



A.G.Coombs

BUILDING SERVICES JSA's – LUKE WOOD 847- TABLE OF CONTENTS

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Job Safety Analysis Worksheet

Company Name:
Date:
Job No:

Site Name:
Permit to work requirement: Yes No
JSA No:

Contractor:
Approved by:

Activity:

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools/ladder to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours	Luke Wood	
Repairing lock / mechanism / handle	Cuts and abrasions		Use at least 2 x good quality door chocks to reduce the chance of door moving while using hand tools	Luke Wood	
Check door locks / mechanisms / handles	No exit on completion of works		Test all parts of door prior to removing door chocks	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Door Closer Repair / Replacement"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools/ladder to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Closer repair / replace	Cuts and abrasions Bump head on door jam or ceiling Dust in eyes		Use all appropriate PPE Gloves / Safety glasses / Bump hat where needed Use at least 2 door chocks to reduce chance of door moving while using hand tools	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	JSA No: <input style="width: 100%;" type="text"/>
Contractor: <input style="width: 100%;" type="text"/>	Approved by: <input style="width: 100%;" type="text"/>	
Activity: Door Replacement / Door Hinges		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools/ladder to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Door replacement / hinge repair	Cuts and abrasions Bump head on door jam or ceiling Dust in eyes		Use all appropriate PPE Gloves Safety glasses Bump hat where needed	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: **Date:** **Job No:**

Site Name: **JSA No:**

Contractor: **Permit to work requirement:** Yes No

Activity: **Approved by:**

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools/ladder to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Sliding door repair / replace / inspect	Cuts and abrasions Bump head on door jam or ceiling Dust in eyes		Use all appropriate PPE Gloves / Safety glasses / Bump hat where needed Use at least 2 door chocks to reduce chance of door moving while using hand tools	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes		No
Contractor:		Approved by:			
Activity:	Removal of large glass doors in foyer for display car				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools/ladder to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Removal of hinge supports Removal of door	Cuts and abrasions Bump head on door jam Back strain		Use all appropriate PPE eg Gloves Bump hat where needed Use correct manual handling techniques Be aware of surroundings Use 2 nd person to move glass door	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	JSA No: <input style="width: 100%;" type="text"/>
Contractor: <input style="width: 100%;" type="text"/>	Approved by: <input style="width: 100%;" type="text"/>	
Activity: Replacing Boom Arm		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools / new boom arm to boom gate	Manual handling injury Slip/trip/back strain		Use correct manual handling techniques Use appropriate trolley Use non-slip safety boots 2 nd person to help transport boom arm Be aware of surroundings	Luke Wood	
Isolate equipment	Electrocution		Isolate power supply to unit	Luke Wood	
Replacing boom arm	Motor vehicle accident Physical exposure		Set up barricades and warning signs Use 2 nd person / Security to stop traffic Wear high visibility safety vests	Luke Wood	
Removing and replacing boom arm	Manual handling injury Cuts and abrasions		Isolate power to boom gate Use 2 nd person to help hold boom arm when replacing Use appropriate PPE – gloves, glasses	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Completion	Motor vehicle accident		Test before removing barricades	Luke Wood	
Clean work area on completion	Trips / Falls Motor vehicle accident		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	
Activity: <input style="width: 95%;" type="text" value="Installing Door Stop"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools/ladder and pictures/white boards to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours where possible	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:
Date:
Job No:

Site Name:
Permit to work requirement: Yes No
JSA No:

Contractor:
Approved by:

Activity:

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools to work area	Carrying heavy tools may result in manual handling injury Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Re-configure work station	Cuts and abrasions Manual handling injury		Use all appropriate (PPE) gloves Use correct manual handling techniques	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Flat Pack Furniture Assembly"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools and flat pack to work area	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Using power tools if needed	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect.. A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Lifting flat pack furniture after assembled	Back strain		Use correct manual handling techniques Be aware of surroundings Use 2 nd person if too heavy	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & flat pack items before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name:
Date:
Job No:

