



JOB/TASK: INSTALLATION & MAINTENANCE OF GLASS WOOL INSULATION BATTS				DATE: 10/05/2018	
				are aware of your presence (d) Ensure location of material on site will not block entry or exits for other trades on-site.	
2	Setting up	1. Site Hazards - Lacerations Bruising Objects falling from above Impalement Trips / Slips Multi-unit sites Electrical Hazardous substance Fall from heights Scaffolding Pets / Pests Angry workers or residents	H	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 <ul style="list-style-type: none"> • thoroughfares to be left clear • establish clear zones for workers • check for spikes, stakes picket fences • identify trip hazards and mark with tape or cones • Liaise with other trades – consider barricades or signage • JSA Variation Form to be used if additional hazard are identified • Ensure property is RCD protected • Any scaffolding over 4 metres must be erected by licensed scaffold installer • Inspect condition of scaffolding, do not use if damaged, incomplete or unsteady – advise Builder • Request pet owner to secure pet if it is a threat • Do not engage in confrontation with people, leave immediately 	M
3	Unloading materials on site	1. Falling Bags during transport 2. Slips / Trips 3. Manual Handling	M	1. Ensure when opening rear of truck you keep clear in order to allow dislodged bags to fall 2. Remove trip hazards before carrying materials 3. Ensure you use the correct lifting methods: <ul style="list-style-type: none"> (a) Keep the rolls close to your body (b) Keep your back as straight as possible through the duration of the lift. (c) Move your feet DO NOT twist. (d) Establish any resting points along the pathway. 	M

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<p>4 Access to Roof Space to install insulation batts via man hole or roof</p>	<ol style="list-style-type: none"> 1. Electrocutation 2. Falls 3. Damage to roof 4. Sprain/Strain 	<p>H</p>	<ol style="list-style-type: none"> 1. If power connected to house, (advise owner first); <ol style="list-style-type: none"> (a) Turn mains switch in meter box to "OFF" and attach approved isolator or lockout kit to main power switch in the meter box. (b) Place danger sign on outside of meter box <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Warning – 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.</p> <ol style="list-style-type: none"> 2. Inspect space before entering <ul style="list-style-type: none"> • Record of any broken tiles, ridge capping, sagging or any other damage prior to installation. • Ladder is to be used for entering and exiting the roof space ONLY. • Three point contact must be kept at all times • Ladder is to extend 900mm above entry/exit point for safe platform entrance (excluding step ladders) • Ladder is to be secured at all time (excluding step ladders) • Ladder to be industrial rated to Australian Standards • Ladder to be at 1:4 ratio (excluding step ladders) • Refer to Code of Practice for additional information 3. Where an entry into a tiled roof be required, it shall be made away from ridge capping to avoid damage 4. Stretching recommended before manual handling 	<p>M</p>

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5	Inspect Roof Space	<ol style="list-style-type: none"> 1. Hazards left by other trades 2. Injury to: <ul style="list-style-type: none"> o Head o Eyes o Hands o Feet o Skin o Respiratory System o Falling through Ceiling 3. Electrocutation 4. Damage to ceiling 	H	<ol style="list-style-type: none"> 1. Ensure you are wearing the correct PPE 2. When entering a roof space beware of and avoid: <ul style="list-style-type: none"> o protruding nails and screws o sharp edges on steel frames o rough edges on timber frames o Timber ends protruding into work area o Any exposed wires or any risk of electrocution with the electrical works in roof o Dust masks to be worn o Ceiling joists spacing shall be checked to confirm correct width (580mm or 430mm). o If the joists spacing is greater than 580mm wide (Steel frame) use wooden planks (or equivalent) to walk across gaps or walk on the walls. Ensure the planks are in good condition. 3. Ensure power supply is turned off and main switch isolated before entering roof space. Beware of solar cabling running through the roof space as it may be live and carry lethal voltage 4. Check ceilings prior to install. <ol style="list-style-type: none"> (a) If any structural damage is noted, report to the relevant supervisor and record on the job completion sheet 	M
6	Preparing Installation / roof tiles & metal roof for roof entry	<ol style="list-style-type: none"> 1. Cuts 2. Falls from ladder 3. Slips/trips 4. Electrocutation 	H	<ol style="list-style-type: none"> 1. Wear gloves 2. Three point contact must be kept at all times <ul style="list-style-type: none"> • Ladder is to extend 900mm above entry/exit point for safe platform entrance (excluding step ladders) • Ladder is to be secured at all time (excluding step ladders) • Ladder to be industrial rated to Australian Standards • Ladder to be at 1:4 ratio (excluding step ladders) 3. Keep work area clear of movable hazards as in Step 3. 4. Ensure all electrical equipment has current electrical inspection Tag. Ensure isolation has been carried out to main power switch if roof space powered as per step 4.1 	M

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7	Installation	<ol style="list-style-type: none"> 1. Dust 2. Cuts 3. Falls 4. Incorrect installation 	H	<ol style="list-style-type: none"> 1. Operator must wear dust mask 2. When cutting insulation cut away from body and wear the correct PPE 3. Only work from ceiling joists 4. Cut around and leave a minimum 50mm clearance around all recessed light fittings, ceiling fans, & flume vents. Ensure all transformers have a minimum 50mm clearance for all recessed light fittings. 	M
8	Completion of Job	<ol style="list-style-type: none"> 1. Falls from ladder 2. Slips/trips 3. Electrocution 	M	<ol style="list-style-type: none"> 1. Maintain 3 points of contact on ladder <ul style="list-style-type: none"> • Ladder is to extend 900mm above entry/exit point for safe platform entrance (excluding step ladders) • Ladder is to be secured at all time (excluding step ladders) • Ladder to be industrial rated to Australian Standards • Ladder to be at 1:4 ratio (excluding step ladders) 2. Ensure there are no trip hazards 3. (if power connected to house) After task is completed, remove isolating device and turn on main isolator switch. Check that supply is restored to power and light circuits – If electrical appliances or lighting does not work. DO NOT RE-ENTER WORK SPACE, CONTACT BGC INSULATION / ELECTRICIAN Danger Sign not to be removed until all circuits are working 	L
9	Housekeeping	<ol style="list-style-type: none"> 1. Slips/trips 2. Eye/Skin irritation 3. Airborne fibres 	H	<ol style="list-style-type: none"> 1. Pack up all equipment and leave site tidy. Ensure rubbish has been placed in designated areas and regular clean-ups occur throughout the working day and at the conclusion of daily work 2. Ensure correct PPE is worn 3. As per Step 2 	M

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Reviewed by:

 4/7/18

 Kirk Jones, Insulation Contractor
 Date

Approved by:

 4/07/18

 Jos Kut, Divisional Manager
 Date

Julian Roddy. OHS Manager

10/05/2018
Date

I confirm that I have read and been instructed on the JSA number **SITE 02.02** and understand how the safe work / control measures are used in this task.

Name: Signature: Date:

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