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Job Safety and Environmental Analysis (JSEA) / Job Hazard Analysis (JHA)

The Sample Company Pty Ltd

Part 1: Project and Task Identification

Process Initiators of JHAs are responsible for consulting the Project Supervisor, Quality OSH Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the JHA. Other persons may be consulted for technical advice or review of the JHA to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this JHA form.

Client: TotalTrack Pty Ltd

Site: 4800 Neponset Street, Denver CO 80202

Contact Name	Job Title	Phone	Mobile	FAX	Email
Scott LeBlanc	Director	+61 8 7070 616	+61 408 831 550	08 8261 9977	scott@totaltrack.com.au

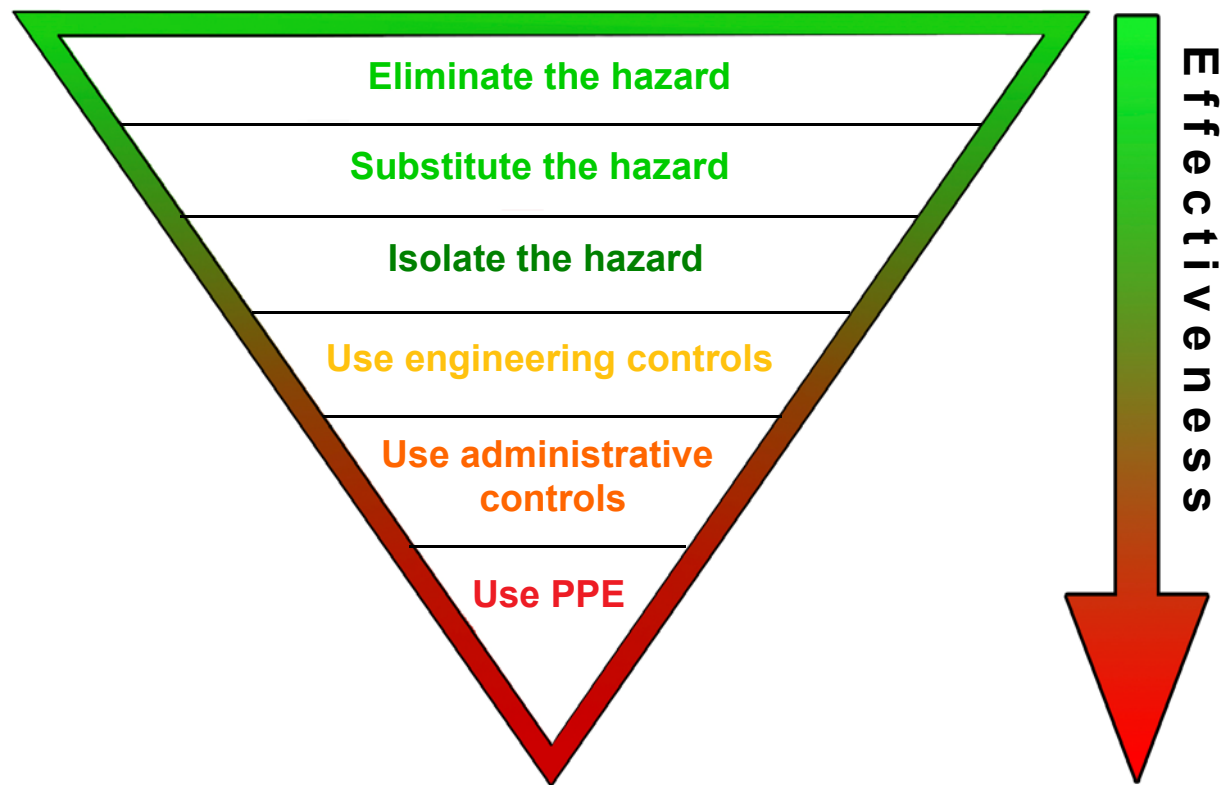
JHA Initiated By	Sample Guy	Date:	JHA No. 3	Rev: 0	Rev. Date: 12/10/2018
Supervisor Review	Sample Guy	Date:	Work Locations/Areas: All		
Management Review	Sample Guy	Date:			

Description of Work to be Undertaken:	Installation of underfloor plumbing and drains
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First, identify and assess the risks, then decide the best way to control them by applying the Hierarchy of Control as follows:

LEVEL	CONTROL	DEFINITION
Level 1	Elimination	Controlling the Hazard at source
Level 2	Substitution	Replacing one substance or Activity with a less hazardous one
	Isolation	Separating the hazard from the person
	Engineering	Installing Guards on machinery
Level 3	Administration	Implementing policies and procedures for safe work practices
	Personal Protective Equipment	Use of safety glasses, hardhats, protective clothing, etc.

Hierarchy of Controls



Personal Qualifications and Experience Required To Carry Out the Works:	Duties and Responsibilities of Personnel Completing the Task:	Formal or Specialised Training or Licenses Required to Complete Work or Operate Specific Plant or Equipment:
Plumbing Certification (Preferred) or a competency level of working with copper, UPVC and allied materials	Reporting of any injuries / incidents to your Project Supervisor	Heavy Vehicle Drivers licence with a class equal to or greater than the required for the mass of the truck
Certificate III in Civil Construction Plant Operations (Preferred) or a competency level of plant operation	Adherence to company's and the site's WH&S policies and procedures	Excavator Training & Assessment
Completion of White Card Induction	Maintain adequate house-keeping on site	Competency in the Safe Operating Procedure of the selected power tools
The ability to work unsupervised and part of a team	Operate safely and perform daily pre-shift inspections	Heavy Equipment Operator Training and Assessment
Certificate III in Plumbing (Preferred) or a competency level of working with UPVC and allied materials	Take reasonable care for the health and safety of others Take reasonable care for your own health and safety	

JHA Sign Off – Your signature below indicates that you have been consulted in development of the JHA and accept and will implement the requirements of the JHA and control measures

No.	Name	Classification	Employed By	Signature	Date
1	Sample Guy	Plumber	The Sample Company Pty Ltd		
2					
3					
4					
5					
6					
7					

Job Safety and Environmental Analysis (JSEA)				Job Hazard Analysis (JHA)		
Step No.	Process Steps List the steps needed to do the job in the sequence to be done.	Potential Hazard(s) Against each step list potential hazards that could cause injury when the job is done.	Risk Rating	Hazard Control Measures For each hazard, identify control measures to eliminate or minimise the risk of injury.	New Risk Rating	Action By
1 Undertake Clients general all sites induction						
1.1	Undertake a site induction	Unfamiliarity with emergency procedures	14	Listen and ensure you obtain information and site emergency and evacuation procedures	1	All
		Unawareness of site specific hazards	14	Listen and ensure you obtain information about any and all site hazards	1	All
		Unawareness of restricted areas	18	Listen and ensure you obtain information about any restricted areas	1	All
		Unawareness of other operations or hazardous activities being undertaken on site	9	Listen and ensure you obtain information about any other activities being undertaken on site	5	All
2 Arrive at domestic site with truck and trailer and establish unloading area						
2.1	Park truck on site of road	Obstructing traffic	2	Check for clearways and bike lanes	1	Driver
				Do not block people's driveways	1	Driver
2.2	Set up unloading area	Being hit by motor vehicles	19	Watch for oncoming traffic	3	All
				Always wear Hi visibility clothing	1	All
				Set up hi visibility temporary bollards or cones	1	Driver
3 Claim Work Area						
3.1	Access the site	Breaching minimum site PPE requirements	13	Hi visibility clothing must be worn at all times whilst on site	1	All
				Steel toe safety boots must be worn at all times whilst on site	1	All
				Safety glasses must either be worn or carried at all times whilst on site	1	All
		Breaching site rules or requirements	13	NO SMOKING on site-designated smoking area will be available and ALL butts to be placed in bin	1	All
				Progressive housekeeping clean as you go	1	All
3.2	Establish safe perimeter	People entering work area	21	Controlled by Site Manager	5	Site Supervisor
				Bunting or Caution tape shall define the work area by providing a 3 meter barrier or denying access whichever is more appropriate.	3	All
4 Unload skid steer excavator from trailer/ truck using aluminium ramps						
4.1	Place ramps in position	Muscle strain - musculoskeletal disorders	13	Ensure correct manual handling procedures	3	Installer

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				Keep Load close to body	5	All
		Dropping components	17	Ensure a firm grip	2	All
				Wear safety boots	3	All
		Ramps may strike personnel	7	Ensure locating pins are securely in place	3	Operator
4.2	Release machine restraints	Machine may move	4	Ensure machine is stable before tie down tension is released	1	Driver
				Ensure truck is parked on level hard surface	1	Driver
				Due care by personnel	5	All
4.3	Board the Machine	Falling from machine	14	Gain access and egress from the manufactured entry/ exit opening only	2	Operator
				Keep three points of contact during access and egress	2	Operator
4.4	Unload and drive machine to ground	Machine can tip, slip or fall down ramps	9	Ensure firm ground	3	Operator
				Experienced and competent operator with VOC to perform task	5	Operator
4.5	Moving or driving the machine	Injury to people, damage to product or equipment from running into or over	13	Only trained and authorised employees with VOC may operate this equipment	3	Driver
5 Acceptance of delivery to site for materials						
5.1	Establish area to accept delivery	Other trades and or persons wanting to use area	11			
5.2	Direct vehicle to appropriate area	Running into objects and or persons	13	Place "spotter" to watch path of truck	3	Site Supervisor
5.3	Untie load if secured	Load tipping or falling	12	Release straps slowly to ensure load does not move	3	Driver
5.4	Receive goods manually	Muscle strain - musculoskeletal disorders	13	If materials are of a considerable length or weight then ensure a 2 (or more) person lift and carry	3	All
				Do not over reach	3	All
				Ensure correct manual handling procedures	3	All
6 Marking Out Ground						
6.1	Measure from datum point	Other trades entering work area	2	Arrange clear access Flag off the work area to prevent entry, if necessary	1	All
				Notify persons entering the area your intentions to close off area	1	All
6.2	Set out string line	Tripping hazard	12	Use high visibility string line	4	All

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		Striking hand or body part	9	Concentrate on object	2	Operator
				Hold pin at a lower point	2	Operator
				Use correct PPE - Gloves	1	Operator
7 Safety check and operation of Excavator for trenching and excavations						
7.1	Safety check of unit. Fill out Pre-trip/ Daily Inspection	Faulty equipment machine failure	14	Check for dents, cracks and faulty welds	3	Operator
				Check all hydraulic rams and lines, controls for leaks	3	Driver
				Check all safety devices	3	Operator
				Check for leaking Fluids	1	Operator
				Check tracks for tightness and rollers, idlers, and sprockets for damage	3	Plat Operator
7.2	Boarding the machine	Falling from Ladder	23	Ensure 3 points of contact	3	All
7.3	Operating / traveling with or without a load	Injury to people, damage to product or equipment from running into or over	13	Only trained and authorised employees with VOC may operate this equipment	3	Driver
		Thrown out of cab or against cab interior	13	Always wear seatbelt	1	Plat Operator
		Personal Injury	20	Allow no one to ride outside of the cab	1	Plant Operator
				Never use the basket or other attachments as a staging platform for workers	1	Plant Operator
		Tipping over	19	Be alert for trenches, open cuts, sump holes and pits	2	Driver
				Keep the machine as level as possible when operating	3	Operator
		Electrocution	25	Always check for overhead power lines	1	Driver
7.4	Dig	Digging up underground services	18	Dial 1100 before you dig	5	Supervisor
				Any suspected services should be uncovered by hand digging and clearly marked so as to be visible to plant operators on site	2	Site Supervisor
				Obtain service location from property owner	3	Supervisor
		Ground collapse	22	If excavations exceed 1.5m no persons should work in the trench without support	3	Site Manager
				If excavations exceed 1.5m undertake benching , battering or shoring	2	Site Manager
7.5	Load the truck	Running over someone	15	Be aware of everyone's location in the work area	5	Plant Operator

