







85 Vulcan Road, Cannina Vale 6155. Phone 9334 4626

JOB/TASK: Site Supervision for Maintenance and Roof Tile Maintenance	DATE: 10/05/2018
Review History: Replaces 03.02 – <u>dated:</u> 31.01.2017	Review conducted by: Vic Babich, Julian Roddy
CLIENT NAME & ADDRESS :	Permits / Competencies Required: Construction Safety Awareness Harmony Roof Tiles Site Safety Manual Verification of Competency competent by BGC in performing lockouts (if powered roof space entry required)
EQUIPMENT/TOOLS REQUIRED: First Aid Kit, Trowels, Buckets, Ladder, Shovel, Tile Cutter, 2 Storey Extension Ladder, Hydrochloric Acid, Camera Lockout Device for Main power switches Danger – working in roof space sign	PERSONAL PROTECTIVE EQUIPMENT REQUIRED: Above PPE to be available and worn as per site requirement IF using Hydrochloric Acid – Safety Goggles, Nitrile Gloves <div style="display: flex; justify-content: space-around; align-items: center;">       </div>


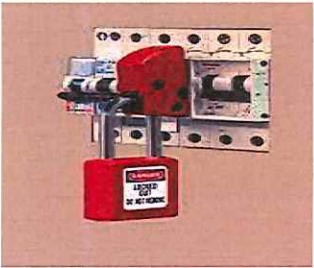
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RISK LEVEL		H = high	M = med	L = low	N = negligible
N o	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Arrive at site	1. Being on wrong site to confirm site plan 2. Occupied dwelling OR 3. Breach 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	M L L H M M M	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, Advise Maint Coordinator hazards identified 6. Do not commence task if extreme weather is likely 7. Mobile phone to be carried in pocket at all times when on site	L L L M L L L

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2	Check site is ready for maintenance and assess material needed	1. Site / building incorrectly or not numbered 2. Rubbish or building supplies blocking access before deliveries 3. Power lines 4. Incorrect tiles or ridges supplied 5. Construction site hazards Unsafe access, Lack of waste bins, Slips and trips Impalement (stakes, pipes etc) 6. Multi unit site (other trades) 7. Fall from height 8. Working alone 9.	M M H L H H H H	1. Advise Maintenance Coordinator 2. Advise builder if power lines too low or damaged 3. If occupied dwelling inform resident if unoccupied Inform office, 4. Advise resident / builder that maintenance will not start until hazard is eliminated or controlled (Revisit site ensure that the hazard has been removed) 5. Advise builders that units need to be numbered 6. Liaise with other workers to confirm access and safe demarcation distances will be maintained 7. 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 8. If unexpectedly working alone (isolated location), contact office as per Working Alone procedures	L L L M L M M M

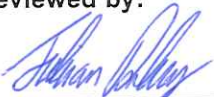
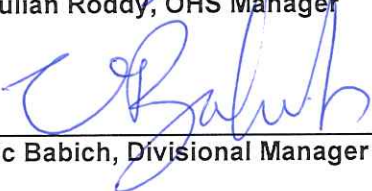

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3	<p>Access to manhole (if required)</p>  	<ol style="list-style-type: none"> 1. Home owner resistance 2. Electrocution 3. Fall from ladder 4. Fall through ceiling 5. Dislodged tiles falling off roof 6. Damaged electrical circuits 	<p>M H</p> <p>H M M</p> <p>H</p>	<ol style="list-style-type: none"> 1. Builder / Harmony representative to advise owner in advance 2. Builder / Harmony representative to inform owner that power needs to be turn off at Meter Box Competent person to turn off main isolating power switch in Meter Box Install approved lockout device Test an electrical appliance to confirm isolation Attach magnetic "Danger Sign" to outside of meter box 3. Ensure ladder is in good condition 4. Tread on solid rafters. Beware of solar cabling inside roof space. 5. Ensure that no one will be in drop zone outside house 6. Danger Sign to remain in place until task completed After task is completed turn on main isolation switch, after removing the isolating device, and 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 HARMONY SUPERVISOR / ELECTRICIAN 	<p>L M</p> <p>M M M</p>
4	Access to roof	<ol style="list-style-type: none"> 1. Fall from ladders 2. Strains and sprains 	<p>H</p> <p>M</p>	<ol style="list-style-type: none"> 1. Inspect ladder including latch for extension ladders Position ladder at 1:4 angle Use gutter guard Ladder to be on level compacted ground Check stability of ladder before climbing up Access roof via a free standing or scaffolding ladder Refer to Ladder Checklist in Code of Practice Prevention of Falls at Workplaces 2. Stretch or warm up before any manual handling or work on roof 	<p>M</p> <p>L</p>

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5	Inspect roof	1. Falls from height	H	1. Fall protection required for 2 storey buildings, If no scaffolding • fall restraint harness to be worn – nationally recognised Safe Working at Heights certificate needed, Conduct inspection away from the edge of roof Write report in a stationery position away from the edge	M
6	Working on roof <ul style="list-style-type: none"> • Inspection of the roof • Loading and removing tiles and ridges • Changing tiles cutting valleys and hips • Loading ridges • Laying ridges • bedding ridges • Pointing ridges 	1. Trips / slips hazards <ul style="list-style-type: none"> • Wet or slippery frame / tiles • Nails • Straps • Cables • Pipes 	H	1. Soles of shoes to be cleaned at base of ladder, remove sand, wipe to remove any moisture Use extreme caution moving across frame and frequently check for these hazards as you move across frame. If any additional hazards are identified , STOP work and prepare / amend the JSA Variation Form	M
		2. Falls	H	2. Check for any problems such as loose frames, battens not nailed correctly and all joins to be on rafters 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
		3. Sprains or strains	M	3. Once on the roof carry a maximum of 4 tiles at a time	L
7	Roof clean up, <ul style="list-style-type: none"> • removal of tools • removal of rubbish 	1. Manual handling risk 2. Slip trip hazards 3. Falls	M H H	1. As per above steps 2. Do not carry materials in way that prevents you looking at where you place your feet 3. As per above steps	L M M
8	Egress from roof	1. Fall from ladders	H	1. Check stability of ladder before transferring your weight to it,	M

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9	Depart site • • •	1. Slips and trips 2. Loss of ladder / materials while driving	H M	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	M L
Reviewed by: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>  Julian Roddy, OHS Manager  Vic Babich, Divisional Manager </div> <div> DATE: <u>10/05/18</u> DATE: <u>14/5/18</u> </div> <div>  John Wallis, Maintenance Supervisor DATE: <u>16.5.18</u> </div> </div>					

I confirm that I have read and been instructed Job Safety Analysis No. SITE 03.03 and agree that all the hazards have been identified and the risks reduced to as low as reasonably practicable

PRINT YOUR NAME SIGNATURE DATE

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