



**Work Pack**  
Cover Page

Job No.  
Date

**3574**  
**04.09.14**

**Client Details**

Business Name	<b>Estia Health</b>
Situation Address	40 Skyline Drive
	Flagstaff Hill PH: 8296 3456
Contact Name	Alistair Gray
Contact Position	Enviromental Service Manager
Phone	0402 016 984

**Start Time**

Start Time	<b>7:00</b>
Est. Finish	<b>14:12</b>

**Supervisor**

Name	<b>Adam Finlayson</b>
Phone	<b>0417 827 873</b>

**Workers**

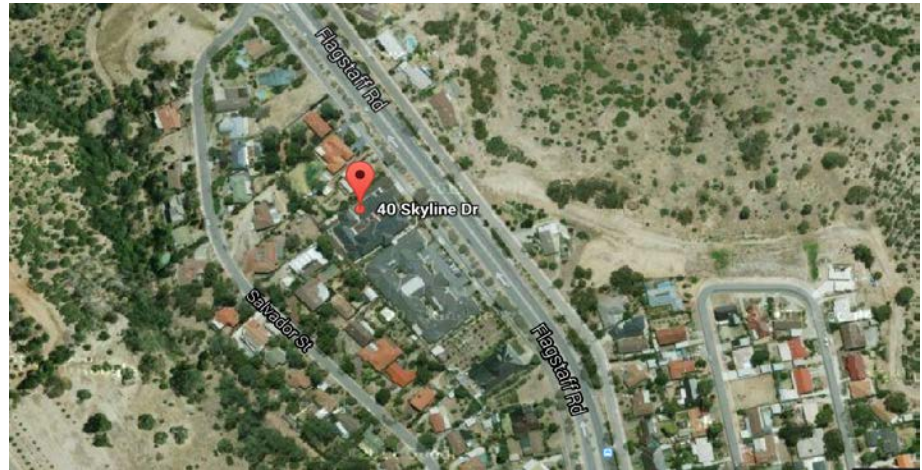
<b>J Banfield</b> GE016
<b>B Quilliam</b> GE027
<b>A Fishwick</b> GE029
<b>C Bassi</b> GE020

**Job Description**

Roof Service..Cleaning of Gutters.

**Instructions**

**Map**



**Roof Top**





**Work Pack**  
Safety & Well Being

D1 D2 D3 D4 - Repeat these questions each day/work huddle.

**About Yesterday**

	D1	D2	D3	D4	Comment
1 Is every one feeling well today ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Was yesterday a safe day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Were there any incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Were there any warnings or arguments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Was yesterday productive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 Was the work package adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Was the work huddle adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Are there any lessons from yesterday?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**About Today**

1 <u>Quality + Productivity = Happiness</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 <u>Tool Belts only when Relining</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 <b>Phones are in lunch bag.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 <u>Cold - warmth with layers, stretch</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 <u>Everyone brought smoko and lunch</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 <u>Any phone appointments</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 <u>Does any one need to leave site?</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 <u>Rubbish in Gully Bags</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 <u>Use Clients Bin</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 <b><u>Tidy car!</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>Everything has a place, Everying in its place</u></b>					
12 <u>Keep access free of trip Hazards</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Put things away when finished with them</u>					
13 <u>Write it down</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Toilets are located:**

**Emergency Plan**

**Location of phone**

Access Point

**Muster Point**

Access Point

**Location of phone**

Access Point

**Location of first aid kit**

Guttsa vehicle

**Location of fire extinguisher**

Guttsa vehicle

**WAH Retrieval/Rescue Plan**

Spare scaffolding for retrieval of fallen person (in harness)