Site Name:
Permit to work requirement: Yes No
JSA No:

Contractor:
Approved by:

Activity:

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools/ladder and shelving to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Drilling in to wall	Electrocution / flooding		Use a meter – check plans	Luke Wood	
Lifting shelving	Back strain		Use correct manual handling techniques Be aware of surroundings	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:
Date:
Job No:

Site Name:
Permit to work requirement: Yes No
JSA No:

Contractor:
Approved by:

Activity:

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools and equipment to work area	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Using power tools if needed	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect..	Luke Wood	
Re-configure work station	Back strain		Use correct manual handling techniques Be aware of surroundings Use 2 nd person if too heavy	Luke Wood	
Adjusting height of desk top	Desk top falling causing injury		Use 2 nd person to hold desk top or use hydraulic pump up trolley to prevent fall	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & flat pack items before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Hanging Pictures / Whiteboards"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools/ladder and pictures/white boards to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Drilling in to wall	Electrocution / flooding		Use a meter – check plans	Luke Wood	
Lifting picture / whiteboard	Back strain		Use correct manual handling techniques Be aware of surroundings	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>	JSA No: <input style="width: 100%;" type="text"/>
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	Approved by: <input style="width: 100%;" type="text"/>	
Contractor: <input style="width: 100%;" type="text"/>	Activity: Install Safety Viewing Window in Door		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools to work area	Carrying heavy tools may result in manual handling injury (manual lifting) Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Set up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours if possible	Luke Wood	
Using power tool to cut hole in door for viewing window	Electrocution / electrical failure Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear hearing/ear protection (ear muffs) Wear protective dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect...	Luke Wood	
Installing viewing window to door	Cuts and abrasions		Use door chocks to stop door from moving	Luke Wood	
Clean work area on completion	Trips / falls		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: <input style="width: 90%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 80%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 90%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 90%;" type="text"/>	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Mounting LCD's / Plasma Screens"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools/ladder and LCD / Plasma screen to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / dust mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Drilling in to wall	Electrocution / flooding		Use a meter – check plans	Luke Wood	
Lifting LCD / Plasma screen	Back strain		Use correct manual handling techniques Be aware of surroundings	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Installing Grab Rail in Disabled Toilet				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving grab rail and equipment to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect...	Luke Wood	
Drilling into ceramic tiled wall	Electrocution Flooding		Use meter Check plans	Luke Wood	
Lifting grab rail	Back strain		Use correct manual handling techniques Use 2 nd person to hold grab rail	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: **Date:** **Job No:**

Site Name: **Permit to work requirement:** Yes No **JSA No:**

Contractor: **Approved by:**

Activity:

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving ladder, shower rod and equipment to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using power tools	Electrocution Eye Contamination / Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Drilling in to ceiling or wall	Back / Neck strain Electrocution Flooding		Avoid working for excessive periods of time with bad posture Use a meter – check plans	Luke Wood	
Lifting projector screen	Back strain		Use correct manual handling techniques Be aware of surroundings Use second person if too heavy	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>	
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	JSA No: <input style="width: 100%;" type="text"/>	
Contractor: <input style="width: 100%;" type="text"/>	Approved by: <input style="width: 100%;" type="text"/>		
Activity: General Maintenance / Reactive Maintenance			

