




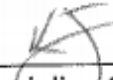
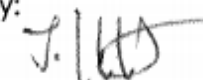

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| <b>JOB/TASK: QUOTATIONS / JOB ASSESSMENT</b>   | <b>DATE: 10/05/2018</b>   |
| <b>REPLACES JSA No.: SITE 01.00 - 30/04/2013</b>   | <b>INITIALLY PREPARED BY: John Payne, Joe Stillitano</b>  |
|  | <b>REVIEWED BY: Julian Roddy, Kirk Jones &amp; Jos Kut</b>  |
| <b>LOCATION / DEPARTMENT: Residential Construction sites</b>   | <b>PERMITS / QUALIFICATIONS REQUIRED:</b> Construction Safety Awareness, Deemed competent by BGC to perform lockout procedure<br>BGC Insulation Site safety manual                      |
| <b>EQUIPMENT/TOOLS REQUIRED:</b><br>*First Aid Kit *Camera *Tape Measure<br>*Note pad & pen *Calculator *Industrial rated Step Ladder<br>*Mobile Phone *Lockout device for main power switch<br>* Danger sign – working in roof space<br>* Battery powered torches | <b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED:</b><br><br><b>PPE to be worn as per site requirements</b> |

**RISK LEVEL**                      **H = high**                      **M = med**                      **L = low**                      **N = negligible**

| No | JOB/TASK STEP   | POTENTIAL HAZARDS  | INITIAL RISK | SAFE WORK / CONTROL MEASURES   | FINAL RISK |
|----|-----------------|--|--------------|--|------------|
| 1  | Arrival on Site | <ol style="list-style-type: none"> <li>1. Parking on public roads</li> <li>2. Roof not complete</li> <li>3. Breach of site safety requirement</li> <li>4. Mobile plant, vehicles</li> <li>5. Site congestion</li> <li>6. Weather conditions</li> <li>7. Young workers</li> <li>8. Working Alone</li> </ol> | M            | <ol style="list-style-type: none"> <li>1. As far as possible do not park on busy road, concentrate on safely accessing site when out of vehicle</li> <li>2. Do not enter site, advise BGC Supervisor</li> <li>3. PPE to be worn as per site signage or safety plan. Hard hats to be worn on construction sites</li> <li>4. Do not approach mobile plant / vehicle unless driver signals</li> <li>5. Liaise with other trades</li> <li>6. Plan task, be aware of the forecast and check for approaching change in weather</li> <li>7. Young workers aged under 18 years or inexperienced workers to be supervised at all times</li> <li>8. If unexpectedly working alone contact BGC Office as per Working Alone procedure</li> </ol> | L          |
| 2  | Setting up      | <p><b>Site Hazards -</b></p> <ol style="list-style-type: none"> <li>1. Lacerations, Bruising</li> <li>2. Objects falling from above</li> </ol>   | H            | <p>Inspect site to identify hazards and complete the Site Safety Report. JSA Variation Form to be completed if hazard not controlled by this JSA.</p> <ol style="list-style-type: none"> <li>1. thoroughfares to be left clear</li> <li>2. establish clear zones for workers</li> </ol>  | M          |

