








JOB/TASK: INSTALLATION OF GUTTERS AND DOWNPIPES TO A RESIDENTIAL BUILDING		DATE: 14/07/2016			
SUPERCEDES JSA No: 02.00		Dated 18/01/2013		Analysis by: Paul Arksey, Doug Boomer, John Payne	
CLIENT NAME & ADDRESS :		Permits / Competencies Required: White Card, Site Safety Manual			
EQUIPMENT/TOOLS REQUIRED: Scaffolding Snips Ladder Level First Aid Kit Silicone Gun Electrical Cables and Tools		  			
		PERSONAL PROTECTIVE EQUIPMENT REQUIRED: as per site signage			
RISK LEVEL H = high M = med L = low N = negligible					
N o	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Arrival on Site	<ol style="list-style-type: none"> 1. Parking on public roads 2. Breach of site safety requirement 3. Mobile plant, vehicle movement 4. Site congestion 5. Roof frame collapse 6. Weather conditions 7. Young workers 8. Construction Site Hazards - Lacerations Bruising Objects falling from above Impalement Trips / Slips 	M	<ol style="list-style-type: none"> 1. As far as possible do not park on busy road, concentrate on safely accessing site when out of vehicle 2. Check safety signage to determine if high vis clothing is required 3. Do not approach mobile plant / vehicle until driver signals OK 4. Liaise with other trades 5. Ensure alfresco / verandah / car port permanent roof supports installation is completed – do not commence work contact BGC Metal Roofing Supervisor 6. Plan task, be aware of the forecast and check for approaching change in weather 7. Young or inexperienced workers to be supervised at all times 8. Inspect site to identify hazards and complete the Site Safety Report. JSA Variation Form to be completed if hazard not controlled by this JSA 	L

JOB/TASK: INSTALLATION OF GUTTERS AND DOWNPIPES TO A RESIDENTIAL BUILDING		DATE: 14/07/2016			
2	Setting up	<ul style="list-style-type: none"> 1. Multi unit site 2. Sprains and strains 3. Power lines 4. Electrical 5. Hazardous Substances 	H	<ul style="list-style-type: none"> 1. Consider barricades or signage plus liaise with other trades 2. Stretching / warm up exercises are recommended upon arrival to site, Use lifting techniques, do not strain to lift, get someone to help 3. If materials will be within 3 metres of power lines at any time while being handled, ensure that "tiger tape" or similar is in place. If not DO NOT proceed, contact BGC Supervisor 4. Conduct pre-start check of any power tools and inspection tag – DO NOT use if damaged or tags are out of date, All tools and leads to be RCD protected, Run leads out of way from potential damage and out of water 5. If using a "Hazardous Substance" ensure there is a MSDS in the Site Safety Manual. Obtain from retailer if substance not BGC supplied 	M
3	Loading and fitting gutters and down pipes	<ul style="list-style-type: none"> 1. Falls 2. Cuts 	H	<ul style="list-style-type: none"> 1. Scaffolding required for 2 storey buildings Use trestle ladder with platform on level stable ground Refer to Code of Practice for the Prevention of Falls in the Workplace for additional guidance if required 2. Be aware of cut edges, do not place off cuts close to thoroughfares 	M

JOB/TASK: INSTALLATION OF GUTTERS AND DOWNPIPES TO A RESIDENTIAL BUILDING		DATE: 14/07/2016			
4	Clean up after completion	<ol style="list-style-type: none"> 1. Falls / Slips and trips 2. Sprains and strains 3. Cuts 4. Environmental hazards 5. Harm to reputation or other trades 	M	<ol style="list-style-type: none"> 1. Check if site conditions have been changed by other trades before climbing down 2. Use the proper manual handling steps to prevent injury 3. Handle off cuts with care, wear gloves as required and place material in bins or out of way of other workers 4. Observe rapid changes in the weather. 5. Ensure all rubbish is disposed into bin if provided Remove any signage and / or barricades Leave site in a safe condition 	L
5	Site exit	<ol style="list-style-type: none"> 1. Mobile plant or vehicles 2. Public roads and traffic 	M	<ol style="list-style-type: none"> 1. Do not approach mobile plant / vehicle unless driver signals OK 2. If loading work vehicles on public roads use traffic cones and or spotters 	L

Reviewed by:

 _____ Doug Boomer, Roofing Manager	DATE: <u>29/7/16</u>	 _____ Paul Arksey, Site Supervisor	DATE: <u>29/7/16</u>
 _____ Keith Walker, Divisional Manager	DATE: <u>29/7/16</u>	 _____ John Payne, OHS Manager	DATE: <u>14/7/16</u>

I (print name) confirm that I have read and been instructed in Job Safety Analysis No. 02.01 and agree that all of the hazards have been identified and the risks reduced to as low as reasonably practicable.

..... Date

(signature)