

Trade Specific Job Safety Analysis (JSA)

**JOB SAFETY ANALYSIS WORK SHEET
WORKING AT HEIGHTS, ROOF OR GUTTER WORK**



ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Repair roof/Gutters	Access difficulties, falling objects.	Use elevated work platform or cherry picker Establish no-go area around area of work. Tie tools to person or platform.	Contractor
Repair roof/Gutters	Cuts scratches abrasions	Wear appropriate Personal Protective Equipment.	Contractor
Repair roof/Gutters	Sunburn	Wear sunhat, glasses, sunscreen and protective clothing.	Contractor
Repair roof/Gutters	Falling from platform	Ensure personnel using platform have been trained and are in possession of appropriate licences and insurance. Wear safety harness attached to platform. Provide scaffold around perimeter if required by Standards.	Contractor
Repair roof/Gutters	Falling objects and persons.	Use only licensed contractors who are appropriately trained and have all insurances and certificates.	Contractor.

NOTE: It is recommended that every Contractor complete and sign the Solutions in Engineering “Contractors Safe Working Agreement”

I have read the JSA Work Sheet and agree to comply with the guidelines as set out in the above mentioned documentation.

Contractor:.....

Signature:.....Date:.....

JOB SAFETY ANALYSIS WORK SHEET ELECTRICIAN



ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Wiring repairs	Electrocution	Ensure complete lock out tag out isolation before commencing job. Provide sign at isolation point to advise of lock out.	Contractor
Trenching	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley to move heavy objects. Wear appropriate Personal Protective Equipment.	Contractor
Trenching	Cave in	Ensure trench is constructed in accordance with Regulations and that appropriate shoring is in place where required. Have at least one person on standby when working in trench.	Contractor
General/Clean up	Cuts/scratches	Wear appropriate Personal Protective Clothing	Contractor
General Labour	Working at height. Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Establish perimeter around area that is no-go area. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections. Ensure there are no electrical cables in the vicinity of area.	Contractor

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Clean up	Insect bites/Broken glass/syringes/spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise/Vibration/Dust/Electrical hazards.	Wear appropriate Personal Protective Equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat/glasses/sunscreen/protective clothing.	Contractor
Using hand tools	Cuts/tears sprains etc.	Use tools in a manner that will not cause jamming or seizing. Wear appropriate PPE.	Contractor

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**JOB SAFETY ANALYSIS WORK SHEET
ENVIRONMENTAL WEEDING**



ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Using power tools	Noise/Vibration/Dust/Electrical hazards.	Wear appropriate Personal Protective Equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat/glasses/sunscreen/protective clothing.	Contractor
Weed spraying	Chemical Hazards	Ensure chemicals are decanted in such a manner that there can be no pollution or spillage of chemicals away from the immediate area.	Contractor
Weed spraying	Chemical Hazards	Ensure personnel using chemicals understand the hazards and those chemicals are stored appropriately. Ensure MSDS's are available for all chemicals.	Contractor
Weed spraying	Chemical Hazards	Ensure personnel using chemicals understand the hazards and wear appropriate PPE.	Contractor

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Weed spraying	Chemical Hazards to other persons	Ensure personnel using chemicals understand the hazards and establish a no-go area for other persons in the area. If other persons approach the area, immediately discontinue spraying until persons have vacated.	Contractor
Weed Spraying	Chemical Hazards/Poisoning	Ensure that after handling chemical, hands are washed thoroughly. Ensure MSDS's are available for all chemicals used on site.	Contractor

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**JOB SAFETY ANALYSIS WORK SHEET
GENERAL HANDY-MAN**



ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Gardening/Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening/Clean up	Cuts/scratches	Wear appropriate Personal Protective Clothing	Contractor
Gardening/Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Gardening/Clean up	Insect bites/Broken glass/syringes/spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise/Vibration/Dust/Electrical hazards.	Wear appropriate Personal Protective Equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat/glasses/sunscreen/protective clothing.	Contractor
Gardening/Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening/Clean up	Cuts/scratches	Wear appropriate Personal Protective Clothing	Contractor

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Gardening/Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor
Painting	Fumes/Dust	Ensure area is well ventilated and wear appropriate Personal Protective Equipment. Clean up after work.	Contractor
Painting	Pollution	Ensure paint is contained in area and that drop sheets are used whenever paint is opened or used.	Contractor
Painting	Hazardous/flammable materials	Ensure hazardous/flammable materials are stored in appropriate containers that are labelled and that Safety Data Sheets are available for each material stored.	Contractor
Painting	Hazardous/Flammable Materials	Ensure hazardous/flammable materials are stored in appropriate locations and volumes do not exceed allowable amounts.	Contractor

