




JOB/TASK: TRUCK DELIVERIES	DATE: 04/08/2014
Replaces JSA: Ref 47.00 Truck Deliveries	LICENSES / COMPETENCIES: Drivers License, White Card
LOCATION / DEPARTMENT: Transport	Analysis by : John Payne, Mike Friend, Shayne McGinnis
EQUIPMENT/TOOLS REQUIRED: Communication (Mobile Phone) Street map / GPS	PERSONAL PROTECTIVE EQUIPMENT TO BE AVAILABLE, CHECK SITE REQUIREMENT FOR SAFETY HELMET: 

RISK LEVEL **H = high** **M = med** **L = low** **N = negligible**

No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Planning for jobs	1. Incorrect deliveries 2. Unsafe vehicle, towing equipment or trailer 3. Unqualified personnel 4. Working Alone	M	1. Gather all documentation for deliveries, Plan your delivery route, Discuss any doubts with supervisor 2. Inspect and complete Truck & Trailer Pre-Start Check 3. Ensure you have your appropriate PPE, Every person going to site to have construction safety awareness card, be inducted in a Site Safety Manual and be on the "Internal Staff Who Visit Site" matrix Driver to have current license for the class of vehicle Driver to have been trained and signed the JSA for Reversing Trucks onto Public Roads Driver to have signed BGC Motor Vehicle Policy 4. Person allocating the delivery to determine if any sites will result working alone, if so company working alone procedure to be followed Ensure you have a communication (mobile phone)	L



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2	Egress from vehicle storage area	<ol style="list-style-type: none"> Collision Run over Struck 	H	<ol style="list-style-type: none"> Ensure all mirrors, seats, and controls are adjusted to suit your ergonomics and appropriate reach. Ensure all personnel are at a safe distance from truck path. Reversing siren should alert persons of reversing truck; if not sound horn three times for reverse action. 	L
3	Loading of material	<ol style="list-style-type: none"> Struck by mobile plant or vehicles Manual handling Cuts Falls from truck Windy conditions blowing load over Unsecure load 	H	<ol style="list-style-type: none"> High vis clothing Do not approach plant / vehicles unless driver signals OK Stretch before lifting, 2 person lifts for heavy or awkward loads Wear gloves when lifting loads Use 3 points of contact when climbing up or down Do NOT leave material untied when getting next load, tie load to A Frame at all times Ensure your load is secured for travel purposes and all tie downs are in good condition and are the appropriate load capacity Load Restraint to be checked by second person and at least 2 people to sign checklist prior to leaving site 	L
4	Driving	<ol style="list-style-type: none"> Vehicle collision, breach of traffic code or BGC Motor Vehicle Policies Vehicle malfunction 	H	<ol style="list-style-type: none"> Comply with all road traffic rules for driver and passengers at all times Comply with all the conditions of the BGC Motor Vehicle Policy Book at all times Frequently check the temperature gauge, oil gauge, water gauge, and engine gauge <p>Note: Report any accident or damage to vehicle or load immediately</p>	M



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5	<p>Arriving at site</p>	<ol style="list-style-type: none"> 1. Lack of safe off road parking / unloading 2. Vehicle rolling 3. Hazard to other road users 4. Delivery to wrong site 5. Construction site hazards Power lines Lack of level parking / unloading area Blocking access for other site workers Site PPE breach Public using footpaths 	M	<ol style="list-style-type: none"> 1. If unable to drive completely off the road, ensure that the vehicle will not create a safety hazard for pedestrians, other traffic or other construction workers, Turn on Hazard Lights and Strobe Lights before exiting truck, 2. If the driver is in any doubt, he /she is to drive to a location where they can park safely and call the Transport Manager for advice 3. Hand brake to be applied 4. If the vehicle can be parked safely while still partly on the road, traffic cones are to placed starting 30 metres behind vehicle Check documentation to confirm that you are at the correct address 5. Inspect the area for hazards and complete the Site Safety Report BEFORE commencing to unload Check site signage and comply with PPE rules Do NOT unload if any part of crane or lifting gear will be within 3 metres of power lines. Driver to read the attached Overhead Power Lines information at each site where the hazard is identified Liaise with other workers if they or their property is in the way, - do not get into arguments – contact Transport Manager for advice if a problem arises Only park on firm compacted level ground Place warning cones on footpath if vehicle or load movement will cross the footpath If any additional hazards are present and the task can be completed safely, complete a JSA Variation Form before proceeding If additional hazards are present and task can not be done safely DO NOT unload, Advise Transport Manager 	L



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6	Unloading of Materials	<ol style="list-style-type: none"> 1. Struck by mobile plant or vehicles 2. Manual handling 3. Cuts 4. Falls from truck 5. Windy conditions blowing load over 6. Incorrectly placed deliveries 	H	<ol style="list-style-type: none"> 1. High vis clothing Do not approach plant / vehicles unless driver signals OK Always unload from the verge side (this will mean having to turn around when first side is unloaded) 2. Stretch before lifting, 2 person lifts for heavy or awkward loads 3. Wear gloves when lifting loads 4. Use 3 points of contact when climbing up or down 5. Do NOT leave material untied when getting next load, tie load to A Frame at all times 6. DO NOT lay materials on footpaths and keep as far away from footpath as possible. DO NOT block access or egress from the building site. ASSESS the site one more time to ensure you have not created any hazards before leaving delivery site. Ensure all traffic cones are picked up and securely placed on truck. Keep 3m clearance in all directions from overhead electrical line. 	L
7	Depart site	<ol style="list-style-type: none"> 1. Unsafe egress / heavy traffic / site congestion 	H	<ol style="list-style-type: none"> 1. Ensure all traffic cones are picked up and securely placed on truck, Use spotter where possible 	L



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8	Return to Windows YARD	1. Pedestrians / vehicles 2. Insecure truck	L	1. Keep to yard speed limit, keep constant watch Ensure parking of vehicle is in an appropriate parking bay. Ensure park brake is applied. 2. Ensure keys to vehicle are returned to the appropriate storage area.	N

Checked by:

Shayne McGinnis, Production Manager

DATE: 8/8/14

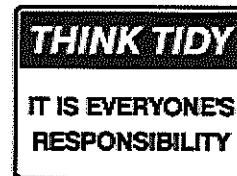
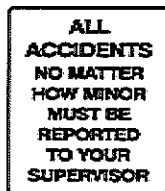
Approved by:

Mike Friend, Divisional Manager

DATE: 8/8/14

John Payne OH&S Manager

DATE: 14/8/14



I, _____ hereby confirm that I have read and been instructed on Job Safety Analysis Number SITE 03.00 and understand how the safe work / control measures are used in this task.

SIGNED _____

DATE: _____