



Job Safety Analysis Cover Sheet – Maintenance 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

➔ Maintenance

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 → Maintenance Activity

Job Step	1. Delivery stacking and storage of equipment. 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	Maintenance 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	Maintenance Contractor
Job Step	3. Manual Handling. RISK RATE 1
Potential Hazard	Manual handling problems e.g. pulled muscles and strained backs
Controls	➤ Provide adequate training on manual handling risks. ➤ Ensure team lifts. ➤ Ensure assistance is available if required. ➤ Ensure materials are located close to work-face. ➤ Use mechanical devices such as wheelbarrows when moving materials. ➤ Use planks on soft sand to create firm surfaces for wheelbarrows and brick barrows. ➤ 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	Maintenance 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. ➤ Ensure materials, rubbish vehicles do not impede public access ways. ➤ Ensure housekeeping standards are adequate to prevent members of the public from slipping or tripping on maintenance materials or associated discarded rubbish. ➤ Ensure work areas are left clean and safe at the end of each working day.
Residual Risk	2
Responsible	Maintenance 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 access ways are not impeded by rubbish from Maintenance activity.
Residual Risk	2
Responsible	Maintenance Contractor
Job Step	6. Fire Safety. RISK RATE 1
Potential Hazard	Burns from highly flammable liquids e.g. petrol used for tools/equipment, thinners/cleaning spirits etc
Controls	Ensure proper precautions are taken when using highly flammable liquids. (HFL's) ➤ No smoking when handling HFL's. ➤ Safe decanting procedures. ➤ Proper storage and transportation of fuel procedures. ➤ Ensure a suitable fire extinguisher is available.
Residual Risk	2
Responsible	Maintenance Contractor
Job Step	7. Electrical. RISK RATE 1
Potential Hazard	Burns and electric shock caused through contact with electrical sources

Controls	➤ Ensure all electrical equipment / tools are tested and tagged by an approved person 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 containing the colour green are not used. ➤ Ensure leads do not exceed 30m. ➤ Ensure leads are elevated to prevent trips and slips occurring to site personnel. ➤ Ensure leads are protected from physical damage e.g. 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.
Residual Risk	2
Responsible	Maintenance Contractor
Job Step	8. Eye damage and lacerations when working with sharp edges/points and cement/lime. RISK RATE 1
Potential Hazard	Lacerations and burns causing eye injuries
Controls	Ensure eye protection is worn when there is a danger of eye injury from any source
Residual Risk	2
Responsible	Maintenance Contractor
Job Step	9. Chemicals. RISK RATE 1
Potential Hazard	1. Various harm potential when working with wet or dry cement, lime and cement additives including texture work. 2. Various harm potential when using chemical cleaning agents
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	Maintenance Contractor

Job Step	10. Machinery Safety. RISK RATE 1
Potential Hazard	Various harm potential when using machinery
Controls	Ensure all machines used are in good working condition and that all guards are fitted and operable.
Residual Risk	2
Responsible	Maintenance Contractor
Job Step	11. Working at heights. RISK RATE 1
Potential Hazard	1. Fall from ladder 2. Fall from or through scaffold
Controls	Ensure the following standards when using ladders; ➤ Secure ladders at all times ➤ Ladders will extent 1m above landing platform. ➤ Ladders will comply with Australian Standards (AS) and be in good condition. ➤ Ladders will be erected at a 4:1 ratio and be stable. ➤ Erect scaffolding in accordance with required standard. ➤ Builder to Ensure scaffolds of 4m > are erected by a licensed scaffolder Ensure the following standards when using scaffolds; ➤ Ensure alteration procedure i.e. do not interfere with scaffold that is higher than 4m unless qualified, get a qualified scaffolder to make the alteration. ➤ Do not remove braces, handrails / midrails, planks, fender boards, infill mesh ➤ Do not place tools, gear or materials near open edges. ➤ Ensure workers are advised to report scaffolding hazards to their immediate supervisor. ➤ Ensure weight limit of 675kg per bay is not exceeded. ➤ Ensure scaffold platform is cleared of all rubbish at completion of work and rubbish placed in designated area. ➤ Ensure workers are advised not to throw or drop materials gear or tools from scaffolding. ➤ Ensure moveable handrails are closed when not in use. ➤ Ensure workers using scaffold are advised not to climb scaffold frame to access platform.
Residual Risk	2
Responsible	Maintenance 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	Maintenance Contractor
Job Step	13. 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	Maintenance Contractor
Job Step	14. 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 site supervisory staff.
Residual Risk	2
Responsible	Maintenance Contractor
Job Step	15. Personal Protective Equipment. RISK RATE 1
Potential Hazard	Various harm potential can be caused to parts of the body
Controls	All workers will wear the following PPE (as required) when working on-site; ➤ Safety helmet (where applicable) ➤ Safety footwear ➤ Hi visibility vest ➤ Industrial gloves ➤ Hearing protection ➤ Eye protection ➤ Respiratory protection ➤ Fall injury prevention device (where applicable)

	All PPE provided must comply with the relevant Australian Standard (AS).
Residual Risk	2
Responsible	Maintenance Contractor
Job Step	16. Conclusion of Maintenance activity. RISK RATE 1
Potential Hazard	Various harm potential
Controls	At the conclusion of all Maintenance activity the following will occur; ➤ Remove any waste / rubbish and place in bin. Particular attention to be made to scaffold platforms, internal areas and public access areas. (Where standards are not met the site supervisor will ensure the contractor returns to site to complete the requirements outlined above).
Residual Risk	2
Responsible	Maintenance Contractor
Job Step	17. 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	Maintenance Contractor
Job Step	18. Supervision RISK RATE 1
Potential Hazard	Lack of adequate supervision on the job can contribute to accident potential
Controls	The contractor will appoint a nominated person to take charge of each project. This person will be a qualified tradesman whose primary responsibility will include the following: ➤ Ensuring quality workmanship ➤ Ensuring satisfactory productivity levels ➤ Ensuring compliance with the company JSA

	This person will lead by example and issue fair and reasonable instruction to the team as required. Team members have a responsibility to comply with any fair and reasonable safety instruction as required by the company and its representatives.
Residual Risk	2
Responsible	Maintenance Contractor

JSA → Maintenance (Notes)

1. Employees and Subcontractors of.....to 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 → Maintenance (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.....