



Job Safety Analysis Cover Sheet – Bobcat / Site Clean Activity

The attached Job Safety Analysis (JSA) is advisory only, and is for the use of the party to whom it is addressed and for no other purpose. No responsibility is accepted or undertaken to any third party who may use or rely on the content of this JSA. No responsibility is accepted or undertaken for any decisions made by the addressee in relation to site safety, whether made on the basis of this JSA or otherwise.

Company Name: This JSA has been prepared by Safe Job WA (Tel: 0402293790) in consultation with the above named company.	Project Details: The attached JSA applies to all company projects.
Equipment to be used in the works: PPE Hand tools Small power tools Electrical equipment Mobile plant Safety signs / cones	Qualifications required to do the work: (please tick) ☐ White card – 3 yearly Safety Awareness Training. ☐ Certificate of competency (please specify) ☐ Other (please specify)
Risk Raking (RR): Refer to JSA for risk ranking number 1, 2 or 3. (left column) RR # 1 - High level of harm (Consequence - death, permanent disability). RR # 2 - Medium level of harm (Consequence - potential temporary disability). RR # 3 - Low level of harm (Consequence - incident that has the potential to require persons to receive first aid). Residual risk rate (RRR): Refer to JSA for residual risk number. Note - This is a risk that remains after all practicable efforts have been made to mitigate or eliminate risks associated with the activity.	
Notes: 	

- () OSH ACT 1984
 () OSH REGULATIONS 1996
 () CODES OF PRACTICE WA – for example; manual handling code, prevention of falls code, relevant Australian Standards etc.
 () OTHER - add titles of any other relevant safety documents below.



Job Safety Analysis

→ Bobcat

Before this JSA is used it must be checked and adjusted to suit the subcontractor's work method as long as hazards are identified and controlled. Additional steps will need to be added or modified to suit particular circumstances. The main function of this JSA is to identify unsafe conditions and work practices and nominate adequate controls. If required, add any additional hazards and detail the method of control for each additional hazard. Attach additional pages if space insufficient.

JSA → Bobcat Activity

Job Step	1. Operation of load shifting plant e.g. bobcat. RISK RATE 1
Potential Hazard	1. Collision with vehicle 2. Contact with pedestrian or site worker
Controls	The following procedures are considered a minimum requirement and must be addressed by relevant personnel when load shifting plant is used on site; 1. The plant is in good working order and is in full compliance with the requirements of the Occupational Safety and Health legislation. 2. Each machine operated on site will have a logbook indicating the service record for the machine. 3. A competent person who has knowledge of the plant and its service requirements will sign and date the logbook. 4. The logbook will be kept with the plant at all times it is operated on site. 5. Plant that is outside the service requirements as stipulated by the manufacturer or a competent person will not be used at the workplace. 6. The operator of the plant will be trained and competent. Workplace safety management The following will be considered and appropriately addressed in the assessment; ➤ Access and egress to the workplace. ➤ Local traffic movement. ➤ Local pedestrian movement. ➤ Local environmental conditions (trees, poles, walls). ➤ Visibility issues including blind spots and deep shadows. ➤ Head room for the plant. ➤ Overhead power lines and associated danger zones. ➤ Ground stability including pits and holes. ➤ Public footpath and road location to the workplace. ➤ Position of parked vehicles in relation to the workplace and the route of travel of the plant. ➤ Parking restrictions imposed by local government. ➤ Will the plant be required to cross public footpaths? Travel ways for the plant will; ➤ Be free from obstructions ➤ Wide enough to safely accommodate the plant and its route of travel. ➤ Free from excessive gradients and very loose ground.

