operator
		Falling from Boom Lift	18	Wear safety harnesses complying with AS1891.Ensure that the harness is correctly fitted and attached to the anchor point.	1	Operator
				Remain within the barriers of Boom lift	2	Operator
		Mechanical failure whist at height/ elevated	2	Keep in contact with personnel on the ground who can activate the manual release and lower	1	Operator

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		Striking building and or persons	17	Ensure the area of travel is clear of obstacles and personnel	2	Driver
				Do not operate the machine if the hazard light is not working	1	Driver
		Crushing	10	Ensure no persons are standing or traversing between the machine and a fixed structure at any time	1	Operator
				Under no circumstance can you operate the controls from the ground and walk with the boom lift	2	All
		Tipping over	19	Ensure gradient/slope within safe limits	1	Operator
				Ground surfaces must be inspected to ensure sufficient compaction to operate on, if in doubt seek advice from the Site Manager	5	Driver
				The boom lift platform must be in the down position as low as practicable to the ground before moving backward or forward on uneven ground	3	Operator
				Never travel over penetrations covered over with ply, the ply wood may not take the weight of the machine, or other non-trafficable or covers without an adequate weight load rating	3	Driver
				On slopes always travel facing directly up or down and do not attempt to turn on a slope	2	Driver
4.5	Raising the boom lift	Striking structure or overhead members	25	Check for clear head room	3	Driver
				Look before you move	3	All
		Striking overhead Power Lines	22	Maintain minimum distance for power lines as specified in AS2550	1	Crane Driver / Rigger
		Crushing	10	Work within confines of lifting platform	1	All
				Ensure constant communication with all others in the machine	6	Operator
				Never assume others have seen or are aware of any impeding obstacle	22	All
				Before raising the scissor lift assess the area for overhead obstruction	6	Operator
4.6	Working at height from the boom lift	Falling from Boom Lift	18	Remain within the barriers of Boom lift	2	Operator
				Wear safety harnesses complying with AS1891.Ensure that the harness is correctly fitted and attached to the anchor point.	1	Operator

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				There is to be absolutely no standing on hand rails or mid rails to gain extra height	1	All
		Dropping materials	20	Ensure EWP is directly under to act as catchment platform	2	Operator
				If necessary, flag off exclusion zone below	5	Installer
				Ensure constant communication with co-workers	3	All
		Crushing	10	Indicate clearly to partner before moving platform	2	All
				Never assume others have seen or are aware of any impeding obstacle	22	All
				Lower the boom lift before moving backward and forwards when working in or around structural members, doorways or any other obstruction	6	Operator
4.7	Lower the boom lift	Crushing	10	Ensure persons and body parts are clear before lowering	1	All
5	**Clean Windows with mop and squeegee**					
5.1	Wet mop in bucket of soapy water	Chemical Burns	13	Use only the correct strength of detergent	3	Cleaner
				Read product SDS before use	2	All
		Environmental - Inefficient resource use – wasting water	20	Only fill bucket to the required amount	1	All
5.2	Apply soapy water to glass	Muscle strain - musculoskeletal disorders	13	Do not over reach	3	Cleaner
		Slippping on floor	13	Clean up all spills immediately	1	All
				Dot not over wet the mop	2	Window Cleaner
5.3	Remove soap from glass with squeegee	Muscle strain - musculoskeletal disorders	13	Do not over reach	3	Window Cleaner
6	**Monitoring and Review of SWMS**					
6.1	Monitor the SWMS	Ineffective SWMS	4	Review the SWMS at a minimum of 3 monthly intervals	1	Supervisor
				Monitor and complete an inspection of a minimum of 2 task observations	1	Supervisor
				SWMS must be formally reviewed & updated whenever: • a significant change to task or activity is identified • an incident occurs relating to the task or	1	Supervisor

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				activity • a significant hazard is identified relating to the task or activity		
		SWMS Failure	13	Stop Work	1	All
				In conjunction with workers, review and formulate a new SWMS	1	Supervisor
				Implement new controls	1	All
				Conduct a toolbox meeting with all personnel involved with work activity	1	Supervisor

Part 3: Hazard Analysis, Control and Legislation Worksheet - Site modifications, additions or alterations

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Personal Qualifications and Experience Required To Carry Out the Works:	Duties and Responsibilities of Personnel Completing the Task:	Formal or Specialised Training or Licenses Required to Complete Work or Operate Specific Plant or Equipment:
The ability to work unsupervised and part of a team	Adherence to company's and the site's WH&S policies and procedures	Elevated Work Platform Train & Assess (TLILIC508A) - High Risk Licence Class WP
Certificate III in Cleaning Operations preferred or a shown competency in cleaning procedures and use of cleaning products	Maintain adequate house-keeping on site	
	Reporting of any injuries / incidents to your Project Supervisor	
	Take reasonable care for your own health and safety	
	Take reasonable care for the health and safety of others	
	Comply with any reasonable instruction by the PCBU (Person conducting a business or undertaking)	
	Cooperate with any reasonable policies and procedures of the PCBU	

JSA Sign Off – Your signature below indicates that:

I understand the requirements of this JSA and they are clearly understood.

also clearly understand that the controls in this JSA must be applied as documented, otherwise work is to cease immediately.

No.	Name	Classification	Employed By	Signature	Date
1	Ben Workin	Window Cleaner	Sample Co Ltd		
2	Jean-Claude Van Man	Driver	Sample Co Ltd		
3					
4					
5					
6					
7					
8					

Reference and Detail Applicable Sections of: ☑ Legislation ☑ Codes Of Practice ☐ Project WHS ☑ Site WHS ☑ Manufacturer Or Supplier Recommendations

AS 2550.10-2006 Cranes - Safe use - Elevating work platforms

Work Health and Safety Regulations 2012 under the Work Health and Safety Act 2012 (SA)

Plant and Equipment to be used for task:	Plant, Equipment and Area Safety Inspections:
Warning signs and bunting as required	Complete Log Book Daily
Boom Lift	EWP Pre Operational Checks
Mop	
Squeegee	

Hi Visibility Vests or Clothing

Safety Boots

Safety Harness

Electrical Tool Tag Colours			
Red	Dec-Feb	Orange	Jan-Jun
Green	Mar-May	White	Jul-Dec
Blue	Jun-Aug	Black	Annual
Yellow	Sep-Nov		

FREQUENCY	RISK MATRIX				
Almost certain	MODERATE 11	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25
Likely	MODERATE 7	HIGH 12	HIGH 17	EXTREME 21	EXTREME 24
Occasionally	LOW 4	MODERATE 8	HIGH 13	HIGH 18	EXTREME 22
Unlikely	LOW 2	LOW 5	MODERATE 9	HIGH 14	HIGH 19
Rare	LOW 1	LOW 3	LOW 6	MODERATE 10	HIGH 15

CONSEQUENCE					
Safety	Minor	Medical	LTI	PTD	Fatality
Environmental	Minor	Negligible	Marginal	Critical	Catastrophe
	Low	Moderate	High	Extreme	

Acronyms and Abbreviations:

LTI - Lost Time Injury

PPE - Personal Protection Equipment

PTD - Permanent and Total Disability