**Nearest Hospital:**

**Flinders Private Hospital**

1 Flinders Drive, Bedford Park SA

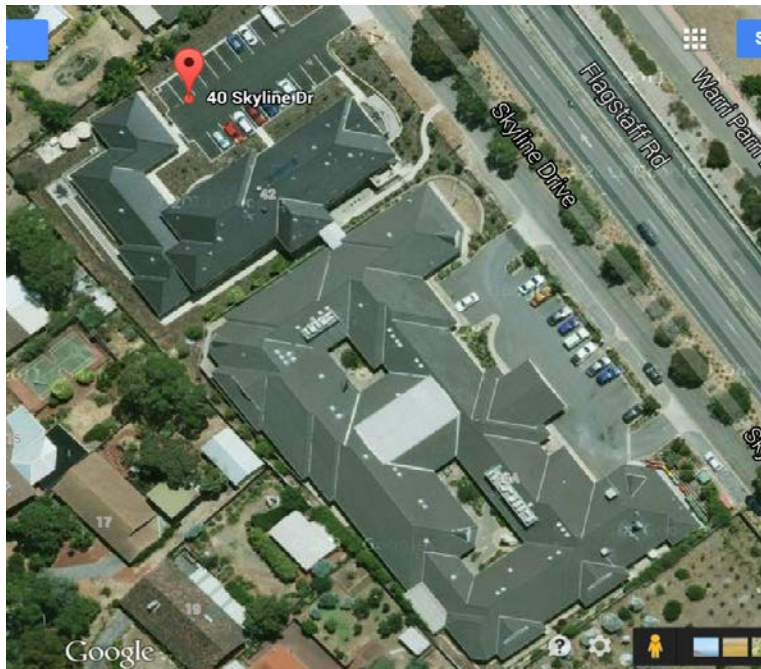
08 82753333

Stop End	Hole	Join	Step	Down Pipe	Rain Head	Obstruction	Fragile	Skylight	Access	Rubbish	Tools	Kit

Use this layout to guide the hazard identification, refer section 11 of SMP, in developing the JSA

Description of Work Area:

Aged Care facility



### Gutter Type

- Box
- Trough

### Roof Type

- Flat
- Saw Tooth
- Parapet
- Valley
- Ridge
- Alley Way

### Access

- Ladder
- Scaffold
- EWP
- Stairs

Comments

### Gutter

Length  m x Width  mm

### Kit Size

Length  m x Width  mm

### Adhesive

tube per  m

4  6  8  10 per m



**Work Pack**  
JSEA

- 1 The JSEA, and the JSA and the actions, Work Lots and Schedule form the Safe Work Method Statement (SWMS).
- 2 Everyone must understand the SWMS and sign the PTW before accessing the work space.
- 3 Everyone must follow and not deviate from the SWMS.
- 3 A JSA must be performed for tasks not in the SWMS. (use end of page 9)

JSEA prepared and approved by		
Name	Signed	Revision
Adam Finlayson	_____	_____
	_____	_____

Hierarchy of Controls	
1	Elimination
2	Substitution
3	Isolation
4	Engineering
5	Administration
6	Use of PPE

Refer to section 10 SMP	
Refer to section 3 SMP	
1	WHS ACT 2012
2	WHS Regulations 2012
3	AS4360 Risk Management
3	AS1657 Fixed Platforms

Workers consulted in developing JSEA		
Name	Signed	Revision
J B GE016	_____	_____
	_____	_____
Name	Signed	Revision
B Q GE027	_____	_____
	_____	_____
Name	Signed	Revision
A F GE029	_____	_____
	_____	_____
Name	Signed	Revision
C B GE020	_____	_____
	_____	_____
Name	Signed	Revision
	_____	_____
	_____	_____
Name	Signed	Revision
	_____	_____

Likelihood		Consequence	
1	Rare	1	Insignificant
2	Unlikely	2	Minor
3	Possible	3	Moderate
4	Likely	4	Major
5	Almost certain	5	Extreme

Likelihood (L)					Risk Ranking	
5	M	H	E	E	E	L Low
4	M	H	H	E	E	M Medium
3	L	M	H	H	E	H High
2	L	M	M	H	H	E Extreme
1	L	L	L	M	M	
	1	2	3	4	5	
	Consequence (C)					



**Work Pack**  
**Job Safety Analysis**

Each JSA is site and job specific. This JSA is valid until the job is complete. The conditions of the job must be re-evaluated each day to establish that the JSA are still valid. The JSA must be reviewed, and if necessary revised, if the situation changes, or in event an incident and when hazards are identified after the PTW is issued. Use the hierarchy of controls and ranking of likelihood and consequence using the JSEA guide on page 4