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Find the authorised person on site to obtain permission to carry out general maintenance	Unknown hazards due to unfamiliar or changing environment		Adhere to any traffic management and safety signs displayed Wear appropriate (PPE) Adhere to all information in Building Site Inductions	Luke Wood	
Moving ladder, tools and equipment to work area	Carrying ladder, tools and equipment may result in manual handling injury		Use correct manual handling techniques / Use mechanical aids if necessary Use non-slip safety boots / Be aware of surroundings NOTE: A.G. Coombs regularly conducts manual handling training for all employees which I have attended.	Luke Wood	
General lifting	Muscular injury / manual handling injury to self or colleagues		Use correct manual handling techniques Use mechanical aids if necessary Be aware of surroundings Use 2 nd person if items are too heavy or awkward to lift / move	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury Wet areas-slip/trips		Secure area with signage and/or barricades Dry area with cleaning equipment Consult tenant regarding best time to conduct work	Luke Wood	
Isolate equipment	Electrocution Flooding		Isolate power supply to equipment where relevant Isolate water supply to equipment where relevant	Luke Wood	
Using power tools	Electrocution Eye Contamination / Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses, P2 mask, gloves, pads, ear protection ect... where necessary	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Use of miscellaneous products	Skin irritation / Eye contamination Inhalation – respiratory problem		Observe and follow MSDS Wear all appropriate PPE	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>	JSA No: <input style="width: 100%;" type="text"/>
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contractor: <input style="width: 100%;" type="text"/>	Approved by: <input style="width: 100%;" type="text"/>		
Activity: Ceiling Tile Replacement			

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools, ladder and ceiling tiles to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Replacing ceiling tile from ladder	Slip / Fall Head injury Eye contamination Dust from ceiling/ceiling tile Cuts and abrasions		Follow working at height guidelines – Wear bump hat Wear safety glasses Wear dust mask Wear gloves (PPE)	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment, and remove all materials that may have fallen from old ceiling tile prior to removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	<input type="text" value="AG Coombs Servicing"/>	Date:	<input type="text"/>	Job No:	<input type="text"/>
Site Name:	<input type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:	<input type="text"/>	Approved by:	<input type="text"/>		
Activity:	<input type="text" value="Carpet Repairs"/>				

Activity <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	Hazards <small>Against each task list the hazards that could cause injury when the task is performed</small>	Risk Score <small>Pre control measure</small>	Risk Control Measures <small>List the control measures required to eliminate the risk of injury arising from the identified hazard.</small>	Who is Responsible? <small>Person responsible to implement the control measure / signature of all employees</small>	Risk Score <small>Post control measure</small>
Moving tools/ladder and shelving to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours if possible	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect...	Luke Wood	
Kneeling	Muscle strain – knee		Use knee pads	Luke Wood	
Cutting carpet / underlay	Cuts		Use correct procedure – cut away from body	Luke Wood	
Clean up work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Roof Gutter Cleaning"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Access roof	Slip / Fall Sunburn		Check weather conditions with the bureau of meteorology on line Wear non slip safety boots Be aware of surroundings Sun protection (hat, UV cream etc)	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
On roof	Falling hazard		Only stand where safe to do so Follow working at height guidelines. i.e. – harness where needed	Luke Wood	
Lifting tools	Dropping tools Personal injury		Lift with rope and satchel	Luke Wood	
Cleaning of gutters	Cuts and abrasions Needle injury Sharp objects		Wear safety gloves and don't reach into non-visible areas	Luke Wood	
Removing leaves from roof	Fall / personal injury		Use rope & satchel to remove leaves	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 80%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Tiling – Grouting / Repair or replace"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools/tiling equipment to work area	Back strain Muscular injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and barricades Work during non-peak hours where possible	Luke Wood	
Safe work area check	Wet areas – slips and trips		Secure area with signs and/or barricades Dry area with cleaning equipment if req'd	Luke Wood	
Using hand tools/tiling tools	Cuts Eye contamination Impact injuries		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect...	Luke Wood	
Tiling – Tile Glue	Potential eye / skin injury		Read and adhere to manufacturers safety information	Luke Wood	
Tiling	Cuts / abrasions		Use correct technique Appropriate time – do not rush	Luke Wood	
Clear work area on completion	Wet areas – slip / trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 80%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Silicon / Replacing Silicon"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Safe work area check	Wet areas – slips and trips		Secure area with signs and/or barricades Dry area with cleaning equipment if req'd	Luke Wood	
Removing old silicon	Cuts and abrasions		Use correct knife techniques (always cut away from body)	Luke Wood	
Caulking new silicon	Eye irritation Skin irritation Inhaling vapours Further poisoning of occupiers		Use all appropriate PPR Use rubber gloves Ensure area is well ventilated Wear P2 mask / safety glasses / goggles In some cases area should be isolated while silicon is curing (some silicon releases acetic acid vinegar-like odour during cure) Use correct silicon for job – some silicon can be carcinogenic and should not be used around drinking water or food preparation areas	Luke Wood	
Clear work area on completion	Wet areas – slip / trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>	
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	JSA No: <input style="width: 100%;" type="text"/>	
Contractor: <input style="width: 100%;" type="text"/>	Approved by: <input style="width: 100%;" type="text"/>		
Activity: Removal of Hard Rubbish			

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Safe work area check / rubbish inspection	Penetration of sharp objects / unknown hazards		Ask tenant to clarify exactly what rubbish they wish to dispose of	Luke Wood	
Clear pathway to dispose of rubbish	Unauthorised person entering area may result in injury		If possible, secure area with signage and/or barricades Work during non-peak periods	Luke Wood	
Moving rubbish	Muscular strain / sprain Eye contamination, Dust / respiratory problems Slip / trip		Wear all appropriate PPE: Protective gloves / Safety glasses P2 dust mask Wear non-slip safety boots Use second person if weight is excessive	Luke Wood	
Putting rubbish into skip / bin	Excessive lifting		Use correct manual handling techniques Use appropriate trolley / safety boots	Luke Wood	
Cleaning work area on completion	Trip hazards		Clear work area of all rubbish / tools before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 80%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Adjusting Ceiling Clocks (Daylight Savings)"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving ladder to work area	Back strain		Use correct manual handling techniques Use trolley if needed Use second person if required	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Changing time on clocks	Head injury Slip / Fall		Wear bump hat Follow working at height guidelines Remove clock and adjust at floor level if possible	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment/ladder before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Installing Ceiling Hatch				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools, equipment and ceiling hatch to work area	Sprain / strain injury Cuts & abrasions		Use correct manual handling techniques Use all appropriate PPE, i.e. non-slip safety boots, gloves when handling sharp objects, etc. Use mechanical aids where possible (trolley)	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury Fire may result using power tools (eg, grinders)		Secure area with signage and/or barricades Isolate smoke detectors, have fire extinguishers nearby; remove any loose combustible material; use guards and/or shields	Luke Wood	
Working from ladder, work platforms, or scaffolding	Falls may result in bodily injury		Follow working at height guidelines as trained	Luke Wood	
Inspection before removal of ceiling material	Electrocution Accidental removal of load-bearing materials Unknown hazards above ceiling space		A thorough inspection of potential works before commencement	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Lifting and fixing ceiling hatch	Back / Neck strain Serious bodily injury		Use correct manual handling techniques Be aware of surroundings Use 2 nd person for large ceiling hatches, or mechanical aids if required	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment/ladder before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	JSA No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	
Activity: <input style="width: 95%;" type="text" value="Service / Repair Compactors"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools, equipment and spare parts to work area	Sprain / strain injury Cuts & abrasions		Use correct manual handling techniques Use all appropriate PPE, i.e. non-slip safety boots, gloves when handling sharp objects, etc. Use mechanical aids where possible (trolley)	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Consult tenant regarding best time to service/repair compactor to reduce chance of staff trying to gain access to documents	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Using power tools	Electrocution Eye Contamination / Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Servicing / Repairing Compactor	Cuts and abrasions Back Strain		If heavy lifting is required, use correct manual handling techniques Use all appropriate PPE	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment/ladder before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:
Date:
JSA No:

Site Name:
Permit to work requirement: Yes No

Contractor:
Approved by:

Activity:

