



Job Safety Analysis Cover Sheet – Low Level Scaffolding

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 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

➔ Low Level Scaffolding

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 → Low Level Scaffolding

Risk Rate	1
Job Step	1. Site delivery
Potential Hazard	Various harm potential resulting from: 1. Site delivery 2. Erection of frames 3. Fall injury 4. Struck by falling equipment / materials 5. Manual handling injury
Controls	All components will be delivered to site by the scaffolding supplier and positioned / stacked in a safe location on the site. Public safety is not to be compromised at any time during delivery of scaffolding components. NOTE: Builder to correspond with scaffold company detailing safe delivery procedure to site.
Residual Risk	
Responsible	GCS Scaffolding
Risk Rate	1
Job Step	2. Manual handling
Potential Hazard	Manual handling type injuries
Controls	All persons involved in the task will be instructed on safe manual handling procedures via white card training.
Residual Risk	
Responsible	Builder and relevant Roofing Contractor
Risk Rate	1
Job Step	3. Erection of scaffolding components
Potential Hazard	Various harm potential including falls and struck by type injuries.

Controls	All head roofing contractors will participate in an induction / demonstration session organised by Builder and presented by GCS Scaffolding on safe methods of erection, handling alteration and dismantling of scaffolding systems. <u>Internal falls</u> Note: The risk of internal falls whilst erecting a scaffold may be controlled by fully decking each lift. This will involve installing a full deck of planks at each lift and positioning / installing planks on the next lift whilst standing on a fully decked platform. ➤ Scaffold systems will be erected on level concrete floors using base plates provided. ➤ The sequence of erection shall follow good practices as outlined in the demonstration. ➤ As each bay is finalised, bracing and stabilizing is to be completed to ensure the structure is upright and prevented from collapse. ➤ Platforms will be fully planked as the system is erected progressively and handrails will be installed as soon as practical. Note: The following precautions need to be considered at all times: ➤ Check scaffold design to ensure the placement of a full deck at each lift will not negatively affect the working capacity of the scaffolds standards and / or the supporting structure. ➤ Ensure no risk of falls from non-working platforms over 2m in height. <u>Controlling external falls</u> ➤ Prevent the possibility of a fall from the open edges of a scaffold by sequential installation. ➤ Guard rails should be installed as soon as practical where there is a risk of a fall of 2m or more. ➤ Where a person could fall a distance of 2m or more, guard rails must be installed during the erection of the scaffold. ➤ Guard rails should remain in place until that section of the scaffold is to be dismantled. ➤ Erect the scaffold “one bay at a time” to control fall potential from open edges at the side and ends of the platform. <u>Advance guard railing</u> ➤ Advance guard rails can provide fall prevention throughout the assembly and dismantling of scaffolding structures. ➤ The system can be assembled at each bay and moved upwards one lift at a time whilst standing on the ground or a platform, but only after the scaffolds integral guard rails have been put in place. ➤ Whilst dismantling, each move will be made from the lift below whilst standing on a fully planked platform, before the scaffolds integral guard rails are removed. ➤ Dismantling frames and planks are to be removed while standing on the fully decked platform immediately below. <u>Access to platforms</u> Access to upper levels is to be made using a ladder that is secured to the scaffolding. The ladder must be: ➤ In good condition. ➤ Set up on stable ground. ➤ Secured from sideways movement. ➤ Set a ratio of 1:4 ➤ Extend 1m beyond the landing platform. A self-closing gate is to be installed at the ladder access. This gate must not be tied back in the open position at any time.
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	Whilst the ladder is being installed, a worker must hold the base of the ladder, whilst another worker secures the ladder to the scaffolding. ➤ Climbing the scaffold frame to access other levels of the scaffolding is not permitted. ➤ Boxes, crates and the like, including step ladders to gain extra height on the platform are not permitted. ➤ Standing on top of the guard rail system to gain extra height is not permitted. <u>Dismantling</u> ➤ Dropping or throwing scaffolding components from a height is not permitted. ➤ All components must be sequentially removed whilst standing on a fully planked platform. Note: Guard rails must remain in place when there is a possibility that a person could fall 2m or more when dismantling the scaffold structure. <u>Storage</u> ➤ The dismantled components must be removed from the house and placed neatly near the verge for collection. ➤ Public safety is not to be compromised at any time when placing components for collection. <u>Falling Objects</u> As required, fender boards and mesh panels will be installed to prevent equipment and materials from falling from upper edges. <u>General</u> All scaffolding will be erected in compliance with Australian Standards and the minimum Work Safe WA requirements.
Residual Risk	
Responsible	Roofing Contractor
Risk Rate	1
Job Step	4. Contact with Electricity
Potential Hazard	Electrocution / burns
Controls	➤ Check for the presence of overhead power lines and maintain clearances. ➤ Ensure tiger tails are installed if required and erect suitable safety signage. ➤ Do not enter danger zones particularly when handling long length scaffold tube and associated components. ➤ Do not attach electrical cords to scaffolding. ➤ Comply with all other electrical safety requirements set out in generic trade JSA's.
Residual Risk	
Responsible	Roofing Contractor
Risk Rate	1
Job Step	5. Personal Protective Equipment
Potential Hazard	Various harm potential caused when protection is not worn.

Controls	The following PPE must be worn when working with scaffolding: ➤ Industrial boots with steel toe-caps ➤ Safety helmet when there is potential for falling objects ➤ Industrial gloves ➤ Safety glasses ➤ Harness when conventional guard rails can't be installed and where a person could fall 2m or more.
Residual Risk	
Responsible	Roofing Contractor
Risk Rate	1
Job Step	6. Traffic Management
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	
Responsible	Roofing Contractor
Risk Rate	1
Job Step	7. Supervision
Potential Hazard	Various harm potential when supervision is not addressed properly
Controls	➤ The roofing contractor shall supervise the crew in relation to all safety requirements on the site. ➤ The Building Supervisor will check for compliance with this JSA on a regular basis and issue a SIN as required.
Residual Risk	
Responsible	Roofing Contractor and Building Supervisor

JSA → Low Level Scaffolding (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 → Low Level Scaffolding (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.....