Approved By	
<b>Name</b>	<b>Signed</b>
A Finlayson	

Activity	Hazards	L	C	Risk	Risk control measures	L	C	Risk Treated	Who is responsible?
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed.			Un treated	List the control measures required to eliminate or minimise the risk of injury from the identified hazard.				Write the name of the person responsible to implement the control
<b>T/X</b> <-- Use this column to include or exclude standard tasks as determined by the actual site conditions. Tick or Cross									
<input type="checkbox"/> <b>Erecting Roof Access</b>	Cuts and other injuries due to sliding or moving parts	3	3	H	Riggers gloves. SWI defines PPE and handling of equipment.	1	2	L	
	Injury to workers (sprains) or damage to property or equipment due to awkward load	3	2	M	Minimum of two person operation. Per SWI-068	1	1	L	
	Falling from access structure at the top because it moves	3	4	H	Ladder and scaffolding fastened to building per SWI - this is the role of the "ladder legend"	1	4	M	
<input type="checkbox"/> <b>Working at Height</b>	Falling from the edge of the building may result in serious injury or death	3	4	H	Erect barricades along edge	1	4	M	
<input type="checkbox"/>		3	4	H	Use harness and lanyard system	2	3	M	
<input type="checkbox"/>	Falling through fragile roof may result in serious injury or death	3	4	H	If most of the roof is sound, identify the fragile areas with spray paint and barricade.	1	4	M	
<input type="checkbox"/>		3	4	H	If most of the roof is fragile, use crawl boards	1	4	M	
<input type="checkbox"/>		3	4	H	If the roof is fragile with multiple hazards, use harness and lanyard and "buddy" system	2	3	M	
<input type="checkbox"/>	Falling through internal windows or access vaults	2	4	H	Barricade with boards or wire mesh	1	4	M	

Activity	Hazards	L	C	R	Risk control measures	L	C	R	Who is responsible?
<input type="checkbox"/> <b>High Risk Work in Isolation</b>	Worker falls or slips and is injured and un able to help himself. Worker requires rescue before external help may arrive.	3	4	H	A spotter role is assigned to watch over the work place. This function serves to provide immediate alert of an accident but also a second pair of eyes and an independent mind to prevent the initial occurrence.	1	2	L	
<input type="checkbox"/>		3	4	H	A rescue plan is implemented to recover a stranded worker. A recovery kit, scaffolding and a dedicated ladder are mobilised for this purpose and the equipment is unpacked at set out the most likely position as part of the preparations for work.	1	2	L	
<input type="checkbox"/> <b>Lifting Tools and Equipment</b>	Injury or equipment damage from loosing grip when climbing	2	3	M	Tools and equipment loaded into back packs and worn by workers who mobilise equipment using multiple trips if necessary.	1	2	L	
<input type="checkbox"/>	Injury or damage caused by using ropes and buckets/tubs	3	3	H	Use riggers gloves. No standing under live loads when on the ground.	1	2	L	
<input type="checkbox"/>		3	3	H	Use the davit arm and pulley system to keep the load clear of the building and to reduce strain.	1	1	L	
<input type="checkbox"/> <b>Lowering Rubbish</b>	Dust and air born hazards	3	3	H	Use rubbish chute for large jobs. (Use a dust cover and sprays at the bin level)	1	3	L	
<input type="checkbox"/>		3	3	H	Use bags with ties, or bins and tubs with lids to prevent dust	1	3	L	
<input type="checkbox"/>	Mud and slurry spills to property, work place or equipment, materials or workers	2	3	M	Use buckets and tubs and lower using rope and pulley system.	1	3	L	



**Work Pack**  
**Job Safety Analysis - cont'd**

Activity	Hazards	L	C	R	Risk control measures	L	C	R	Who is responsible?
<input type="checkbox"/>		2	3	M	Use chute for large jobs	1	1	L	
<input type="checkbox"/>	Environmental Contamination	2	3	M	Recover debris in gutters and drains before rinsing drain system	1	1	L	
<input type="checkbox"/>		2	3	M	Pack rubbish into Guttsa trailer for removal from site and disposal at Guttsa central	1	1	L	
<input type="checkbox"/>	<b>Gutter Cleaning</b>								
	Water and slurry damage to property if washed over top of flashing or gutter sides.	3	2	M	Gutter cleaning per SWI. Avoid allowing blowers to push water or dust into the building cavity below	1	2	L	
<input type="checkbox"/>	Dust, noise and air born hazards from blowers	3	3	H	Remove all bulk waste using manual and low impact mechanical means. Use blower sparingly.	1	2	L	
<input type="checkbox"/>	Irritation to eyes and lungs from dust and fumes	3	3	H	Workers wear dust masks and goggles per SWI.	1	2	L	
<input type="checkbox"/>	<b>Access and Egress</b>								
	Trip hazards due to tools and equipment left lying in access passage	2	3	M	Use tool belts, back packs to keep tools and consumables handy and follow house keeping procedures to keep equipment stowed away.	1	3	L	
<input type="checkbox"/>	<b>Applying Adhesive</b>								
	Sickness or illness due to contact or ingestion	3	2	M	Use gloves, long sleeves and glue gun applicators to avoid contact.	1	2	L	
<input type="checkbox"/>	Contamination to clothing, property, equipment or materials	3	2	M	Use glue gun applicators. Have empty cartridge dispensing bins ready and keep all dirty and discharged tubes, nozzles and rags separate from clean.	1	2	L	



## Work Pack

### Job Safety Analysis - cont'd

Activity	Hazards	L	C	R	Risk control measures	L	C	R	Who is responsible?
<input type="checkbox"/> <b>Gutter Relining</b>	Trips or falls when walking backwards with liner, or walking while partially blinded by liner	3	3	H	Have all house keeping activities attended too before commencing the un rolling. The supervisor organises every one in a chain to minimise movements. Take extreme care walking along the gutter.	1	2	L	
<input type="checkbox"/>	Injury from kneeling and straining in an inverted position	3	3	H	Use knee pads and cushions to prevent damage to knees and wrists and other	2	3	M	
<input type="checkbox"/>		3	3	H	Stand up and straighten and stretch regularly. Stretch well and warm down and shower at the end of the day.	1	2	L	
<input type="checkbox"/>	Cuts and slashes from smoothing, fastening and tucking	3	2	M	use gloves and long sleeves. All sharps are removed before the liner is inserted. Take care.	1	2	L	
<input type="checkbox"/> <b>Down Pipes and Rain Heads</b>	Damage to liner when cutting into down pipe	4	3	H	Follow SWI to establish gasket seal, penetrate centrally and cut towards the downpipe pop.	2	3	M	
<input type="checkbox"/>	Cuts injury	3	2	M	Wear gloves per SWI	1	2	L	
<input type="checkbox"/> <b>Clean Up</b>	Falling objects resulting in injury or damage to property or equipment	2	4	H	Ensure all equipment is packed up in to the tubs, back packs and bins that were used to bring them up. Lower in reverse order.	1	4	M	
<input type="checkbox"/>		2	4	H	No standing under live load.	1	1	L	
<input type="checkbox"/>		2	4	H	Maintain house keeping and pack the truck and trailer putting everything in place per SWI.	2	4	H	
<input type="checkbox"/> <b>Scaffold erection</b>	Falling objects resulting in injury- pinch hit head	3	3	H	Wear hard hats and gloves and erect the scaffold per instructions.	2	2	M	



