







JOB/TASK: Site Supervision Prior to Payment	DATE: 09/04/2013
SUPERCEDES: Ref: 17.00 04/05/2010	Analysis / Revised by: Vic Babich, Amy Kay, John Payne
CLIENT NAME & ADDRESS :	Permits / Competencies Required: National Construction Safety Awareness Card, Site Safety Manual, Drivers License
EQUIPMENT/TOOLS REQUIRED: Camera First Aid Kit 2 Storey Extension Ladder Site Map and Building Plans	PERSONAL PROTECTIVE EQUIPMENT REQUIRED:       Above PPE to be available and worn as per site requirement

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

N o	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Arrive at site	1. Being on wrong site to confirm site plan 2. Occupied dwelling OR 3. Breach of site safety plan 4. Construction Site Hazards Lacerations Bruising Objects falling from above Impalement Trips / Slips 5. Damaged tiles / roof 6. Weather conditions 7. Site emergencies	H	1. Confirm documents / site plan to confirm that site address is correct 2. Advise resident of arrival and discuss work to be carried out and safety requirements for job OR 3. PPE to be worn as per site signage or safety plan. Hard hats to be worn on construction sites 4. Inspect site to identify hazards and complete the Site Safety Report. JSA Variation Form to be completed if hazard not controlled by this JSA 5. Check condition of roof tiles and access from ground level, If roof frame is not complete including bracing record hazard and advise builder 6. Do not commence task if extreme weather is likely 7. Mobile phone to be carried in pocket at all times when on site	M

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2	Check site and tiling job, from inside dwelling	1. Site / building incorrectly or not numbered 2. Aggressive pets 3. Multi unit site (other trades) 4. Fall from height 5. Working alone	H	1. Advise builder to erect correct signage 2. Advise resident that pet is to be secured 3. Liaise with workers to confirm access and safe demarcation distances will be available 4. Fall protection required for 2 storey buildings, If no scaffolding, fall restraint harness to be worn – nationally recognised Safe Working at Heights certificate needed, 2 people required for maintenance on 2 storey dwellings 5. If unexpectedly working alone, contact office as per Working Alone procedures	M
3	Access to roof	1. Fall from ladders 3. Strains and sprains	H	1. Ladder to be on level compacted ground, check stability of ladder before climbing up, Only access roof via a compliant ladder or via ladder on scaffolding, Do NOT climb up scaffolding to roof or other platform, Ladder not to be used to perform work, Use of tool belts to carry tools is recommended Maintain 3 points of contact while on ladder 2. Stretch or warm up before any manual handling or work on roof	M
4	Inspect roof	1. Falls from height	H	1. Keep inspection away from the edge of roof Walk slowly and safely Only write report in a stationery position away from the edge of the roof 2 storey work use a fall arrest system at all times 2 storey work to be accompanied by another tiler	M

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5	Walking on roof	1. Trips / slips hazards <ul style="list-style-type: none"> • Wet or slippery frame / tiles • Nails • Straps • Cables • Pipes 2. Falls	H	1. Soles of shoes to be cleaned at base of ladder, remove sand, wipe to remove any moisture Use extreme caution moving across roof and frequently check for these hazards as you move across. If any additional hazards are identified , STOP work and prepare / amend the JSA Variation Form 2. Check for any problems such as loose tiles, ridges etc before transferring your weight on to them, Concentrate on task the whole time, do not use mobile phones etc, do not be distracted by a member of the public,	M
6	Egress from roof	1. Fall from ladders	H	1. Check stability of ladder before transferring all your weight to it, Maintain 3 points of contact while on ladder Use of tool belts for tools is recommended	M
7	Check location and count roof tile pallets	1. Pallets in the way of other trades 2. Cuts , splinters	M	1. Arrange immediate collection of pallets 2. Take care around pallets, wear gloves if handling pallets	L
8	Check the site for rubbish piles (separation of timber off cuts)	<ul style="list-style-type: none"> • Trips/slips • Falls • Cuts • Sprains/Strains • Impalement 	M	1. Record hazards and advise builder/supervisor 2. Send tiler back to rectify work that is his responsibility immediately	L

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9	Check the site for other trade issues that impact on the tiling job eg incomplete plumbing	<ol style="list-style-type: none"> 1. Water ingress 2. incomplete tiling 	M	<ol style="list-style-type: none"> 1. Record hazards and advise builder/supervisor 2. Send tiler back to rectify work that is his responsibility immediately or as soon as other trade work complete 	L
10	Depart site	<ol style="list-style-type: none"> 1. Slips and trips 2. Loss of ladder / materials while driving 	M	<ol style="list-style-type: none"> 1. Be aware that other trades or deliveries may have changed site conditions while you were on roof 2. Ensure that ladder and other materials are secured on vehicle 	L

Reviewed by:


John Smartt, Service Manager

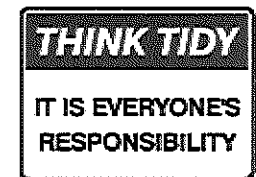
DATE: 16/4/13


Vic Babich, Divisional Manager

DATE: 9/4/2013


John Payne, OHS Manager

DATE: 15/4/13



I, (print name)..... confirm that I have read and been instructed Job Safety Analysis NO.

SITE 04.00 and agree that all the hazards have been identified and the risks reduced to as low as reasonably practicable

Signed:

Date: