
NOTICE TO ALL BUILDER MEMBERS

JOB SAFETY ANALYSIS / SAFE WORK METHOD CHECKLIST

The Housing Committee has developed the attached checklist for use on domestic or small commercial worksites. The checklist is designed to be used by the responsible person on a daily (or regular) basis.

The aim of the checklist is to highlight the most common construction industry risks and allow the responsible person to constantly re-assess whether those risks have changed. There is also provision to add any site specific risks that are not covered by the generic list of most risks. The form has the ability for the project, location, degree of risk and other important information to be recorded at the top of the page.

Where a risk is identified, it should be noted in the Potential Hazard column as such. The risk should then be recorded in the table at the bottom of the page and a control measure strategy instigated to counter the identified risk.

The checklist is designed to be used in conjunction with a Safety Management Plan and does not constitute the development of a safe working system in itself. Further, the person charged with the role of completing the checklist should be suitably trained in the identification of O H & S risks.

For more information on the use of the checklist or the development of a safe working system for your organisation, please contact your local Association Office. An electronic copy of the checklist will also be available on the MBT website.

Regards

Michael Kerschbaum
Manager – Technical Services

4th September 2008



JOB SAFETY ANALYSIS/SAFE WORK METHOD STATEMENT CHECKLIST

Risk Assessment Checklist (please tick as appropriate)

Project		Date	
Work Location			
Task			
Permit Required	Yes / No	Permit Type	
All on site Inducted	Yes / No	Potential Risk (/10)	
Traffic Control Required	Yes / No	Relevant MSDS	Yes / No

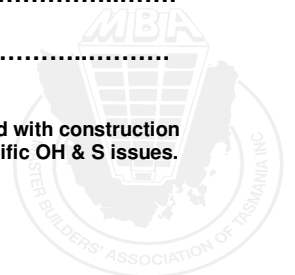
Potential Hazard	Yes	No	Potential Hazard	Yes	No
Adequate Access			Inhalation risk – fumes/dust/exhaust		
Chemical Risks			Ventilation adequate		
Security - Unbarricaded Openings / Trenches / Holes			Noise hazards (level of exposure to be considered)		
Electrical equipment tested and tagged			Objects dropping from height		
Tools and equipment in safe condition			In-wall services located		
Vibration risks			Underground/Overhead services located		
Slip or trip risks			Fire or explosion risk (or hot work)		
Working at heights or fall hazards			Task is isolated from other works and general public		
Does task require confined space entry / trenching / shoring			Adequate access to first aid/ emergency procedure in place		
Area free of protrusions- can't catch on / cause damage			Appropriate signage in place		
PPE – available and being used by workers			Is site clean and tidy/ materials stored		
Excessive weights manually handled			Falling from ladders / scaffolds		
Moving parts on Machinery / Equipment cannot strike anything					
Demolition					
Disposal of material / contaminated waste					
Loading / unloading of materials					

Issue	Control Measure

Person in charge of work (print)..... Signature.....

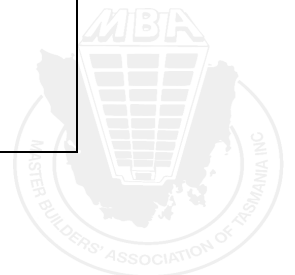
Alternative Representative (print)..... Signature.....

Note: The information provided in this document is intended as general information on the typical risks associated with construction activity. It does not constitute OH & S and legal advice and it is advisable to seek further information regarding specific OH & S issues.



