







JOB SAFETY ANALYSIS:

SITE 06.00

JOB/TASK: Delivery & Pick Up of Tiles in Light Commercial Vehicle					DATE: 08/03/2016
SUPERCEDES: New			Analysis / Revised by: Zane Austin, J Payne		
CLIENT NAME & ADDRESS :			Permits / Competencies Required: National Construction Safety Awareness Card, Site Safety Manual, Drivers License Class C		
EQUIPMENT/TOOLS REQUIRED: Communication (Mobile Phone) Witches Hats Cargo Net			PERSONAL PROTECTIVE EQUIPMENT REQUIRED:       Above PPE to be available and worn as per site requirement		
RISK LEVEL C = Critical H = High M = Medium L = Low					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Prepare for days tasks	<ol style="list-style-type: none"> 1. Incorrect product or quantities delivered 2. Unknown site locations 3. Vehicle security 	M	<ol style="list-style-type: none"> 1. Collect paperwork and discuss requirements with Service Coordinator 2. Plan route, carry mobile phone 3. Collect keys from despatch office 	L
2	Prestart check vehicle	<ol style="list-style-type: none"> 1. Poor vehicle condition 	M	<ol style="list-style-type: none"> 1. Inspect vehicle for road worthiness 	L
1	Arrival at loading bay	<ol style="list-style-type: none"> 1. Traffic / parked vehicles blocking access 2. Mobile plant / Trucks 3. Incorrect material picked up 	M	<ol style="list-style-type: none"> 1. # Park in designated zone for loose tile pick up # Approach other vehicle owners and request their cooperation 2. # High vis clothing to be worn in the yard at all time # Do not approach within 3 metres of operating forklift # Keep watch constantly when leaving bay 3. Check quantities, colour and profile with transport officer 	L

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2	Load materials	1. Manual handling injury 2. Over loading 3. Unsecured load 4. Finger Injury / splinters 5. Foot Injury	M	1. # Do not carry so many tiles at once that you are straining # Carry tiles close to body # Do not over-reach to load vehicle 2. # Do not load more than the payload allowed for the vehicle # Do not load tiles over the height of cargo bay # Any tiles, tools or other equipment above the cargo bay must be inspected by transport officer and a load restraint inspection checklist is to be completed 3. # Cargo net to be used to secure all tiles # All material above the cargo bay to be secured 4. # Wear leather gloves # Take care not to trap fingers 5. Safety footwear to be worn a all times	L
3	Drive to delivery address	1. Traffic hazards 2. Breach of road rules 3. Breach of policy	M	1. Drive to the road conditions with consideration for load carried 2. Comply with all the road traffic act regulations 3. Comply with conditions of vehicle policy booklet	L
4	Arrival at site	1. Traffic / parked vehicles 2. Site hazards	M	1. # If unable to park in preferred location, park as close as possible and do not obstruct traffic # Ask vehicle owners and request their cooperation 2. # Inspect site to ensure that it is safe to unload and complete the Delivery & Site Inspection Run Sheet # If there are site hazards, call Maintenance Office for advice.	L
5	Unload / Unload materials at site	1. Manual handling injury 2. Slips, Trips and Falls 3. Finger Injury 4. Foot Injury 5. Overloading 6. Unsecured load	M	1. # Do not carry so many tiles at once that you are straining # Carry tiles close to body # Do not over-reach to unload vehicle # "Walk" pallets to rear of vehicle and tilt them on to tray 2. # Ensure there is a clear path from vehicle to laydown area # 3 points of contact when carrying tiles upstairs 3. # Wear leather gloves # Take care not to trap fingers 4. Safety footwear to be worn 5. Calculate total weight of load (each pallet = 60 kg) All material above the cargo bay to be secured	L

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6	Pick up waste tiles or rubbish	1. As per Step 5	M	1. As per Step 5	L
7	Leave site	1. Loss of equipment 2. Vehicle accident 3. Vehicle security	M	1. Collect all traffic cones 2. Drive to road conditions 3. Return keys to despatch office at end of shift	L

Reviewed by:



Mark Ozanne, Maintenance Coordinator

DATE: 9/3/16

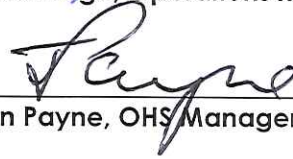


Rod Gorrige, Operations Manager

DATE: 9/3/16



Jos Kut, Divisional Manager



John Payne, OHS Manager

I, (print name)..... confirm that I have read and been instructed in Job Safety Analysis number SITE 06.00 and agree that all the hazards have been identified and the risks reduced to as low as reasonably practicable

Signed:

Date: