

Client Details

Business Name	High Gate Mall
Situation Address	Fullarton rd Highgate
Contact Name	Enrico
Contact Position	musician
Phone	

Job Details

Start Time	7:00
Est. Finish	14:12

Supervisor

Name	Adam Finlayson
Phone	0417827873

Workers

Nathan P{rice
Andy Boyd
Brad Axford

Instructions

Arrive early, and park around the side. bring drinks
be warm and ready for bending over a lot.

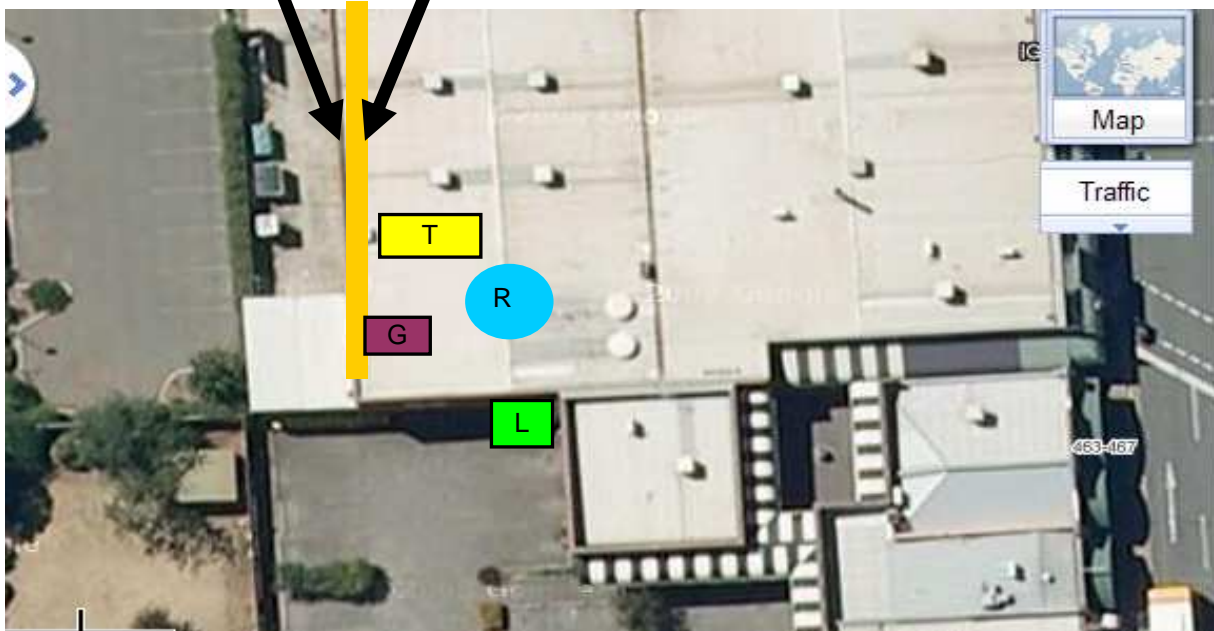
Map



Building

Roof Top

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



Gutter Type

- Box
- Trough

Roof Type

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

Access

- Ladder
- Scaffold
- EWP
- Stairs

Gutter

Length

m

x

Width

mm

Kit Size

Length

m

x

Width

mm

Adhesive

tube

per

m

per m



About Yesterday

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

About Today

1 Did every one access the WP on the web?	<input type="checkbox"/>	_____
2 _____	<input type="checkbox"/>	_____
3 Hot - find shade, drink water	<input type="checkbox"/>	_____
4 _____	<input type="checkbox"/>	_____
5 Everyone brought smoko and lunch	<input type="checkbox"/>	_____
6 Any phone appointments	<input type="checkbox"/>	_____
7 Does any one need to leave site?	<input type="checkbox"/>	_____
8 _____	<input type="checkbox"/>	_____
9 _____	<input type="checkbox"/>	_____
10 _____	<input type="checkbox"/>	_____
11 _____	<input type="checkbox"/>	_____
12 _____	<input type="checkbox"/>	_____
13 _____	<input type="checkbox"/>	_____



Work Pack 2252
Job Safety Analysis Worksheet

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.

Approved By

Name

Signed

Activity

List the tasks required to perform the activity in the sequence they are carried out.

Hazards

Against each task list the hazards that could cause injury when the task is performed.

Risk control measures

List the control measures required to eliminate or minimise the risk of injury from the identified hazard.

Who is responsible?

Write the name of the person responsible to implement the control measure identified.

T/X <-- Use this column to include or exclude standard tasks as determined by the actual site conditions. Tick or Cross

<input type="checkbox"/>	Erecting Roof Access	Cuts and other injuries due to sliding or moving parts	Riggers gloves. SWI defines PPE and handling of equipment.	
		Injury to workers (strains) or damage to property or equipment due to awkward load	Minimum of two person operation. Per SWI-068	
		Falling from access structure at the top because it moves	Ladder and scaffolding fastened to building per SWI - this is the role of the "ladder legend"	
<input type="checkbox"/>	Working at Height	Falling from the edge of the building may result in serious injury or death	Erect barricades along edge	
<input type="checkbox"/>			Use harness and lanyard system	
<input type="checkbox"/>		Falling through fragile roof may result in serious injury or death	If most of the roof is sound, identify the fragile areas with spray paint and barricade.	
<input type="checkbox"/>			If most of the roof is fragile, use crawl boards	
<input type="checkbox"/>			If the roof is fragile with multiple hazards, use harness and lanyard and "buddy" system	
<input type="checkbox"/>		Falling through internal windows or access vaults	Barricade with boards or wire mesh	
<input type="checkbox"/>	Lifting Tools and Equipment	Injury or equipment damage from loosing grip when climbing	Tools and equipment loaded into back packs and worn by workers who mobilise equipment using multiple trips if necessary.	
		Injury or damage caused by using ropes and buckets/tubs	Use riggers gloves. No standing under live loads when on the ground.	



Work Pack 2252
Job Safety Analysis Worksheet

Activity	Hazards	Risk control measures	Who is responsible?
<input type="checkbox"/> Lifting Tools and Equipment contd.		Use the davit arm and pulley system to keep the load clear of the building and to reduce strain.	
<input type="checkbox"/> Lowering Rubbish	Dust and air born hazards	Use rubbish chute for large jobs. (Use a dust cover and sprays at the bin level)	
<input type="checkbox"/>		Use bags with ties, or bins and tubs with lids to prevent dust	
<input type="checkbox"/>	Mud and slurry spills to property, work place or equipment, materials or workers	Use buckets and tubs and lower using rope and pulley system.	
<input type="checkbox"/>		Use chute for large jobs	
<input type="checkbox"/>	Environmental Contamination	Recover debris in gutters and drains before rinsing	
<input type="checkbox"/>		Pack rubbish into Guttsa trailer for removal from site and disposal at Guttsa central	
<input type="checkbox"/> Gutter Cleaning	Water and slurry damage to property if washed over top of flashing or	Gutter cleaning per SWI. Avoid allowing blowers to push water or dust into the building cavity below	
<input type="checkbox"/>	Dust, noise and air born hazards from blowers	Remove all bulk waste using manual and low impact mechanical means. Use blower sparingly.	
<input type="checkbox"/>	Irritation to eyes and lungs from dust and fumes	Workers wear dust masks and goggles per SWI.	
<input type="checkbox"/> Access and Egress	Trip hazards due to tools and equipment left lying in access passage	Use tool belts, back packs to keep tools and consumables handy and follow house keeping procedures to keep equipment stowed away.	
<input type="checkbox"/> Applying Adhesive	Sickness or illness due to contact or ingestion	Use gloves, long sleeves and glue gun applicators to avoid contact.	
<input type="checkbox"/>	Contamination to clothing, property, equipment or materials	Use glue gun applicators. Have empty cartridge dispensing bins ready and keep all dirty and discharged tubes, nozzles and rags separate from clean.	