JOB SAFETY ANALYSIS HAZARD IDENTIFICATION GUIDELINE

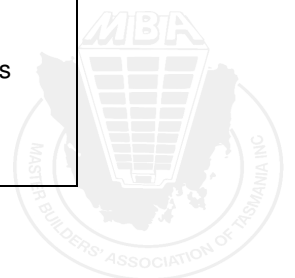
Hazard Type	Potential Hazard
<p>1. Adequate Access / Manoeuvrability</p>	<p>Is there an appropriate means of entry and egress for vehicles by way of on-site turning?</p> <p>Is vehicular access appropriate ie concrete, paving, asphalt, compacted, rolled or otherwise stabilised fill to avoid overturning, bogging etc?</p> <p>Is there adequate access for machinery/plant to get on-site and manoeuvre and operate effectively without risk of physical damage to surrounding structures, overhead power lines etc?</p>
<p>2. Chemical Risks</p>	<p>Are chemicals being used on-site?</p> <p>If so, are MSDS sheets being adhered to and all safety measures being taken eg PPE, ventilation, safe storage etc.?</p> <p>Can anyone be injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of plant or by materials handled by plant?</p>
<p>3. Security – Unbarricaded Openings / Trenches / Holes</p>	<p>Are all opening, trenches etc. clearly identified to all personnel using and coming onto the site?</p> <p>Are adequate visual and physical barriers in place to protect these hazards?</p>
<p>4. Electrical equipment tested and tagged</p>	<p>Are all leads on-site tested and tagged and current?</p> <p>Are there any obvious signs of wear / fraying / cuts on leads and / or power boards?</p>
<p>5. Tools and equipment in safe condition</p>	<p>Can anyone be injured by electrical shock or burnt due to:</p> <ul style="list-style-type: none"> • plant contacting live electrical conductors? • plant working close to electrical conductors? • overload of electrical circuits? • damaged electrical switches? • water near electrical equipment? • lack of isolation procedures? • other factors not mentioned?
<p>6. Vibration risks</p>	<p>Are there any risks that may be caused by vibration such as landslip, objects falling off top of cuts etc. relating to rock-breaking or other vibrating type hazards?</p>
<p>7. Slip or trip risks</p>	<p>Can anyone using plant, or in the vicinity of plant slip, trip or fall due to:</p> <ul style="list-style-type: none"> • uneven or slippery work surfaces? • poor housekeeping, such as shavings in the vicinity of plant or spillage not cleaned up? • obstacles being placed in the vicinity of plant? • other factors not mentioned?
<p>8. Working at heights or fall hazards</p>	<p>Can anyone fall from a height due to:</p> <ul style="list-style-type: none"> • lack of a proper work platform? • lack of proper stairs or ladders? • lack of guardrails or other suitable edge protection? • unprotected holes, penetrations or gaps? • poor floor or walking surfaces, such as a lack a slip-resistant surface? • steep walking surfaces? • collapse of the supporting structure? • other factors not mentioned?



Hazard Type	Potential Hazard
9. Does task require confined space entry / trenching / shoring	Is task in a restricted or confined area that requires specific training to deal with potential hazards?
10. Area free of protrusions – can't catch on / cause damage	<p>Can anyone's hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials:</p> <ul style="list-style-type: none"> • become entangled with moving parts of the plant, or materials in motion? • come in contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair of the plant?
11. PPE – available and being used by workers	<p>Is everyone wearing appropriate clothing such as workboots, long sleeved clothing, overalls, sun protection etc.</p> <p>Is specific PPE being worn for specific tasks? eg ear and eye protection</p>
12. Excessive weights manually handling	<p>Are weights too large for one person or require specific lifting to be dealt with safely?</p> <p>Can alternative, safer methods be used to prevent back strain or minimise risks such as tipping when lifting weight?</p> <p>Can anyone be crushed due to tipping or rolling over or being trapped between material or fixed structures?</p>
13. Moving parts on machinery / Equipment cannot strike anything	<p>Can anyone be cut, stabbed, entangled or punctured due to:</p> <ul style="list-style-type: none"> • hair, clothing, gloves, necktie, jewellery, cleaning brushes, rags or other materials become entangled with moving parts of the plant, or materials in motion? • coming in contact with moving parts during testing, inspection, operation, maintenance, cleaning or repair of the plant? • uncontrolled or unexpected movement? • plant, parts of plant or work pieces disintegrating? • work pieces being ejected? • the mobility of plant? • shearing between two parts, or between a part and a work piece or structure?
14. Demolition	<p>Is the cleared of any unnecessary people and objects?</p> <p>Have all services been disconnected?</p> <p>Is the structure adequately propped / braced to ensure that premature demolition will not occur?</p> <p>Are there any hazardous materials such as asbestos that need to be dealt with separately to the rest of the material?</p> <p>If re-using materials are they safe to be handled eg timber de-nailed?</p>
15. Disposal of material / contaminated waste	<p>Is material being stacked / tied down in an appropriate manner and trucks etc. not being overloaded or inappropriately loaded which could cause tipping or materials to fall off in transit?</p> <p>Are hazardous substances being disposed of appropriately and as per Workplace Health & Safety Regulations and manufacturer's MSDS?</p> <p>Are all contaminated materials being dealt with and handled appropriately?</p> <p>Is there any site contamination that needs to be dealt with as a result of having contaminated materials present?</p>