Activity	Hazards	L	C	R	Risk control measures	L	C	R	Who is responsible?
<input type="checkbox"/> <b>Vertical window safety mesh</b>	If you slip over while carrying a roll or tools or you drop equipment it may break the glass and allow falling shards and objects to fall below.	2	4	H	Boarding or wire mesh is screwed over the face of vertical windows. Client operations below are advised to keep clear and barricade the area while overhead works are conducted.	1	3	L	
<input type="checkbox"/> <b>Loosening roof sheets</b>	Removing screws may allow the sheets to buckle allowing person to fall through.	2	4	H	Always leave one screw on the overlap and work progressively to unscrew, tuck liner and re-screw. Do not unscrew a large of section of roof.	1	4	M	
<input type="checkbox"/>	Removing screws may allow sheets to become air borne creating a serious hazard that may lacerate or damage.	2	3	M	Always tie down loose sheeting. Consider contingency plan if the conditions are windy.	1	3	L	
<input type="checkbox"/> <b>Aerial and overhead services</b>	Hit head if not careful, resulting in minor laceration or bruising.	2	2	M	Hang Bunting over extents of hazard. Wrap foam padding in high traffic and egress areas.	1	2	L	
<b>Use of Hazardous Materials</b>									
<input type="checkbox"/> <b>Adhesive</b>	May cause skin irritation on extended contact (most likely), may cause stinging in eyes and toxic if digested (not likely)	2	2	M	Refer to SWI GD-W-010 Refer to MSDS GD-HC-02	1	2	L	All workers using or handling adhesive, including clean-up
<input type="checkbox"/> <b>Silicone Sealant</b>	May cause skin irritation on extended contact (most likely), may cause stinging in eyes and toxic if digested (not likely)	2	2	M	Refer to SWI GD-W-119 Refer to MSDS GD-HC-03	1	2	L	All workers using or handling silicone sealant, including clean-up
<input type="checkbox"/> <b>Petrol</b>	May cause skin irritation on extended contact (most likely), may cause stinging in eyes and toxic if digested (not likely)	2	2	M	Refer to SWI GD-W-119 Refer to MSDS GD-HC-01	1	2	L	All workers refuelling with petrol
<b>Add additional tasks and hazards as identified on the day.</b>									



**Work Pack**  
Work Lots

**Gutter Cleaner & Goo Boy**

- 1 B Q GE027    C B GE020
- 2 A F GE029

- 1 Work pack huddle
- 2 Unload cleaning equipment
- 3 Unload rubbish bins, tubs & buckets  
start cleaning immediately
- 4 remove rubbish off roof  
Apply adhesive to c\gutter
- 5 assist relining
- 6 Pack up rubbish at head of ladder access
- 7 Take down rubbish as time permits
- 8 Pack up cleaning equipment
- 9 Pack rubbish onto trailer or truck

**Gutter Preparer & Reliner**

- 1 AGF GE000
- 2 J B GE027

- 1 Work pack huddle
- 2 Unload tools
- 3 Key person in ladder erecting
- 4 Ladder lock legend
- 5 Haul tools and equipment in back pack
- 6 Set out tools
- 7 Set out adhesive tubes
- 8
- 9 Pack up dirty rags and used cartridges
- 10 Pack rubbish onto trailer or truck

**Contingency Plans**

weather

brochure delivery area



## Work Pack Work Schedule

	Time	Forecast	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	
<b>Arrive</b>	(h:m)	7:00																	
Park Truck	0:10	7:10																	
Erect Site Barricades	0:12	7:22																	
Work Pack Huddle	0:24	7:46																	
Work Permit Issued	0	7:46																	
Erect ladder/access	0:08	7:54																	
Gutter Cleaning Starts	0	7:54																	
Lift tools and equipment	0:10	8:04																	
Cleaning	1:15	9:19																	
Gutter is ready for adhesive	0	9:19																	
<b>SMOKO</b>	0:30	9:49																	
Pre- Liner	0	9:19																	
Apply Adhesive	0:50	10:09																	
Fit Liner	0:25	10:34																	
Smooth and press	0:08	10:42																	
Gutter is ready for fixing	0	10:42																	
<b>LUNCH</b>	0:30	11:12																	
Secure Liner Edge	1:20	12:32																	
Down Pipes	0:25	12:57																	
Rain Heads	0	12:57																	
	0:00	12:57																	
Remove Rubbish	0:15	13:12																	
Clean-up	0:30	13:42																	
Lower Tools & Equipment	0:15	13:57																	
Pack Up	0:15	14:12																	
Dispose of rubbish on site	0	14:12																	
<b>DEPART</b>		14:12																	

Period between arriving on site and start of cleaning

0:54 minutes

Actual:    minutes



**Work Pack**  
**Permit To Work**

This permit to work must be signed by each employee accepting this permit to work and is issued subject to safe working practices established by SWI's and this work pack.

All workers must sign out when leaving the site and must sign back in before accessing the site again.