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools to chair or chair to workshop	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Using power tools if needed	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect...	Luke Wood	
Lifting chair after repair	Back strain		Use correct manual handling techniques Be aware of surroundings	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & flat pack items before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	JSA No: <input style="width: 100%;" type="text"/>
Contractor: <input style="width: 100%;" type="text"/>	Approved by: <input style="width: 100%;" type="text"/>	
Activity: Meter Readings		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Travelling from meter to meter	Unexpected injuries to pedestrians		Be aware of surroundings Open doors slowly	Luke Wood	
Entering meter room	Poor lighting – slip/trip/fall		Use torch Use plug-in portable lighting Lamp change	Luke Wood	
Walking/climbing up stair cases	Slip/trip/fall		Follow working at height guidelines	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Plant-room meter readings	Noises – hearing damage		Wear hearing protection (ear muffs or ear plugs)	Luke Wood	
Cooling tower meter readings	Inhaling potentially hazardous vapours		Wear P2 mask	Luke Wood	
	Wet areas – slip/trip/fall		Wear safety boots If possible avoid stepping in wet areas Avoid & report any chemical spills or leaks	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	<input type="checkbox"/>	No
Contractor:		Approved by:			
Activity:	Cleaning Plant-rooms and Equipment / Switch room				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving cleaning equipment to work area	Back strain / manual handling injury		Use correct manual handling techniques Use appropriate trolley	Luke Wood	
Setting up work area	Persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Using cleaning products	Eye irritation Skin irritation Inhaling vapours		Use all appropriate PPE – glasses Use rubber gloves Ensure area is well ventilated Read MSDS sheets	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Working / cleaning in plant room	Eye contamination Noises – hearing damage Dust – respiratory problems Slips/trips/falls		Wear appropriate PPE – safety glasses Wear ear protection (ear muffs/ear plugs) Wear dust mask (P2) mask Wear non-slip safety boots	Luke Wood	
Cleaning at height – duct works, pipe works etc	Reaching excessive heights Eye contamination Bumping head / cuts and abrasions		Follow working at height guidelines Wear appropriate PPE – safety glasses Wear bump hat	Luke Wood	
Plant equipment clean	Electrocution flooding		Isolate power supply to unit Isolate water supply to unit	Luke Wood	
Clear work area on completion	Wet areas – slip / trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>	JSA No: <input style="width: 100%;" type="text"/>
Contractor: <input style="width: 100%;" type="text"/>	Approved by: <input style="width: 100%;" type="text"/>	
Activity: Type 1 Fire Door Inspection		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Fire door opening to pedestrian traffic	Unexpected injuries to pedestrians		Knock loudly 3 times, and in a loud voice repeat "opening doors" 3 times Open doors slowly	Luke Wood	
Travelling from fire door to fire door	Poor lighting – slip/trip/fall		Use torch Use plug-in portable lighting Lamp change	Luke Wood	
Walking/climbing up stair cases	Slip/trip/fall		Follow working at height guidelines	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Fire door to plant rooms	Noises – hearing damage		Wear hearing protection (ear muffs or ear plugs)	Luke Wood	
Fire door to cooling tower	Inhaling potentially hazardous vapours		Wear P2 mask	Luke Wood	
	Wet areas – slip/trip/fall		Wear safety boots If possible avoid stepping in wet areas Avoid & report any chemical spills or leaks	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Sealing up fire penetrations with sandbags / fire retardant silicon				

Activity <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	Hazards <small>Against each task list the hazards that could cause injury when the task is performed</small>	Risk Score <small>Pre control measure</small>	Risk Control Measures <small>List the control measures required to eliminate the risk of injury arising from the identified hazard.</small>	Who is Responsible? <small>Person responsible to implement the control measure / signature of all employees</small>	Risk Score <small>Post control measure</small>
Moving tools, ladder and equipment to work area	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Working at heights	Slip / Fall		Follow working at height guidelines	Luke Wood	
Sealing up fire penetrations with sand bags	Cuts / bruising / abrasions		Wear appropriate (PPE) glasses, bump hat, gloves	Luke Wood	
Sealing up fire penetrations with fire retardant silicon	Hazards with use of silicon		Read and adhere to MSDS information	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Paths of Travel Inspection – Access and Egress				

