


JOB/TASK: INSTALLATION OF GUTTERS AND DOWN PIPES TO A RESIDENTIAL BUILDING		DATE: 22/10/2018			
SUPERSEDES JSA No: 02.01		Dated 14/07/2018		Analysis by: Paul Arksey, Doug Boomer, Julian Roddy	
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		 <p>PERSONAL PROTECTIVE EQUIPMENT REQUIRED: as per site signage</p>			
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	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

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<p>2 Setting up</p>	<ol style="list-style-type: none"> 1. Multi unit site 2. Sprains and strains 3. Power lines 4. Electrical 5. Hazardous Substances 6. Construction Site Hazards - Lacerations Bruising Objects falling from above Impalement Trips / Slips Multi unit sites Fences and Walls 	<p>H</p>	<ol 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 good lifting techniques, do not strain to lift, get someone to help if required 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 and conduct JSA variation 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 avoid running near 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 6. Conduct pre-start meeting on site specific issues <ul style="list-style-type: none"> - thoroughfares to be left clear - off-cuts to go in bin or stacked away from thoroughfares and ladders - establish clear zones for workers - check for spikes, stakes picket fences - identify trip hazards and mark with tape or cones - Liaise with other trades – consider barricades or signage - if "fall zone not clear" additional controls to be discussed and recorded on JSA Variation Form 	<p>M</p>
<p>3 Loading and fitting gutters and down pipes</p>	<ol style="list-style-type: none"> 1. Falls 2. Cuts 	<p>H</p>	<ol style="list-style-type: none"> 1. Scaffolding or fall arrest required for working over 3 metres 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 	<p>M</p>

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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 changes in the weather. 5. Ensure all rubbish is disposed into bins 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: 23/10/18



 Paul Arksey, Site Supervisor

DATE: 23/10/18



 Keith Walker, Divisional Manager

DATE: 25/10/18



 Julian Roddy, OHS Manager

DATE: 22/10/18

I (print name) confirm that I have read and been instructed in Job Safety Analysis No. 02.02 and agree that all of the hazards have been identified and the risks reduced to as low as reasonably practicable.

..... Date
 (signature)