


**JOB SAFETY ANALYSIS:**

**SITE 05.00**

<b>JOB/TASK:</b> Pick Up and Return of Pallets and Tiles		<b>DATE:</b> 19/04/2013			
<b>SUPERCEDES:</b> New		<b>Analysis / Revised by:</b> V Babich, P McSwain, J Payne			
<b>CLIENT NAME &amp; ADDRESS :</b>		<b>Permits / Competencies Required:</b> National Construction Safety Awareness Card, Site Safety Manual, High Risk License Class CV			
<b>EQUIPMENT/TOOLS REQUIRED:</b> Communication (Mobile Phone) Witches Hats		Lifting Bar / Slings		<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED:</b>	
					
		Above PPE to be available and worn as per site requirement			
<b>RISK LEVEL</b> H = high      M = med      L = low      N = negligible					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	<b>Job Planning</b>	<ul style="list-style-type: none"> <li>1. Equipment failure</li> <li>2. Incorrect address</li> <li>3. Inspection by regulators</li> <li>4. Site emergencies</li> </ul>	M	<ul style="list-style-type: none"> <li>1. Prior to first pick up of each day, complete Pre-Start Checklist for truck, lifting gear and crane as per manufacturers' handbook (documented proof recommended)</li> <li>2. Check lot number against documentation</li> <li>3. Ensure all tickets and licenses are in possession of driver</li> <li>4. Carry mobile phone in pocket while on site</li> </ul>	L
2	<b>Arrival at site</b>	<ul style="list-style-type: none"> <li>1. Traffic / parked vehicles</li> <li>2. Breach of site requirement</li> <li>3. Site activities</li> <li>4. Mobile plant</li> <li>5. Site hazards</li> </ul>	M	<ul style="list-style-type: none"> <li>1. If unable to park in preferred location, park truck where it is safe and will not obstruct traffic Approach other vehicle owners and request their cooperation</li> <li>2. If there is a site office report to it for site instructions or read site signage for PPE requirement</li> <li>3. Read site Safety board and follow site rules</li> <li>4. Do not approach operating mobile plant without direct signal of driver</li> <li>5. Conduct and record Site Safety Report before loading on each site</li> </ul>	L

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3	<b>Park truck adjacent to pallets</b>	<ol style="list-style-type: none"> <li>1. Mobile Plant</li> <li>2. Power lines</li> <li>3. Vehicles / traffic flow</li> <li>4. Striking buildings or equipment with boom or load</li> <li>5. Stability of truck</li> </ol>	H	<ol style="list-style-type: none"> <li>1. Liaise with any operator of mobile plant</li> <li>2. Do not extend boom within 3 metres of power lines</li> <li>3. Use cones around truck if truck protrudes on to road Advise other workers or residents who may be interrupted</li> <li>4. Inspect site for clearance for boom</li> <li>5. Truck must be parked on firm ground, apply hand brake, use wheel chocks if parked on a hill, disengage driving gear, activate outriggers</li> </ol>	M
4	<b>Check site for Tiles and Pallets</b>	<ol style="list-style-type: none"> <li>1. Pallets breaking during lift</li> <li>2. Fibre boards not stacked correctly packed</li> <li>3. Sprains and strains</li> <li>4. Splinters</li> </ol>	M	<ol style="list-style-type: none"> <li>1. Ensure pallets are not damaged</li> <li>2. Boards to be stacked neatly underneath top pallet Stacks of pallets not to exceed 14 pallets high Remove loose boards before lift</li> <li>3. Performing stretching exercises at start of day and after long periods of driving or inactivity</li> <li>4. Wear gloves</li> </ol>	L
5	<b>(If tiles are to be collected) Stack tiles on to pallets and wrap with plastic</b>	<ol style="list-style-type: none"> <li>1. Hand injury</li> <li>2. Snakes and spiders</li> </ol>	M	<ol style="list-style-type: none"> <li>1. Wear gloves Take care not to catch hand when stacking against other tiles</li> <li>2. Inspect area before moving pallets and tiles</li> </ol>	L
6	<b>Lift pallets on to truck</b>	<ol style="list-style-type: none"> <li>1. People in area of boom swing</li> <li>2. Dropping pallets / Lifting gear failure</li> <li>3. Swinging Load</li> <li>4. Load and vehicle stability</li> <li>5. Crush injuries</li> </ol>	H	<ol style="list-style-type: none"> <li>1. Operate controls from same side of truck as load Keep constant watch and warn people to stay out of way</li> <li>2. All lifting gear to comply with OHS Regulations Visually check crane and lifting before and during each use</li> <li>3. Consider use of a tag line Only lift the load as high as necessary to get it onto truck</li> <li>4. Load to be spread evenly on tray</li> <li>5. Do not place hands between load and truck tray or load</li> </ol>	M
6	<b>Remove lifting gear and store Hiab</b>	<ol style="list-style-type: none"> <li>1. Damage to equipment or loose gear</li> <li>2. Traffic</li> </ol>	M	<ol style="list-style-type: none"> <li>1. Correctly store crane and equipment on truck Retract outriggers</li> <li>2. If you are going onto road check for traffic first .</li> </ol>	L

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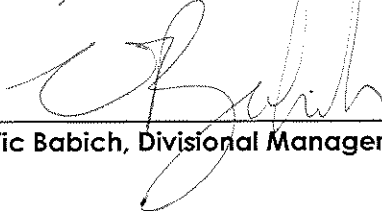
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7	Secure Load	<ol style="list-style-type: none"> <li>1. Falls from truck tray</li> <li>2. Lose of load</li> </ol>	H	<ol style="list-style-type: none"> <li>1. Maintain 3 points of contact when climbing up or down</li> <li>2. Load to be secured by a competent person</li> <li>3. Laterally and longitudinally</li> </ol>	M
8	Leave site	<ol style="list-style-type: none"> <li>1. Loss of equipment</li> <li>2. Vehicle accident</li> </ol>	L	<ol style="list-style-type: none"> <li>1. Collect all traffic cones</li> <li>2. Drive to road conditions</li> </ol>	N
9	Arrive at factory	<ol style="list-style-type: none"> <li>1. Pedestrians / traffic</li> <li>2. Site congestion</li> <li>3. Mobile plant</li> <li>4. Site emergency</li> </ol>	H	<ol style="list-style-type: none"> <li>1. Do not exceed 5 kph on site</li> <li>2. Park in designated pallet return area</li> <li>3. Look out for mobile plant and vehicles when out of truck</li> <li>4. Report to Despatch Office on arrival</li> </ol>	M
10	Remove load restraint and prepare for unloading	<ol style="list-style-type: none"> <li>1. Damage to equipment</li> <li>2. Mobile plant</li> </ol>	H	<ol style="list-style-type: none"> <li>1. Raise crane out of way Undo and store all load restraint straps</li> <li>2. Do not approach operating forklift unless drivers signals "OK"</li> </ol>	M
11	Lower crane and depart site	<ol style="list-style-type: none"> <li>1. Pedestrians and traffic</li> </ol>	H	<ol style="list-style-type: none"> <li>1. Do not exceed 5 kph</li> </ol>	M

Reviewed by:

  
Rod Goringe, Operations Manager

DATE: 22/4/13.

  
Vic Babich, Divisional Manager

DATE: 19/4/2013

  
John Payne, OHS Manager

DATE: 19/04/2013

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I, (print name)..... confirm that I have read and been instructed in Job Safety Analysis number SITE 05.00 and agree that all the hazards have been identified and the risks reduced to as low as reasonably practicable

Signed: ..... Date: .....