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|---------------------------------------|---|--|---|--|--|---|
|                                       | <p><b>Setting up continued</b></p>                      | <ul style="list-style-type: none"> <li>3. Impalement</li> <li>4. Trips / Slips</li> <li>5. Other trades operating</li> <li>6. Electrical</li> <li>7. Hazardous substance</li> <li>8. Fall from heights</li> <li>9. Scaffolding</li> <li>10. Pets / Pests</li> <li>11. Aggressive workers or customers</li> </ul> |   | <ul style="list-style-type: none"> <li>3. check for spikes, stakes picket fences</li> <li>4. identify trip hazards and mark with tape or cones</li> <li>5. Liaise with other trades – consider barricades or signage</li> <li>6. Locate the main power box on the dwelling and follow <b>step 3 isolation procedure</b> if roof space is powered.</li> <li>7. Follow handling and PPE requirements on SDS for any products being used that are classified as hazardous or dangerous goods</li> <li>8. Any scaffolding over 4 metres must be erected by licensed scaffold installer</li> <li>9. Inspect condition of scaffolding, do not use if damaged, incomplete or unsteady – advise Builder</li> <li>10. Request pet owner to secure pet if it is a threat</li> <li>11. Do not engage in confrontation with people, leave immediately</li> </ul> |  |   |
| 3                                     | <p><b>Isolating main power switch to roof space</b></p> | <p><b>1. Electrocution</b></p>   | H | <p>If power connected to house (advise home-owner first)</p> <ul style="list-style-type: none"> <li>1. Only persons deemed competent to perform lockouts to perform this task.</li> <li>2. Locate power meter box to the premises</li> <li>3. Turn off main power switch or switches</li> <li>4. Install lockout device on main power switch</li> <li>5. Place magnetic danger sign on outside of meter box</li> <li>6. Ensure lockout device is removed from main switch before leaving site</li> </ul>   |   | L |

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|---------------------------------------|----------------------|---|----------|---|----------|
| 4                                     | Carry out assessment | <ol style="list-style-type: none"> <li>1. Power not isolated</li> <li>2. Electric shock</li> <li>3. Sprains and strain</li> <li>4. Dust, Foreign body in eye</li> <li>5. Trips and falls</li> <li>6. Falls from height</li> <li>7. Incorrect information</li> <li>8. Puncture injury / lacerations</li> </ol> | <b>M</b> | <ol style="list-style-type: none"> <li>1. Ensure lockout procedure in step 3 has been completed. Do not enter roof space unless lockout performed</li> <li>2. <b>Warning</b> – Beware of any cabling from solar PV arrays that may be running through the roof space. These cables may be live while generating electricity and can only be fully de-energised from the roof.</li> <li>3. If you need to lift object or carry equipment, do not strain to lift, get assistance</li> <li>4. Wear dust mask if disturbing existing insulation. Wear eye protection if other work on site is causing a hazard<br/>Discuss any known hazards with builder / resident</li> <li>5. If steps or scaffolding used to access off ground level, check that all handrail and balustrades are in place and secure</li> <li>6. Maintain 3 points of contact when climbing steps or ladders<br/>Ladder incline to be on 1 to 4 ratio(<b>Excluding step ladders</b>)<br/>Ladder is to extend 900mm above entry/exit point for safe platform entrance (<b>excluding step ladders</b>)<br/><br/>Ladder to be secured while in use (<b>Excluding step ladders</b>)<br/><br/>Ladder to be industrial rated to Australian Standards<br/><br/>Only work from compliant work platforms<br/>Inspect ladders / work platforms – do not use if damaged<br/>Ensure that ladder or platform is on stable level ground</li> <li>7. If accessing roof space check joist is 430 or 580 mm make notes of as reference for job.</li> <li>8. Check for protruding nails / screws / steel protruding in roof space</li> </ol> | <b>L</b> |

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| <b>5</b>   | <b>Leave Site</b> | <ol style="list-style-type: none"> <li><b>Bad Customer relationships</b></li> <li><b>Mobile plant or vehicles</b></li> <li><b>Public roads and traffic</b></li> </ol> | <b>M</b> | <ol style="list-style-type: none"> <li>If builder or owner is on site, discuss outcome of assessment</li> <li>Do not approach mobile plant / vehicle unless driver signals</li> <li>Complete all documentation and phone calls before driving away from</li> </ol> | <b>L</b> |
| <p>Reviewed by:  <u>27/6/18</u><br/> Kirk Jones - Insulation Contractor      Date</p> <p>Approved by:  <u>27/6/18</u>       <u>10/06/18</u><br/> Jos Kut, Divisional Manager      Date      Julian Roddy, OHS Manager      Date</p> |                   |   |          |  |          |



I, \_\_\_\_\_ hereby confirm that I have read and been instructed on the Job Safety Analysis number **SITE 01.01** and understand how the safe work / control measures are used in this task.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_