Hazard Type	Potential Hazard
16. Loading/Unloading of materials	<p>Has the risk of uncontrolled or unexpected movement of plant or trucks been minimised by creating level loading areas etc.?</p> <p>Is all plant and transport equipment / materials being used within allowable tolerances?</p> <p>Are loads being placed evenly?</p> <p>Is there adequate supervision of loading / unloading to ensure that work is being done clear of third parties, power lines and other hazards?</p>
17. Inhalation Risk – fumes / dust / exhaust	<p>Can anyone be suffocated due to lack of oxygen, or atmospheric contamination?</p> <p>Is dust and other air borne contaminants being minimised by watering the site, covering materials or other measures?</p> <p>If working inside, are exhausts being prevented from building up by use of natural or artificial ventilation?</p>
18. Noise hazards (level of exposure to be considered)	<p>Are operators of noisy plant / equipment and tools wearing appropriate ear protection?</p> <p>Is appropriate signage in place to warn of noisy areas / sites?</p> <p>Are adjoining workers affected? If so are they wearing ear protection?</p> <p>Are there adverse noise impacts for adjoining properties / stakeholders. If so, can noise impacts be minimised via noise reduction strategies or limited hours of operation?</p>
19. Objects dropping from height	<p>Are there adequate cages or other measures to catch objects dropping from height?</p> <p>Are there guardrails or other suitable edge protection measures to help prevent items getting kicked off accidentally or the like?</p> <p>Are there unprotected holes, penetrations or gaps that could allow objects to fall?</p>
20. In wall services located?	<p>Have all in wall services been located and removed or disabled?</p>
21. Underground / Overhead services	<p>Have all underground and overhead services been located and removed or disabled?</p>
22. Fire or explosion risk (or hot work)	<p>Can anyone be injured by explosion of gases, vapours, liquids, dusts or other substances triggered by the operation of plant or by materials handled by plant?</p> <p>Can anyone suffer ill health due to exposure to high temperatures?</p>
23. Task is isolated from other works and general public	<p>Are there physical barriers to prevent adults and children from entering site?</p> <p>Is there adequate signage warning of risks and advising that there shall be no unauthorised entry?</p>
24. Adequate access to first aid/ emergency procedure in place	<p>Is there easy access to first aid kit(s) on-site?</p> <p>Are there trained people to administer first aid?</p> <p>Is there an emergency procedure in place?</p> <p>Are all site occupants aware of the procedures and placement of first aid equipment?</p>
25. Appropriate signage in place	<p>Is there appropriate signage at all entry points to the site?</p> <p>Are specific hazards clearly identified?</p> <p>Is there signage to identify the site and provide directions to access site?</p> <p>Is there clear signage on-site to direct traffic (both vehicular and pedestrian) to the office and relevant parts of the site?</p>



Hazard Type	Potential Hazard
<p>26. Is site clean and tidy / materials stored</p>	<p>Is the site clean and tidy? Are all materials stockpiled and identified where required? Are hazardous materials stored appropriately and safely? Are air borne polluting materials stored undercover? Are all access paths, roads etc. safe to use and free from debris? Is the meals area clean and food scraps, rubbish removed?</p>
<p>27. Falling from ladders / scaffolds</p>	<p>Are there guardrails or other suitable edge protection to help prevent falls? Has the scaffolding been erected (and changed) by a licensed person where required? Is the scaffolding ticketed? Are all ladders on-site safe and suitable for the purpose? Are all ladders tied off or secured when being used?</p>