	In order to address public safety, the following will be considered and appropriately addressed by the bobcat contractor; ➤ Speed limits. ➤ Sharp bends and junctions. ➤ Pedestrian crossings. ➤ Vehicle crossings. ➤ Blind corners. ➤ Steep gradients and road works. As required and following a hazard assessment the following will be utilized as required; ➤ Safety signs. ➤ Bunting. ➤ Detours. ➤ Spotters. In relation to pedestrians / workers being in, or coming into close proximity to the workplace every effort must be made to ensure the avoidance of accidental collision or contact. Where possible the following is to be considered and introduced as required by the bobcat contractor; ➤ A separate access route for the pedestrians. ➤ Use of barriers to prevent access to the workplace. ➤ Prominent display of warning signs. Note: Temporary access will be clearly visible and adequately bright to prevent trips and falls etc. Note: Safety signs used are to comply with relevant Australian Standards and will be prominently displayed to warn others of hazards that may not be readily apparent. Loading When loading trucks with earth moving plant the following procedures will apply; ➤ Avoid parking on the road where possible and if not possible ensure safe parking of the truck on the public road. ➤ Positioning of warning cones at each end of the parked truck. ➤ Ensure ancillary plant and equipment is safely positioned so as not to impede public traffic movement or obstruct pedestrians e.g. trailers, ramps, gates etc. (chock wheels, park on level ground, apply brakes). ➤ Ensure safe access to the truck. ➤ Load from the safest side of the truck and avoid where possible operating on the public road. ➤ Ensure dust is suppressed where possible ➤ Ensure load is safely and securely positioned on the truck prior to movement of truck.
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	Reversing the plant ➤ Avoid reversing. Try to drive through and organize loading procedures to prevent reversing where possible. ➤ If reversing is required, establish a reversing area that is in full visibility to others including public. ➤ Exclude personnel from the reversing area. ➤ As required, use spotters who wear high visibility safety clothing ➤ Consider the need to use communication radios etc. Use the following; ➤ Flashing beacons ➤ Warning beepers (loud enough to be heard above other workplace noises) ➤ Fixed safety mirrors ➤ Clean windscreens. The Building Supervisor will address the following; ➤ Ensure adherence to public safety issues associated with plant movement on site. ➤ Liaise with the bobcat contractor as to any special requirements associated with the movement of plant, access issues, and interface with members of the public. ➤ Establish rubbish areas on the site so as to ensure load shifting plant is not severely impeded in its route of travel. ➤ Erect safety warning signs, general keep out signage, and any specific safety signage e.g. OHPL's.
Residual Risk	2
Responsible	Bobcat Contractor
Job Step	2. Workplace hazards. RISK RATE 1
Potential Hazard	Various harm potential
Controls	Particular attention is to be given to the following safety regulations; ➤ 3.1 - Hazard identification and control requirements in relation to plant movement and local traffic and pedestrians. ➤ 3.6 - Safe movement around the workplace and avoidance of obstructions. ➤ 3.22 - Speed management and minimizing risk of injury to pedestrians and motorists.
Residual Risk	2
Responsible	Bobcat Contractor
Job Step	3. Use of machines with high speed cutting discs. RISK RATE 1
Potential Hazard	Lacerations and cuts

Controls	As required plant operators and associated workers will wear personal protective equipment as follows; ➤ Head protection. ➤ Safety footwear. ➤ Hearing Protection. ➤ Eye protection. ➤ Hi visibility clothing. ➤ Industrial gloves. ➤ Sun protection cream 30+. All operators of cutting machines with high speed cutting discs shall; ➤ Be trained and competent . ➤ Use the machine as recommended by the manufacturer and Worksafe WA requirements and relevant code of practice. ➤ Use compatible discs to the machine. ➤ Ensure the machine and its associated equipment is electrically safe through testing and tagging on a quarterly basis by a licensed electrician. ➤ Ensure the machine is properly guarded at all times. ➤ Wear as a minimum a face shield / visor, hearing protection industrial footwear with good tread and suitable industrial gloves. ➤ Ensure a risk assessment is conducted prior to use and appropriate controls adopted. ➤ Do not use cutting tools above shoulder height if cutting vertical cuts or above waist height if cutting horizontal cuts.
Residual Risk	2
Responsible	Bobcat Contractor
Job Step	4. Manual handling. RISK RATE 1
Potential Hazard	Back injury and associated injury harm caused by poor lifting techniques
Controls	All workers will; ➤ Adopt good manual handling techniques. ➤ Assess Risk Rates to be moved prior to lifting. ➤ Obtain assistance as required. ➤ Use mechanical devices to move Risk Rates when required.
Residual Risk	2
Responsible	Bobcat Contractor
Job Step	5. Other items. RISK RATE 1
Potential Hazard	Various
Controls	First aid ➤ A stocked first aid kit will be maintained on site.

	➤ A person trained in first aid will administer first aid as required. White card ➤ All plant operators and associated workers will be in possession of a current White card no older than 3 years from date of issue stated on the card. (Call Safe job WA on 0402 293 790 for bookings.)
Residual Risk	2
Responsible	Building Supervisor and Bobcat Contractor
Job Step	6. Traffic Management. RISK RATE 1
Potential Hazard	1. Struck by moving vehicles 2. Risk of traffic collision
Controls	➤ As required a Traffic Management Plan will be implemented to separate workers from moving vehicles. ➤ As a minimum requirement, all workers will wear hi-visibility clothing when working on or near roads. ➤ Cones, signs and barriers will be used, as required, to establish work zones. ➤ Safe parking of work vehicles and positioning of materials will be considered prior to the commencement of work activity the movement of public traffic will not be impeded or jeopardized by the work.
Residual Risk	2
Responsible	Bobcat Contractor

JSA → Bobcat (Notes)

1. Employees and Subcontractors ofto be provided with an overview of and opportunity to read the above JSA. This to be done at a sub-contractor organized tool box talk.
2. All persons to whom this JSA applies to be advised that further explanation can be provided if required.
3. Attendance at tool box talks are compulsory.
4. A tool box talk should be carried out upon commencement with the company and 6 monthly thereafter.
5. All persons who attend a tool box talk are required to sign and date attached record of attendance.

JSA → Bobcat (Tool box Talk)

Record of attendance register as required please copy this page to include names/ signatures.

As required I have read and I understand the contents of the above JSA for(insert name of subcontractor) and where practical I will work positively towards ensuring a safe place of work and will follow all fair and reasonable instructions as issued by relevant Supervisors and Managers.

Names (please print)

Signatures

Date

1.....

2.....

3.....

4.....

5.....