#	Name	Time In	Sign	Time Out	Sign
1	A F GE000				
2	J B GE016				
3	B Q GE027				
4	A F GE029				
5	C B GE020				
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

**Permit Approved and Issued By**

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_

Adam Finlayson \_\_\_\_\_

**Client Roof Access Permit (CRAP)**

**Issued by** \_\_\_\_\_ **Time open** \_\_\_\_\_ **Permit Number**

**Closed by** \_\_\_\_\_ **Time closed** \_\_\_\_\_

**Permit Closed By**

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_

A Finlayson \_\_\_\_\_





## Work Pack Pre Start Checklist

Check	Done	N/A	Comments
1	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	
6	<input type="checkbox"/>	<input type="checkbox"/>	
7	<input type="checkbox"/>	<input type="checkbox"/>	
8	<input type="checkbox"/>	<input type="checkbox"/>	
9	<input type="checkbox"/>	<input type="checkbox"/>	
10	<input type="checkbox"/>	<input type="checkbox"/>	
11	<input type="checkbox"/>	<input type="checkbox"/>	
12	<input type="checkbox"/>	<input type="checkbox"/>	
13	<input type="checkbox"/>	<input type="checkbox"/>	
14	<input type="checkbox"/>	<input type="checkbox"/>	
15	<input type="checkbox"/>	<input type="checkbox"/>	
16	<input type="checkbox"/>	<input type="checkbox"/>	
17	<input type="checkbox"/>	<input type="checkbox"/>	
18	<input type="checkbox"/>	<input type="checkbox"/>	
19	<input type="checkbox"/>	<input type="checkbox"/>	
20	<input type="checkbox"/>	<input type="checkbox"/>	
21	<input type="checkbox"/>	<input type="checkbox"/>	
22	<input type="checkbox"/>	<input type="checkbox"/>	
23	<input type="checkbox"/>	<input type="checkbox"/>	
24	<input type="checkbox"/>	<input type="checkbox"/>	
25	<input type="checkbox"/>	<input type="checkbox"/>	

- Done Things to do**
- Secure and lock Ute & trailer
  - Erect barricade
  - Setup access control
  - Begin work huddle
  - Unpack tools
  - Unpack cleaning equipment



## Work Pack Job Close Out Checklist

Check	Done	N/A	Comments
1	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	Equipment lowered correctly
4	<input type="checkbox"/>	<input type="checkbox"/>	Equipment packed away correctly
5	<input type="checkbox"/>	<input type="checkbox"/>	Broken/damaged items separated
6	<input type="checkbox"/>	<input type="checkbox"/>	Shift Review/Huddle
7	<input type="checkbox"/>	<input type="checkbox"/>	
8	<input type="checkbox"/>	<input type="checkbox"/>	Work Permit is closed
9	<input type="checkbox"/>	<input type="checkbox"/>	Client permit is closed
10	<input type="checkbox"/>	<input type="checkbox"/>	Client contact informed of departure
11	<input type="checkbox"/>	<input type="checkbox"/>	Property damage reported/repared
12	<input type="checkbox"/>	<input type="checkbox"/>	Report Incidents to Guttsa
13	<input type="checkbox"/>	<input type="checkbox"/>	Site access is removed
14	<input type="checkbox"/>	<input type="checkbox"/>	Property is as found
15	<input type="checkbox"/>	<input type="checkbox"/>	Depart from site
16	<input type="checkbox"/>	<input type="checkbox"/>	Inform Guttsa central
17	<input type="checkbox"/>	<input type="checkbox"/>	Dispose of rubbish
18	<input type="checkbox"/>	<input type="checkbox"/>	
19	<input type="checkbox"/>	<input type="checkbox"/>	vehicle re-stocked
20	<input type="checkbox"/>	<input type="checkbox"/>	
21	<input type="checkbox"/>	<input type="checkbox"/>	
22	<input type="checkbox"/>	<input type="checkbox"/>	
23	<input type="checkbox"/>	<input type="checkbox"/>	
24	<input type="checkbox"/>	<input type="checkbox"/>	
25	<input type="checkbox"/>	<input type="checkbox"/>	

