



Job Safety Analysis Cover Sheet – Brick Paving 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 Scaffolding	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

➔ Brick Paving

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 → Brick Paving Activity

Job Step	1. Delivery stacking and storage of materials. RISK RATE 1
Potential Hazard	Various harm potential
Controls	➤ Ensure all loose and packed materials are delivered and stacked in a safe position on site. ➤ Pre-start planning activities to address the following potential hazardous site situations.
Residual Risk	2
Responsible	Delivery company and driver and Brick Paving contractor
Job Step	2. Working outdoors. RISK RATE 1
Potential Hazard	Ultra violet radiation can cause skin cancers
Controls	➤ Provide adequate personal protective equipment e.g. hats, protection and SPF30+ sun cream. ➤ Provide adequate training on preventing skin cancers. ➤ Supervise and ensure workers maintain good work practices.
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	3. Manual handling. RISK RATE 1
Potential Hazard	Manual handling problems eg. pulled muscles and strained backs
Controls	➤ Provide adequate training on manual handling risks. ➤ Ensure team lifts. ➤ Ensure workers adopt proper individual lifting techniques. ➤ Ensure assistance is available if required. ➤ Use mechanical devices when moving materials e.g. wheelbarrows. ➤ Use 20kg cement bags when mixing cement. ➤ Use planks on soft sand to create firm surfaces for wheelbarrows and brick barrows etc. ➤ Ensure proper planning and consideration to situations where work is to be carried out in sloping areas and to the transportation and the positioning of materials in sloping areas or when there are gradients.
Residual Risk	2
Responsible	Brick Paving Contractor

Job Step	4. Public Safety. RISK RATE 1
Potential Hazard	Public safety and potential harm that can be caused to members of the public
Controls	➤ Advise workers about public safety issues. ➤ Consider adequate means to prevent members of the public from entering work areas. Create designated work areas and use barrier mesh / tape / keep out safety signs. ➤ Ensure safe passage for members of public at all times. ➤ Do not place leaves of bricks in public areas to prevent clear access. ➤ Ensure housekeeping standards are adequate to prevent members of the public from slipping or tripping on Brick Paving materials or associated discarded rubbish. ➤ Ensure loose bricks are left in a stable condition at the end of each working day. ➤ Ensure work areas are left clean and safe at the end of each working day.
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	5. Housekeeping. RISK RATE 1
Potential Hazard	Various injuries caused by trips and slips
Controls	➤ Ensure workers are trained in good housekeeping practices. ➤ Ensure regular clean-ups occur throughout the working day and at the conclusion of daily work. ➤ Ensure discarded materials and rubbish is placed bins. ➤ Ensure public accessways are not impeded by rubbish from Brick Paving activity. ➤ Ensure cement slurry from mixer is disposed of in bin provided.
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	6. High speed blades etc. RISK RATE 1
Potential Hazard	Lacerations caused through contact with high speed blades e.g. brick saw, cutting tools etc

Controls	➤ Ensure operators of cutting equipment are adequately trained in safe use of relevant machine / tool. ➤ Provide and ensure adequate personal protective equipment, i.e. eye, ear, respiratory, hand and foot protection. (Footwear will have adequate tread). ➤ Ensure the proper fitting of blades and associated equipment and replace when damaged or worn out. ➤ Ensure equipment and tools are used only to the specifications recommended by the manufacturer. ➤ Ensure public safety is not compromised when using high sped blades / discs and the work is not carried out on or near public accessways. ➤ Use a brick saw for cutting bricks in preference to angle grinders. ➤ Ensure all electrical equipment is tested and tagged by a licensed electrician on a quarterly basis.
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	7. Fire Safety. RISK RATE 1
Potential Hazard	Burns from highly flammable liquids
Controls	Ensure proper precautions are taken when using highly flammable liquids. (HFL's) ➤ No smoking when handling HFL's. ➤ When refilling equipment, ensure safe re-fuelling procedures. ➤ Proper storage and transportation of fuel procedures. ➤ Safe decanting procedures
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	8. Electrical. RISK RATE 1
Potential Hazard	Burns and electric shock caused through contact with electrical sources