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		Dropping material on cab and driver	9	Do not move bucket near cab of truck.	3	Plat Operator
		Uneven loading may affect control of truck	13	Load truck evenly	5	Plat Operator
7.6	Backing up	Reversing/ Running over people and equipment and not very good visual	22	Make sure that your back up alarm is working	5	Driver
8 Dig/ clean trench by hand						
8.1	Dig into ground with Shovel	Digging up underground services	18	Dial 1100 before you dig	5	Supervisor
				Obtain service location from facility manager	5	Supervisor
		Muscle strain - musculoskeletal disorders	13	Do not over reach with shovel	3	Operator
		Environmental - Disturbance to Plants or animals - removal of vegetation	17	Ensure fragile vegetation is removed carefully for reinstatement	1	All
		Environmental - Dust	16	Wet down area in dry dusty conditions	1	All
		Environmental - Spreading of Weeds and pests	4	Contain weeds if present for disposal	3	All
8.2	Check gradient by laying pipe into trench and setting level	Moving Machinery	21	Ensure constant communication with co-workers	5	Operator
				Wear Hi visibility clothing	1	All
		Falling into trench	13	Be aware of loose edges	2	All
				An additional SWMS must be developed for shaft or trench with an excavated depth of greater than 1.5 metres	5	Site Manager
9 Installation of UPVC Pipe						
9.1	Cut pipe to length with hand saw	Cut through body parts	18	Ensure the user has been inducted with SOP	2	Site Supervisor
				Ensure opposite hand is well clear of cutting area	5	Plumber
		Environmental - Waste Generation	11	Measure twice and cut once	3	All
9.2	Apply Cleaning Fluid to Pipes	Inhalation of toxic and noxious fumes	25	Provide adequate fan forced ventilation	3	Operator
				Read SDS to know the specific hazards of the substance you are using	1	All
		Skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
9.3	Apply glue to pipe ends	Inhalation of toxic and noxious fumes	25	Ensure adequate ventilation	1	All
				Read SDS to know the specific hazards of the substance you are using	1	All
		Skin irritation	7	Refer to manufacturers Safety Data Sheet	1	All

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				(SDS) prior to commencement		
				Wash hands immediately if contact with skin occurs	1	All
		Environmental - Spills to land contamination	8	Immediately clean up any spillage	1	All
9.4	Fit pipes together	Skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
10 Dig final connection trench using an excavator						
10.1	Dig	Digging up underground services	18	Dial 1100 before you dig	5	Supervisor
				Any suspected services should be uncovered by hand digging and clearly marked so as to be visible to plant operators on site	2	Site Supervisor
				Obtain service location from property owner	3	Supervisor
		Ground collapse	22	If excavations exceed 1.5m no persons should work in the trench without support	3	Site Manager
				If excavations exceed 1.5m undertake benching , battering or shoring	2	Site Manager
10.2	Load the truck	Running over someone	15	Be aware of everyone's location in the work area	5	Plant Operator
		Dropping material on cab and driver	9	Do not move bucket near cab of truck.	3	Plat Operator
		Uneven loading may affect control of truck	13	Load truck evenly	5	Plat Operator
10.3	Backing up	Reversing/ Running over people and equipment and not very good visual	22	Make sure that your back up alarm is working	5	Driver
11 Working in open trench						
11.1	Gain access to trench	Ground collapse	22	If excavations exceed 1.5m no persons should work in the trench without support	3	Site Manager
				If excavations exceed 1.5m undertake benching , battering or shoring	2	Site Manager
12 Cut into existing earthenware branch using and angle grinder						
12.1	Choose the right size grinder for the job	Grinder too large could grab or jam and kick back causing horrific injury or property damage	20	Choose the right size grinder	3	Operator
12.2	Check the grinder for condition	Machinery Failure	17	Perform Pre operational checks on Machine	1	Operator
12.3	Check if the wheel is for cutting or grinding of the wheel	Wheel could disintegrate causing injury to presons or property	18	Make sure the correct wheel is used	3	Operator
12.4	Check condition of wheel	Disc shattering	18	Visually inspect for cracks, nicks and blisters	2	Operator