Work Pack 2252
Job Safety Analysis Worksheet

Activity	Hazards	Risk control measures	Who is responsible?
<input type="checkbox"/> Gutter Relining	Trips or falls when walking back wards with liner, or walking while partially blinded by liner	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.	
<input type="checkbox"/>	Injury from kneeling and straining in an inverted position	Use knee pads and cushions to prevent damage to knees and wrists and other weight bearing points.	
<input type="checkbox"/>		Stand up and straighten and stretch regularly. Stretch well and warm down and shower at the end of the day.	
<input type="checkbox"/>	Cuts and slashes from smoothing, fastening and tucking	use gloves and long sleeves. All sharps are removed before the liner is inserted. Take care.	
<input type="checkbox"/> Down Pipes and Rain Heads	Damage to liner when cutting into down pipe	Follow SWI to establish gasket seal, penetrate centrally and cut towards the downpipe pop.	
<input type="checkbox"/>	Cuts injury	Wear gloves per SWI	
<input type="checkbox"/> Clean Up	Falling objects resulting in injury or damage to property or equipment	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.	
<input type="checkbox"/>		No standing under live load.	
<input type="checkbox"/>		Maintain house keeping and pack the truck and trailer putting everything in place per SWI.	
<input type="checkbox"/>	Falling objects resulting in injury- pinch hit head	Wear hard hats and gloves and erect the scaffold per instructions.	
<input type="checkbox"/>	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.	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.	



Work Pack 2252
Job Safety Analysis Worksheet

Activity	Hazards	Risk control measures	Who is responsible?
<input type="checkbox"/>	Removing screws may allow the sheets to buckle allowing person to fall through.	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.	
<input type="checkbox"/>	Removing screws may allow sheets to become air borne creating a serious hazard that may lacerate or damage.	Always tie down loose sheeting. Consider contingency plan if the conditions are windy.	
<input type="checkbox"/> cut off roof	noise sharps	earmuffs and floves	
<input type="checkbox"/>			
Add additional tasks and hazards as identified			



Work Pack
Work Lots

Gutter Cleaner & Goo Boy

1 Andy Downie

2 Brad Axford

- 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 Andy Boyd

2

- 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

cut off roof with 9" saw

mark out roof with string line



Work Pack Work Schedule

	Time	Forecast	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	
Arrive	(h:m)	7:00																	
Park Truck	0:10	7:10			x x														
Erect Site Barricades	0:12	7:22			x														
Work Pack Huddle	0:24	7:46																	
cut off roof	0	7:46																	
remove rubbish	0:08	7:54																	
Gutter Cleaning Starts	0	7:54																	
Lift tools and equipment	0:10	8:04																	
Cleaning	1:15	9:19																	
remove stop end	0	9:19																	
SMOKO	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																	
LUNCH	0:30	11:12																	
Secure Liner Edge	1:20	12:32																	
Down Pipes	0:25	12:57																	
Rain Heads	0	12:57																	
shadecloth	0:00	12:57																	
Remove Rubbish	0:15	13:12																	
Cleanup	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																	
DEPART		14:12																	

Period between arriving on site and start of cleaning 0:54 minutes Actual: minutes



Work Pack
Permit To Work

2252

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	Adam Finlayson	7			
2	Sam Wellman	7			
3	Andy Boyd	7			
4	Nathan Price	7			
5	Brad Axford	7			
6					
7					
8					
9					
10					
11					
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15					
16					
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18					
19					
20					
21					
22					
23					

Permit Approved and Issued By

Name _____ **Signed** _____

Agf _____

Change of Site Supervisor

#	Name	Time Out	Sign	Name	Date	Sign	Inform Workers
1							<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
4							<input type="checkbox"/>

Client Roof Access Permit (CRAP)

Issued by _____ **Time open** _____ **Permit Number**

Closed by _____ **Time closed** _____

Permit Closed By

Name _____ **Signed** _____