Activity <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	Hazards <small>Against each task list the hazards that could cause injury when the task is performed</small>	Risk Score <small>Pre control measure</small>	Risk Control Measures <small>List the control measures required to eliminate the risk of injury arising from the identified hazard.</small>	Who is Responsible? <small>Person responsible to implement the control measure / signature of all employees</small>	Risk Score <small>Post control measure</small>
Travelling and inspecting	Unexpected injuries to pedestrians		Be aware of surroundings Open doors slowly	Luke Wood	
Access and Egress areas	Poor lighting – slip/trip/fall		Use torch Use plug-in portable lighting Lamp change	Luke Wood	
Walking/climbing up stair cases / ladders	Slip/trip/fall		Follow working at height guidelines	Luke Wood	
Plant-room access / egress inspection	Noises – hearing damage		Wear hearing protection (ear muffs or ear plugs)	Luke Wood	
Cooling tower access / egress inspection	Inhaling potentially hazardous vapours		Wear P2 mask	Luke Wood	
	Wet areas – slip/trip/fall		Wear safety boots If possible avoid stepping in wet areas Avoid & report any chemical spills or leaks	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Mounting ergonomic keyboard holder				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools and ergonomic keyboard holder to work area	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Using power tools if needed	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect...	Luke Wood	
Holding ergonomic keyboard holder in place while attaching to desk	Back strain		Use correct manual handling techniques Be aware of surroundings Use 2 nd person if too heavy	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & flat pack items before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing	Date: <input style="width: 100%;" type="text"/>	Job No: <input style="width: 100%;" type="text"/>	JSA No: <input style="width: 100%;" type="text"/>
Site Name: Melbourne Central Tower	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contractor: <input style="width: 100%;" type="text"/>	Approved by: <input style="width: 100%;" type="text"/>		
Activity: Window Awnings: Inspection / Repair or Replace			

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools, ladder and blinds to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Lubrication of operation mechanism	Lubricant – skin irritation Eye contamination Inhalation – respiratory problem		Observe lubrication MSDS and follow Wear all appropriate PPE	Luke Wood	
Drilling in to ceiling or wall	Back / Neck strain		Avoid working for excessive periods of time with bad posture	Luke Wood	
Lifting blinds	Back strain		Use correct manual handling techniques Be aware of surroundings Use 2 nd person for large blinds	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

<p>Company Name: <input style="width: 90%;" type="text" value="AG Coombs Servicing"/></p> <p>Site Name: <input style="width: 90%;" type="text" value="Melbourne Central Tower"/></p> <p>Contractor: <input style="width: 90%;" type="text"/></p> <p>Activity: <input style="width: 90%;" type="text" value="Moving Office Furniture"/></p>	<p>Date: <input style="width: 80%;" type="text"/></p> <p>Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Approved by: <input style="width: 90%;" type="text"/></p>	<p>Job No: <input style="width: 90%;" type="text"/></p> <p>JSA No: <input style="width: 90%;" type="text"/></p>
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Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Assessing furniture to be moved	Unbalanced and poorly built furniture may unexpectedly fall resulting in injury		Careful inspection of all furniture to be moved Ensure floor and wall fixings are only disengaged when it is safe to do so (stability) Ensure that there is no water / electricity connected to unit prior to moving	Luke Wood	
Inspecting pathway of travel	Blocking egress pathway Unexpected injuries to pedestrians		Measure furniture to pathway prior to moving items Use second person to walk in front and warn pedestrians of impending movement of furniture	Luke Wood	
Moving furniture	Muscular strain / sprains Slip / Trips Cuts and abrasions Crushing		Use correct manual handling techniques Use all appropriate PPE / gloves Use appropriate trolley Fix furniture with restraints if needed	Luke Wood	
Final safe placement of furniture	Unstable / non-fixed furniture may result in immediate or future collapse / fall which may result in injury		Re-fix unit using all original fixings Ensure supports / stability feets are adjusted and tested	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Installing cupboard locks				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: AG Coombs Servicing **Date:** **Job No:**

