







JOB/TASK: SITE VISITOR		DATE: 13/3/2015			
THIS JSA COVERS: SALES REPS, MANAGERS, SUPERVISORS, SAFETY AUDITORS NOT PERFORMING PHYSICAL TASK ON SITE					
EQUIPMENT/QUALIFIATIONS REQUIRED: Communication (Mobile Phone) Drivers Licence Blue / White Card		    PERSONAL PROTECTIVE EQUIPMENT TO BE AVAILABLE, CHECK SITE REQUIREMENT:			
EQUIPMENT/QUALIFIATIONS REQUIRED: First Aid Kit Tape Measure Building Plans (for some tasks)					
RISK LEVEL C = Critical, H = High, M = Medium, L = Low					
No	JOB/TASK STEP	POTENTIAL HAZARDS	INITIAL RISK LEVEL	SAFE WORK / CONTROL MEASURES	FINAL RISK LEVEL
1	Preparation	1. Breach of BGC Policy 2. Breach of construction site rules	H	1. Prior to attending site check, <ul style="list-style-type: none"> • Driver has valid license • BGC vehicle drivers has signed Motor Vehicle Policy • BGC Employees are on internal Staff to Site Matrix 2. Prior to attending site check, <ul style="list-style-type: none"> • If site induction is required • If attendance register sign on is required • Site specific PPE requirements, eg hard hats, long sleeves/long trousers • You are carrying a legible Construction Safety Card 	L
1	Drive to site	1. Vehicle damage 2. Working alone	M	1. Follow all road rules 2. Worker to have signed BGC Working Alone Policy	L
2	Access site	1. Being on wrong site 2. Task confusion 3. Breach of site rules 4. Mobile plant 5. Trip hazards	M	1. Check plans, site signage 2. Check with manager when visit is unplanned 3. Seek builders supervisor if on site Sign register if required 4. Do not create traffic hazard when parking Keep checking for mobile plant, stay 2 metres away 5. Take care walking around until familiar with site	L



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3	Inspect site	1. Site hazards including <ul style="list-style-type: none"> • Trips • Mobile plant • Electrical • Falling objects • Others working on site • Extreme weather changes • Sun 	M	1. Complete Site Safety Report – record any hazards in comments <ul style="list-style-type: none"> • Liaise with other people on site, do not proceed or move to safe off-site location until hazard is removed • Advise relevant people of your task • Plan a route to shelter • Comply with Sun Protection Policy 	L
4	Conduct visit business (meeting, audit, ground level inspection)	1. As for step 3	M	1. As for step 3 Stay as far from other workers as possible	L
5	Leave site	1. Breach of site rules 2. Mobile plant 3. Trip hazards	M	1. Advise supervisor / sign-off as per site rules 2. Keep 2 metres away 3. Look where you are going	L

Reviewed by: DATE 11.3.15
 Paul McGahey, Operations Manager

Approved by: DATE: 16.3.15 DATE: 16/3/15
 Mike Friend, Division Manager John Payne OH&S Manager

I, _____ hereby confirm that I have read and been instructed on Job Safety Analysis Number _____ SITE 04.00 and understand how the safe work / control measures are used in this task.

SIGNED _____ DATE: _____