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JOB SAFETY ANALYSIS WORK SHEET LAWN MOWER/GARDENER



ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Mowing	Cuts/lacerations	Do not attempt to remove grass or other objects while mower is running.	Contractor
Mowing	Eye/foot/hand injuries	Wear appropriate Personal Protective Clothing.	Contractor
Mowing	Noise	Wear appropriate ear muffs.	Contractor
Mowing	Flying objects	Ensure area is clear of possible obstructions before commencing and ensure there are no other persons nearby when mowing.	Contractor
Gardening/Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Contractor
Gardening/Clean up	Cuts/scratches	Wear appropriate Personal Protective Clothing.	Contractor
Gardening/Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Use cherry picker or scaffold. Check each branch for strength before resting ladder. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Contractor

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Gardening/Clean up	Insect bites/Broken glass/syringes/spiders	Wear appropriate foot and hand protection. Dispose of material in an appropriate manner.	Contractor
Using power tools	Noise/Vibration/Dust/Electrical hazards.	Wear appropriate Personal Protective Equipment. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections.	Contractor
Working outside	Sunburn	Sunhat/glasses/sunscreen/protective clothing. .	Contractor

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Contractor:.....

Signature:..... Date:.....

JOB SAFETY ANALYSIS WORK SHEET MULTI-STOREY WINDOW CLEANING



ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Cleaning 2 storey high external windows	Access difficulties, falling objects.	Use elevated work platform or cherry picker Establish no-go area around area of work. Tie tools to person or platform	Contractor
Cleaning 2 storey high external windows	Glass breakage, cuts	Wear appropriate Personal Protective Equipment.	Contractor
Cleaning 2 storey high external windows	Sunburn	Wear sunhat, glasses, sunscreen and protective clothing.	Contractor
Cleaning 2 storey high external windows	Falling from platform	Ensure personnel using platform have been trained and are in possession of appropriate licences and insurance. Wear safety harness attached to platform.	Contractor
Cleaning 2 storey high internal windows	Access difficulties, falling objects.	Use elevated work platform. Establish no-go area around area of work. Tie tools to person or platform	Contractor
Cleaning 2 storey high external windows	Falling from platform	Ensure personnel using platform have been trained and are in possession of appropriate licences and insurance. Wear safety harness attached to platform.	Contractor
Cleaning external windows above 2 storey	Falling objects and persons.	Use only licensed contractors who are appropriately trained and have all insurances and certificates.	Contractor.
Cleaning external windows above 2 storey	Falling from platform/harness connected to anchor points	As far as practicable, all single-point anchorages for single-person attachment should have an ultimate strength of 15kN, even though this can be at a lesser strength for some categories	Contractor

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Cleaning external windows above 2 storey	Falling from platform/harness connected to anchor points	Anchor Point structural integrity to be assessed by an Engineer, unless it is clear to a competent person that the anchorage system is structurally adequate	Contractor
Cleaning external windows above 2 storey	Falling from platform/harness connected to anchor points	Lanyards, anchorage lines or restraint lines shall be able to be attached to the anchorages before the operator moves into a position where there would be a risk of a fall, unless the operator is already protected by another fall-arrest system	Contractor

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JOB SAFETY ANALYSIS WORK SHEET VOLUNTEER GARDENER



ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Mowing	Cuts/lacerations	Do not attempt to remove grass or other objects while mower is running.	Volunteer
Mowing	Eye/foot/hand injuries	Wear appropriate Personal Protective Clothing.	Volunteer
Mowing	Noise	Wear appropriate ear muffs.	Volunteer
Mowing	Flying objects	Ensure area is clear of possible obstructions before commencing and ensure there are no other persons nearby when mowing.	Volunteer
Gardening/Weeding	Back injuries	Warm up prior to starting. Do not lift objects over 16kg per person. Use trolley or wheelbarrow to move heavy objects. Wear knee pads when weeding.	Volunteer
Gardening/Clean up	Cuts/scratches	Wear appropriate Personal Protective Clothing.	Volunteer
Gardening/Pruning	Working at height. Falling branches Electrical hazards	Do not use ladder over 2m high. Do not work over 2M in height, use Contractor. Establish perimeter around area that is no-go area. Ensure there are no electrical cables in the vicinity of area.	Volunteer

ACTIVITY	HAZARDS	RISK CONTROL MEASURES	RESPONSIBLE
Mowing	Cuts/lacerations	Do not attempt to remove grass or other objects while mower is running.	Volunteer
Mowing	Eye/foot/hand injuries	Wear appropriate Personal Protective Clothing.	Volunteer
Mowing	Noise	Wear appropriate ear muffs.	Volunteer

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Contractor:.....

Signature:..... Date:.....