

**JOB/TASK:** MAINTENANCE SERVICE WORKS FOR DOOR FRAMES **DATE:** 01/04/2013

**LICENSES / QUALIFICATIONS:** Drivers License appropriate for vehicle, Construction Safety Awareness Card

**LOCATION / DEPARTMENT:** Factory and Sites **Analysis by :** John Payne, Keith Walker, Gil Sander

**EQUIPMENT/TOOLS REQUIRED:**  
 Communication -Mobile Phone  
 Mig Welder  
 Angle Grinder  
 Hand Tools  
 Site Safety Manual

**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	Arrive at site	1. Being on wrong site 2. Construction site 3. Occupied residence  4. Site Hazards - Lacerations Bruising Objects falling from above Impalement Trips / Slips 5. Site emergencies 6. Working alone	H	1. Check documents and that site address is correct 2. Check site requirements for PPE 3. Liaise with resident immediately upon arrival – advise of need to do site inspection 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. Mobile phone to be carried in pocket at all times when on site 6. If site not already identified as Working Alone, contact office as per working alone procedure	L

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<b>2</b>	<b>Setting up and carrying materials / tools to work site</b>	<ol style="list-style-type: none"> <li>1. Pets – aggressive</li> <li>2. Sprains/ strains</li>   <li>3. Cuts / lacerations</li> <li>4. Falls</li> <li>5. Trips / slips</li>   <li>6. Falling objects</li> <li>7. Electric Shock</li>   <li>8. Injury to residents or other workers</li> </ol>	<b>H</b>	<ol style="list-style-type: none"> <li>1. Resident to secure pets</li> <li>2. Use correct lifting techniques Do not strain, ask for assistance</li> <li>3. Protective gloves to be worn</li> <li>4. Maintain 3 points of contact or hold handrails if using steps</li> <li>5. Be aware of trip hazards created by other people Clear a path to use</li> <li>6. Do not enter area if people are working above</li> <li>7. Ensure all power tools are plugged into a RCD device Inspect all equipment is in good condition and has current tag</li> <li>8. Set up exclusion zone around task</li> </ol>	<b>M</b>
<b>3</b>	<b>Carry out repairs to</b> <ul style="list-style-type: none"> <li>• Door Frames</li> <li>• Hinges</li> <li>• Strikers</li> <li>• Toilet Tops</li> </ul>	<ol style="list-style-type: none"> <li>1. Cuts / lacerations</li> <li>2. Eye injuries / Welding flash</li> <li>3. Injury to others</li> <li>4. Trip/slips</li>   <li>5. Fumes</li> <li>6. Noise</li> <li>7. Hot works sparks</li>   <li>8. Other trades in area</li> <li>9. Hazardous substances</li>   <li>10. Burns</li> </ol>	<b>M</b>	<ol style="list-style-type: none"> <li>1. Protective gloves to be worn</li> <li>2. Safety Glasses / Welders mask to be worn Warn other people / exclusion zones</li> <li>3. Ensure all workers have PPE on at all times</li> <li>4. Ensure floor area is clear, be aware of hazards created by other people If moving around make sure leads do not cause hazard</li> <li>5. Ensure ventilation is adequate if welding inside</li> <li>6. Hearing protection to be when grinding</li> <li>7. Fire Extinguisher to be near work area Do not direct sparks at other people or combustible material</li> <li>8. Communicate with other trade workers regarding safety</li> <li>9. Ensure you have read the appropriate Site Safety Manual and comply with safety instructions</li> <li>10. Wear correct PPE for hot work and take care not to touch hot surfaces with any part of unprotected skin</li> </ol>	<b>L</b>


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4	Clean up waste and carry tools and equipment to vehicle	<ol style="list-style-type: none"> <li>1. Cuts / lacerations</li> <li>2. Burns</li> <li>3. Eye injuries</li> <li>4. Sprains and strains</li> <li>5. Slips and trips</li>   <li>6. Harm to reputation</li> <li>7. Materials or tools falling from vehicle</li> </ol>	M	<ol style="list-style-type: none"> <li>1. Wear protective gloves when handling waste</li> <li>2. Wear protective gloves</li> <li>3. Safety Glasses to be worn</li> <li>4. Use correct manual handling techniques</li> <li>5. Make sure your vision is not restricted by what you are carrying</li> <li>6. Ensure that you leave area clean and all waste is placed in bin or returned to factory waste bins</li> <li>7. Ensure that all equipment is properly secured</li> </ol>	L
5	Exit Site	<ol style="list-style-type: none"> <li>1. Pedestrians</li> <li>2. Merging with traffic on roads</li> </ol>	H	<ol style="list-style-type: none"> <li>1. If vision is restricted warn others on site that you are leaving</li> <li>2. Whenever possible drive forward onto road, use spotter if available for reversing</li> </ol>	M

Checked by:

  
 \_\_\_\_\_ DATE: 2-04-13.  
 Gil Sander, Production Manager

Approved by:

  
 \_\_\_\_\_ DATE: 2-4-13  
 Keith Walker, Divisional Manager

  
 \_\_\_\_\_ DATE: 02/04/13  
 John Payne O&S Manager



ALL ACCIDENTS NO MATTER HOW MINOR MUST BE REPORTED TO YOUR SUPERVISOR



THINK TIDY  
IT IS EVERYONE'S RESPONSIBILITY

I, \_\_\_\_\_ hereby confirm that I have read and been instructed on the Job Safety Analysis Number SITE 03.00 and understand how the safe work / control measures are used in this task.

SIGNED \_\_\_\_\_ DATE: \_\_\_\_\_