






JOB/TASK: Truck Deliveries		DATE: 4/12/2015			
LICENSES / QUALIFICATIONS: Drivers License appropriate for vehicle, Construction Safety Awareness Card, High Risk License Class DG for dogman, High Risk License Class LF for forklift driver, HIAB Competency, Traffic Controller Accreditation (if stopping traffic), JSA SITE 02.00					
LOCATION / DEPARTMENT: Factory and Sites		Analysis by : John Payne, Keith Walker, Gil Sander			
EQUIPMENT/TOOLS REQUIRED: Communication -Mobile Phone (and 2 way radio if spotter needed) Traffic Warning Cones Digital camera and spare batteries Rated lifting straps Load restraint straps Stop / Slow Traffic Sign		PERSONAL PROTECTIVE EQUIPMENT TO BE AVAILABLE, CHECK SITE REQUIREMENT:     			
RISK LEVEL 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	Planning for jobs	<ol style="list-style-type: none"> 1. Unqualified personnel 2. Unsafe Vehicle / or equipment 3. Working Alone 4. Site or delivery uncertainty 5. Commercial construction site hazards 	H	<ol style="list-style-type: none"> 1. Only personnel with the above Licenses / Qualifications are allowed to perform this task Drivers name to be on current "Internal Staff Who Visit Site" and Car Policy matrices 2. Complete pre-start Checklist for Vehicle – if any faults found, Transport Manger must be informed immediately Complete pre-start check of crane, all lifting gear including inspection tags and load restraint straps 3. Transport Manger as far as is reasonably practical to determine if driver will be Working Alone Driver to carry mobile, check battery status 4. Gather all documentation and camera for deliveries, Plan your delivery route, Communicate with supervisor if there are any issues, 5. Ensure you have all of the above PPE in case it is a delivery site requirement 	M

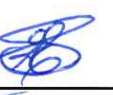

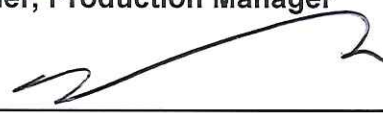

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1	Planning for jobs (continued)	<ul style="list-style-type: none"> 6. Manual unloading or difficult crane unloading at delivery site 7. Reversing into traffic 	H	<ul style="list-style-type: none"> 6. Transport Manager to arrange for an assistant to be on site 7. Spotter required if driver visibility for reversing is obstructed <ul style="list-style-type: none"> 7.1. If likely that the flow of traffic is interrupted on major arterial roads, Transport Manager to schedule for a spotter to be present 7.2. Driver is responsible for advising Transport Manager BEFORE unloading, when a spotter is needed for those sites where no spotter has been provided 7.3. Driver and Spotter to be trained in and have signed JSA SITE 02.00 Reversing Trucks 	M
2	Egress from vehicle parking area	<ul style="list-style-type: none"> 1. Pedestrians 2. Collision with mobile or vehicles 	H	<ul style="list-style-type: none"> 1. Driver to ensure all mirrors, seats, and controls are correctly adjusted Reversing beeper or spotter to be used when reversing Driver to sound the horn if pedestrians are not reacting to reversing beeper Ensure all personnel are at a safe distance from truck path. 2. Do not drive within 3 metres of any mobile plant or vehicle if a driver is in the cabin unless the driver signals for you to proceed 	L
3	Loading of material By Forklift	<ul style="list-style-type: none"> 1. Struck by Forklift 2. Unbalanced loading / insecure load restraint 	H	<ul style="list-style-type: none"> 1. Forklift driver to have High Risk License Class LF Forklift driver to be trained in and signed off for the current Forklift operations JSA Remain 2 metres from operating forklift 2. Load to be inspected prior to departure to check that the truck driver has secured the load 	L

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4	Driving	<ol style="list-style-type: none"> 1. Loss of load from vehicle 2. Vehicle accidents 3. Vehicle break down / struck by other vehicles 	H	<ol style="list-style-type: none"> 1. After each delivery and at regular intervals on country trips, stop vehicle in an off road bay and check the load restraint of the load. If the driver is in any doubt about the safety of the load, he/she is phone the Transport Manager before proceeding 2. Driver to comply with all road traffic rules Any accident no matter how minor to reported as per BGC Motor Vehicle Policy 3. Continually check gauges in vehicle IF vehicles breaks down while driving, on busy roads do not get out of vehicle from drivers side If safe to do so, place traffic warning cones to warn other motorists Move as far away from the road as possible while reporting the breakdown and waiting for assistance 	M
5	Arriving at site	<ol style="list-style-type: none"> 1. Lack of safe off road parking / unloading 2. Hazard to other road users 3. Vehicle rolling 4. Delivery to wrong site 	M	<ol style="list-style-type: none"> 1. If unable to drive completely off the road, ensure that the vehicle will not create a safety hazard for pedestrians, other traffic or other construction workers, Turn on Hazard Lights and Strobe Lights before exiting truck, Do not park on the road if at all possible Always look for approaching vehicles before walking behind parked truck Do not walk behind vehicle if close to a corner or vision is restricted 2. Use warning cones when parked on the road starting 30 metres behind vehicle If the driver is in any doubt, he /she is to drive to a location where they can park safely and call the Transport Manager for advice 3. Hand brake to be applied 4. Check documentation to confirm that you are at the correct address 	L