Controls	➤ Ensure all electrical equipment is tested and tagged by a licensed electrician on a quarterly basis. ➤ Ensure all equipment is protected through the use of an appropriate Residual Current Device (RCD). ➤ Ensure “domestic” electrical appliances are not used on site, i.e. double adaptors, multi- board outlet devices, and domestic leads/cords. ➤ Ensure homemade electrical devices e.g. leads are not used. ➤ Ensure leads do not exceed 30m. ➤ Ensure leads containing the colour green are not used. ➤ Ensure leads are elevated to prevent trips and slips occurring to site personnel and public. ➤ Ensure leads are protected from physical damage eg: site traffic, wheel and brick barrows, falling objects, and wet/damp conditions. ➤ Ensure all workers are advised through suitable training of the above safety issues. ➤ Ensure all workers are advised of the dangers of working near overhead powerlines especially when handling or using long lengths of conductible construction equipment and materials. A check will be made to ensure the location of overhead power lines and any danger to workers when conducting the work.
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	9. Eye damage and lacerations when working with brick packs. RISK RATE 1
Potential Hazard	Lacerations and eye injuries caused by back straps
Controls	➤ Ensure straps are only cut using snips. ➤ Ensure brick straps are bent over or removed once cut. ➤ Ensure straps are not sprung/broken using shovels or slashed using trowels or other sharp implements.
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	10. Chemicals. RISK RATE 1
Potential Hazard	Various harm potential when working with wet or dry cement, lime and cement additives and acid products
Controls	➤ Ensure current Material Safety Data Sheets (MSDS) are available when relevant material(s) are used. ➤ Ensure workers using the materials are trained and aware of the dangers associated with the chemical used. ➤ Ensure PPE referred to in MSDS is available when chemical(s) are use.
Residual Risk	2

Responsible	Brick Paving Contractor
Job Step	11. Machinery Safety. RISK RATE 1
Potential Hazard	Various harm potential when using machinery
Controls	Ensure all machines used e.g. cement mixers, brick saws and cutting tools are in good working condition and that all guards are fitted and operable.
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	12. 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	Brick Paving Contractor
Job Step	13. Unfinished Brick Paving Work. RISK RATE 1
Potential Hazard	Collapsing brick materials can cause harm
Controls	Ensure no entry to work areas through use of barrier mesh etc and stabilize all loose bricks.
Residual Risk	
Responsible	Brick Paving Contractor
Job Step	14. Training information and instruction. RISK RATE 1
Potential Hazard	Various harm
Controls	➤ All workers will be in possession of a current White card no older than 3 years from the date of issue stated on the card. (Call Safe Job WA on 0402 293 790) ➤ It is recommended that all workers will be provided with specific toolbox training on the content of this documentation
Residual Risk	2
Responsible	Brick Paving Contractor

Job Step	15. Consultation and cooperation on OSH matters. RISK RATE 1
Potential Hazard	Various harm potential identified by site supervisory staff
Controls	Adhere to site safety instructions as issued in the interests of site safety from time to time by Building Supervisor.
Residual Risk	2
Responsible	Brick Paving Contractor and Building Supervisor
Job Step	16. Personal Protective Equipment. RISK RATE 1
Potential Hazard	Various harm potential can be caused to parts of the body
Controls	All Brick Pavers and associated workers will wear the following PPE (as required) when working on-site; ➤ Safety helmet (where applicable) ➤ Safety footwear ➤ Hi visibility clothing ➤ Industrial gloves ➤ Hearing protection ➤ Eye protection ➤ Respiratory protection ➤ Knee Pads ➤ Fall Injury Prevention Device As a minimum, all workers will be required to wear safety footwear and other items as required. All PPE provided must comply with the relevant Australian Standard (AS).
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	17. Conclusion of Brick Paving activity. RISK RATE 1
Potential Hazard	Various harm potential
Controls	At the conclusion of all Brick Paving activity the following will occur: ➤ Remove all redundant materials from work areas e.g. loose bricks / sand / waste. ➤ Ensure all rubbish is placed in site bin. Particular attention to be made to areas accessed by members of the public. (Where standards are not met the Building Supervisor will ensure the contractor returns to site to complete the requirements outlined above).
Residual Risk	2
Responsible	Brick Paving Contractor and Building Supervisor

Job Step	18. Tool box talks. RISK RATE 1
Potential Hazard	Various harm potential if information and recognition of individual responsibility is not addressed.
Controls	A critical element of the work involves the work force being provided with adequate information instruction and training. This is considered a significant job step and as such it is strongly recommended that the subcontractor conducted tool box talks with each member of his team: ➤ Upon commencement ➤ At least 6 monthly ➤ As required by the contractor See following pages for suggested documentation
Residual Risk	2
Responsible	Brick Paving Contractor
Job Step	19. First aid. RISK RATE 1
Potential Hazard	Various harm potential
Controls	Each team will have access to a suitable and stocked first aid kit. A person trained in first aid well be available on site to render first aid treatment when required.
Residual Risk	
Responsible	Brick Paving Contractor

JSA → Brick Paving (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 → Brick Paving (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.....