### Done Things to do

- Close CRAP
- Close Council permit
- Lock gates
- Give back keys
- 
-



## Work Pack Master Plan

Check	Done	N/A	Check	Done	N/A	Check	Done	N/A
WP published on web	<input type="checkbox"/>	<input type="checkbox"/>	Hazard ID:-	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Job address and route of travel worked out	<input type="checkbox"/>	<input type="checkbox"/>	Skylights sprayed out	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Est. time departure from home	<input type="checkbox"/>	<input type="checkbox"/>	Mesh covers on skylights	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Workers confirmed	<input type="checkbox"/>	<input type="checkbox"/>	Mesh on interior windows	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Confirm weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	Set up tools area	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Access	<input type="checkbox"/>	<input type="checkbox"/>	Setup cleaning and rubbish area	<input type="checkbox"/>	<input type="checkbox"/>	Raise invoice	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	Set up materials area	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Car parks are discreet and un offensive	<input type="checkbox"/>	<input type="checkbox"/>	Spray safe access/egress	<input type="checkbox"/>	<input type="checkbox"/>	Scan in WP; JSA & checklists	<input type="checkbox"/>	<input type="checkbox"/>
Guttsa Ute and trailer parked at access point	<input type="checkbox"/>	<input type="checkbox"/>	Crawl boards continuous	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Barricades erected	<input type="checkbox"/>	<input type="checkbox"/>	Crawl boards are bound together	<input type="checkbox"/>	<input type="checkbox"/>	Restock consumables	<input type="checkbox"/>	<input type="checkbox"/>
Access control erected	<input type="checkbox"/>	<input type="checkbox"/>	Low overhead areas sprayed	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	Job Close Out Checklist	<input type="checkbox"/>	<input type="checkbox"/>
<b>Huddle</b>			Phones, keys and wallets secure	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Safety and Well Being	<input type="checkbox"/>	<input type="checkbox"/>	Water/shade station	<input type="checkbox"/>	<input type="checkbox"/>	Actions from incidents done	<input type="checkbox"/>	<input type="checkbox"/>
JSA; layout and work	<input type="checkbox"/>	<input type="checkbox"/>	Smoko and rest area set up	<input type="checkbox"/>	<input type="checkbox"/>	Warnings given/accepted	<input type="checkbox"/>	<input type="checkbox"/>
Schedule	<input type="checkbox"/>	<input type="checkbox"/>	Lift cleaning gear	<input type="checkbox"/>	<input type="checkbox"/>	Damaged parts repaired	<input type="checkbox"/>	<input type="checkbox"/>
Pre start checklist	<input type="checkbox"/>	<input type="checkbox"/>	Unpack cleaning equipment	<input type="checkbox"/>	<input type="checkbox"/>	Broken parts replaced	<input type="checkbox"/>	<input type="checkbox"/>
Permit to Work	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning starts	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Set up access, secure ladder/scaffold	<input type="checkbox"/>	<input type="checkbox"/>	Continue lifting tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Cleaning equipment unloaded to base	<input type="checkbox"/>	<input type="checkbox"/>	Setup tools for work	<input type="checkbox"/>	<input type="checkbox"/>			
Kit, adhesive and tool tubs unloaded to base	<input type="checkbox"/>	<input type="checkbox"/>	Setup tubs for cleaning	<input type="checkbox"/>	<input type="checkbox"/>			
Back packs are placed at base	<input type="checkbox"/>	<input type="checkbox"/>	Spray out job features	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Installation Check list	<input type="checkbox"/>	<input type="checkbox"/>			

<b>Job Closed</b>		
Name	Signed	Date
A Finlayson	_____	_____
C Axford	_____	_____

This Work Pack Template due for review in 12 months from revision date, or per clause 7 of QAP review process. (annual review of all of IMS).



Ashford Hospital	55 Anzac Hwy, SA	08 8375 5222
Burnside Hospital	120 Kensington Road, Toorak Gardens, SA, 5065	08 82027222
Calvary Wakefield Hospital	300 Wakefield St, Adelaide, SA, 5000	08 8405 3333
Flinders Private Hospital	1 Flinders Drive, Bedford Park SA	08 82753333
Noarlunga Private Hospital	Noarlunga Centre	08 83849372
The Memorial Hospital	Kermode Street, North Adelaide SA	08 83663800
Lyell McEwin Hospital	Haydown Road, Elizabeth Vale SA	08 81829000
Queen Elizabeth Hospital	Woodville Road, Woodville	08 8222 6000
Modbury Hospital	Smart Road, Modbury SA	08 81612000