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5	Arriving at site (continued)	5. Construction site hazards Power lines Lack of level parking / unloading area Blocking access for other site workers Site PPE breach Public using footpaths	M	5. Inspect the area for hazards and complete the Site Safety Report BEFORE commencing to unload Check site signage and comply with PPE rules Do NOT unload if any part of crane or lifting gear will be within 3 metres of power lines. Driver to read the attached Overhead Power Lines information at each site where the hazard is identified Liaise with other workers if they or their property is in the way, - do not get into arguments – contact Transport Manager for advice if a problem arises Only park on firm compacted level ground Place warning cones on footpath if vehicle or load movement will cross the footpath If any additional hazards are present and the task can be completed safely, complete a JSA Variation Form before proceeding If additional hazards are present and task can not be done safely DO NOT unload, Advise Transport Manager	L
6	Unloading of Materials by Hiab	1. Hit by traffic 2. Awkward loads or if heavy manual handling is required 3. Strains and sprains 4. Roll over	H	1. Where possible move the vehicle so that all unloading is done while working off the road. Do not work on busy roads, use traffic cones 2. Transport Manager to provide an additional person to assist 3. Do not unload if the load has to be moved manually and it is too heavy or awkward for one person Contact Transport Manager for assi 4. Engage truck out riggers	L

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6	Unloading of Materials by Hiab (continued)	5. Pinch Points 6. Power lines 7. Load falling 8. People or property hit by load 9. Lacerations 10. Blocking access or hazard to the public	H	5. Check that the load has not moved during transport Wearing gloves remove side pins on tray Keep well clear of load while slowly releasing the load restraint straps and watch for any sign of movement Do not touch suspended load until it has completely stopped moving on the ground and the slings are not bearing the weight 6. Continually check that a 3 metre clearance from power lines is maintained 7. Check all slings at each site for damage, continually be alert while unloading Only licensed Dogman to sling loads 8. DO NOT use Hiab in a rushed manner causing the load to swing about Only raise the load high enough to clear obstacles If tag line being held by assistant, ensure that line is kept tight Person holding tag line must not walk under suspended load 9. Wear gloves, be aware of sharp edges 10. DO NOT lay materials on footpaths and keep as far away from footpath as possible, DO NOT block access or egress from the building site Take a picture of delivered goods with digital camera Check the site to ensure that no hazard has been created by the delivered goods	L
7	Secure equipment and loads	1. Damage to equipment 2. Loose loads 3. Incorrectly stored pins, crane, lifting gear 4. Hit by traffic 5. Hazard for other road users	H	1. Retract out riggers and return crane to travel position 2. Check remaining loads on vehicle, re-secure load restraint if required 3. Re-insert side pins Store and secure lifting slings, cones into storage compartment of tray 4. Look out for traffic when collecting cones from road 5. Turn off Hazard Lights and Strobe Lights before leaving site	L

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8	Depart site	<ol style="list-style-type: none"> 1. Driver vision restricted when reversing onto road 2. Busy roads 	H	<ol style="list-style-type: none"> 1. Spotter required 2. Rules for Spotter <ol style="list-style-type: none"> 2.1 Wear high visibility clothing 2.2 If traffic is to be stopped, spotter must be a trained Traffic Controller 2.3 Only trained Traffic Controller can stand on road with Slow / Stop sign. 2.4 Do not stand on road without first discussing with Transport Manager 2.5 Do not stand on road until traffic has stopped 2.6 Remain in view of driver's mirror at all times or have 2 way radio contact 2.7 Signal driver to reverse when there is a clear gap in traffic 	M
9	Return to BGC Steel after final delivery	<ol style="list-style-type: none"> 1. Pedestrians 2. Collision with mobile or vehicles 3. Vehicle security or rolling 	H	<ol style="list-style-type: none"> 1. Driver to ensure all mirrors, seats, and controls are correctly adjusted Reversing beeper or spotter to be used when reversing Driver to sound the horn if pedestrians are not reacting to reversing beeper Ensure all personnel are at a safe distance from truck path. 2. Do NOT drive within 3 metres of any mobile plant or vehicle if a driver is in the cabin unless the driver signals for you to proceed 3. Ensure parking of vehicle is in an appropriate parking bay. Ensure park brake is applied. Ensure keys to vehicle are returned to the appropriate storage area. Give and documentation and camera to the Transport Dept. <i>all</i> 	L

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Checked by: Y. Wong, K. Wade- Graham, J. Dargaville			
Approved by:			
	DATE: 14-12-15		DATE: 14/12/15
Gil Sander, Production Manager		Liam Pegum, Transport Coordinator	
	DATE: 14-12-15		DATE: 14/12/15
Keith Walker, Divisional Manager		John Payne OH&S Manager	

I, _____ hereby confirm that I have read and been instructed on the Job Safety Analysis Number SITE 01.01 and understand how the safe work / control measures are used in this task.

SIGNED _____ DATE: _____