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12.5	Check that the wheel is designed for the machine	Wheel could disintegrate causing injury to persons or property	18	Make sure it is the right wheel in good condition for the machine and job, size revolution speed	3	Operator
12.6	Check that the wheel is suitable for intended purpose	Wheel could disintegrate causing injury to persons or property	18	Make sure that the wheel suits the specific needs i.e. Metal or Stone etc.	3	Operator
12.7	Check that the correct wheel flange washer and locking nuts are fitted correctly	Wheel could disintegrate causing injury to persons or property	18	Make sure the wheel is tight using the appropriate tools and sitting properly on the machine	3	Operator
12.8	Check that the grinder has an automatic cut off or dead man switch so power is cut off as soon as finger is released	Personal Injury	20	If grinder is not fitted with this feature have one fitted. Do not use the grinder	3	Operator
12.9	Check that wheel guard is firmly fixed in place	Eye Damage	20	Ensure Guard is firm and in correct position	2	Operator
12.10	Make sure that work area is accessible and clear of flammable product and personnel	Cramped work conditions	15	Clean area underfoot and around work area	3	Operator
12.11	Line of fire	Sparks and debris harming personnel	23	Ensure that operating stance is not in line with sparks, debris	3	Operator
12.12	Check that PPE is in a satisfactory condition utilised	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
12.13	Grip the machine and allow to run up before applying it to the job	Machine jamming or kicking back	25	Make sure correct grip if formed utilising the handle	3	Operator
12.14	Do not apply pressure while using the grinder	Machine jamming or kicking back	25	Let the machine do the work	3	Operator
12.15	Continuous use of the grinder	Blade jamming or shattering	25	Have breaks and allow machine time to cool down	3	Operator
12.16	Changing disc on grinder	Machine starting up	25	Unplug before changing the wheel	3	Operator
13 Connect pipes together using a flexible connector						
13.1	Slide the flexible connector over the end of the pipe	Cuts and lacerations	16	Clean ends of pipes to remove all burrs and sharp edges prior to installation	2	Plumber
13.2	Slide the flexible connector into final position	Cuts and lacerations	16	Clean ends of pipes to remove all burrs and sharp edges prior to installation	2	Plumber
13.3	Tighten clamps	Pinch point injury	14	Ensure opposite hand is well clear	3	Steel fixer
14 Back Fill trench using excavator with original spoil						
14.1	Boarding the machine	Falling from Ladder	23	Ensure 3 points of contact	3	All

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14.2	Operating / traveling with or without a load	Injury to people, damage to product or equipment from running into or over	13	Only trained and authorised employees with VOC may operate this equipment	3	Driver
		Thrown out of cab or against cab interior	13	Always wear seatbelt	1	Plat Operator
		Personal Injury	20	Allow no one to ride outside of the cab	1	Plant Operator
				Never use the basket or other attachments as a staging platform for workers	1	Plant Operator
		Tipping over	19	Be alert for trenches, open cuts, sump holes and pits	2	Driver
				Keep the machine as level as possible when operating	3	Operator
Electrocution	25	Always check for overhead power lines	1	Driver		
14.3	Fill the trench	Running over someone	15	Be aware of everyone's location in the work area	5	Plant Operator
		Crushing	23	Check for services (tap stands, stormwater pipes etc)	1	All
				Ensure rocks and sharp objects are not in contact with pipes	2	Plant Operator
Digging up underground services	18	Ensure warning tape is placed in the trench when it is halfway back filled	2	Plant Operator		
14.4	Backing up	Reversing/ Running over people and equipment and not very good visual	22	Make sure that your back up alarm is working	5	Driver
15 Back Fill trench by hand with original spoil						
15.1	Shovel soil back into hole	Muscle strain - musculoskeletal disorders	13	Do not over reach with shovel	3	Operator
		Damage to Pipe from large stones	5	Remove any large stones prior to shovelling into trench	1	Operator
16 Load skid steer excavator onto truck/ trailer using aluminium ramps						
16.1	Place ramps in position	Muscle strain - musculoskeletal disorders	13	Ensure correct manual handling procedures	3	Installer
				Keep Load close to body	5	All
		Dropping components	17	Ensure a firm grip	2	All
				Wear safety boots	3	All
		Ramps may strike personnel	7	Ensure locating pins are securely in place	3	Operator
Equipment failure	19	Visual inspection prior to use	1	All		
		Check for cracks, stressed or fatigued parts	1	Driver		

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16.2	Board the Machine	Falling from machine	14	Gain access and egress from the manufactured entry/ exit opening only	2	Operator
				Keep three points of contact during access and egress	2	Operator
16.3	Drive the machine up the ramps onto the Truck	Losing control of the machine	22	Only trained and competent operators are permitted to drive the machine	2	Operator
		Driving off the ramps	19	Ensure the machine is straight in line with the ramps before commencing ascent	2	Operator
		Equipment failure	19	Ensure the Safe Working Load of the ramps is adequate to take the weight of the machine	1	Operator
		Vehicle running into objects and or persons	7	Ensure parking brake is on and operational	1	Driver
16.4	Attach machine restraints	Machine may move	4	Ensure attachment point of restraints is capable of confining the load that could be imposed in an accident	2	Driver
				Only use restraints that have a documented safe work load appropriate to the weight of the machine	2	Driver
16.5	Remove ramps and stow on truck	Muscle strain - musculoskeletal disorders	13	Keep Load close to body	5	All
		Dropping components	17	Ensure a firm grip	2	All
				Wear safety boots	3	All
		Unsecured load	15	Ensure load is secure with rated restraints	1	Driver
17 Cleaning up work area						
17.1	Pick up all off cuts / rubbish from work area	Cuts and lacerations	16	Wear PPE if sharp edges are exposed	3	All
				Due care by personnel	2	All
				Ensure correct handling to prevent injury	1	All
		Manual handling injuries	20	Ensure correct manual handling procedures are followed	1	All
				Use mechanical lifting device where practicable	2	All
				Share lifting loads	3	All
Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All		
17.2	Put all off cuts into bin or designated area provided on site	Environmental - Waste Generation	11	Ensure all recyclable materials are collected for recycling	1	All
17.3	Ensure work area is left clean and free	Material blowing away	17	Ensure stacked in a safe manner and tied	3	All

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	of debris			down if necessary		
18 Clean street and sidewalk						
18.1	Scrape off excessive build up/ debris with floor/ road scraper	Muscle strain - musculoskeletal disorders	13	Do not over reach	3	Installer
		Being hit by motor vehicles	19	Always wear Hi visibility clothing	1	All
19 Sweeping the road and sidewalk						
19.1	Pick up broom	Muscle strain - musculoskeletal disorders	13	Do not over reach	3	Installer
19.2	Sweep the sidewalk/ road	Environmental - Dust	16	Sweep using slow strokes in dusty situations	1	All
		Muscle strain - musculoskeletal disorders	13	Do not over reach	3	Installer
20 Monitoring and review of JHA						
20.1	Monitor the JHA	Ineffective JHA	13	Review the JHA at a minimum of 3 monthly intervals	2	Supervisor
				Monitor and complete an inspection of a minimum of 2 task observations	3	Supervisor
		JHA Failure	18	Stop Work	1	All
				In conjunction with workers and all involved, review and formulate a new JHA	1	Supervisor
				Implement new controls	1	All
				Conduct a toolbox meeting with all personnel involved with work activity	1	Supervisor

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Reference and Detail Applicable Sections of:	<input checked="" type="checkbox"/> Legislation	<input checked="" type="checkbox"/> Codes Of Practice	<input type="checkbox"/> Project WHS	<input checked="" type="checkbox"/> Site WHS	<input checked="" type="checkbox"/> Manufacturer Or Supplier Recommendations
Hazardous Manual Tasks Code of Practice					
Excavation Work Code of Practice					
Managing the Risk of Plant in the Workplace Code of Practice					
Occupational Safety and Health Regulation under the US Occupational Safety and Health Act of 1970					

Plant and Equipment to be used for task:	Plant, Equipment and Area Safety Inspections:
Excavator	Electrical tools to be tested and tagged and current
Warning signs and bunting as required	Excavator Pre Operational Checks
Hi-visibility temporary bollards or cones	Hand Tools Pre Operation Check
Shovel	Power Tools Pre Operational Checks
Hand Tools	
Electric Angle Grinder	
Aluminium Ramps	
Broom	
Floor/ Road Scraper	



Eye and Hearing Protection



Eye Protection



Gloves



Hi Visibility Vests or Clothing



Safety Boots

ELECTRICAL TAGGING COLOURS:

RED - December to February

GREEN - March to May

BLUE - June to August

YELLOW - September to November

FREQUENCY		RISK MATRIX				
Almost certain (daily or less)	MODERATE 11	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25	
Likely (weekly not >4 times per month)	MODERATE 7	HIGH 12	HIGH 17	EXTREME 21	EXTREME 24	
Occasionally (monthly)	LOW 4	MODERATE 8	HIGH 13	HIGH 18	EXTREME 22	
Unlikely (annually)	LOW 2	LOW 5	MODERATE 9	HIGH 14	HIGH 19	
Rare (once in five years)	LOW 1	LOW 3	LOW 6	MODERATE 10	HIGH 15	
	1	2	3	4	5	
Safety	Minor	Medical	LTI	PTD	Fatality	
Environmental	Inconsequential	Negligible	Marginal	Critical	Catastrophe	
CONSEQUENCE						
Low 1 - 6		Moderate 7 - 11		High 12 - 19		
Extreme 20 - 25						

Acronyms and Abbreviations:

LTI - Lost Time Injury

PPE - Personal Protection Equipment

PTD - Permanent and Total Disability