Site Name: Melbourne Central Tower **JSA No:**

Contractor: **Permit to work requirement:** Yes No

Activity: Drinking Water Filter Replacement **Approved by:**

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Safe work area checks	Tripping Wet area – slip/trip		Secure area with signs and/or barricades Dry area with cleaning equipment	Luke Wood	
Isolate equipment	Electrocution Flooding		Isolate power supply to unit Isolate water supply to unit	Luke Wood	
Removal of old filter	Cuts and abrasions		Use gloves where possible	Luke Wood	
Reinstatement of new filter	Flooding Electrocution		Open isolation valve slowly and check the filter for drips or leaks Only turn power supply back on when area is dry and it is safe to do so	Luke Wood	
Check for operation	Flooding		Check all seals for leaks	Luke Wood	
Clean up site	Wet areas – slip/trip		Dry area with cleaning equipment	Luke Wood	

Job Safety Analysis Worksheet

Company Name:	<input type="text" value="AG Coombs Servicing"/>	Date:	<input type="text"/>	Job No:	<input type="text"/>
Site Name:	<input type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	Yes	<input type="checkbox"/>	No
Contractor:	<input type="text"/>	Approved by:	<input type="text"/>		
Activity:	<input type="text" value="Boiling Water Unit Service"/>				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools to work area	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Safe work area checks	Tripping Wet area – slip/trip		Secure area with signs and/or barricades Dry area with cleaning equipment	Luke Wood	
Isolate equipment	Electrocution Flooding		Isolate power supply to unit Isolate water supply to unit	Luke Wood	
Drain and flush tank	Flooding Burns from hot water		Have sufficient size bucket to drain water into Turn unit off for sufficient amount of time prior to servicing to allow water to cool	Luke Wood	
Place float	Cuts and abrasions		Wear gloves (PPE)	Luke Wood	
Reinstate after service	Flooding Electrocution		Open isolation valve slowly and check the filter for drips or leaks Only turn power supply back on when area is dry and it is safe to do so	Luke Wood	
Check for operation	Flooding		Check all seals for leaks	Luke Wood	
Clean up work area on completion	Wet areas – Slip / Trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	<input type="checkbox"/>	No
Contractor:		Approved by:			
Activity:	Chilled Drinking Water Unit Inspection				

Activity <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	Hazards <small>Against each task list the hazards that could cause injury when the task is performed</small>	Risk Score <small>Pre control measure</small>	Risk Control Measures <small>List the control measures required to eliminate the risk of injury arising from the identified hazard.</small>	Who is Responsible? <small>Person responsible to implement the control measure / signature of all employees</small>	Risk Score <small>Post control measure</small>
Moving tools to work area	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Safe work area checks	Tripping Wet area – slip/trip		Secure area with signs and/or barricades Dry area with cleaning equipment	Luke Wood	
Inspection of unit	Electrocution Flooding		Isolate power supply to unit Isolate water supply to unit	Luke Wood	
Cleaning of coil fins	Flooding Cuts and abrasions		Isolate water supply to unit Use appropriate cleaning tools and gloves	Luke Wood	
Reinstate after service	Flooding Electrocution		Open isolation valve slowly and check the filter for drips or leaks Only turn power supply back on when area is dry and it is safe to do so	Luke Wood	
Check for operation	Flooding		Check all seals for leaks	Luke Wood	
Clean up work area on completion	Wet areas – Slip / Trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes		No
Contractor:		Approved by:			
Activity:	Boiling / Chilled Water Unit Inspection				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools to work area	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Safe work area checks	Tripping Wet area – slip/trip		Secure area with signs and/or barricades Dry area with cleaning equipment	Luke Wood	
Inspection of unit	Electrocution Flooding		Isolate power supply to unit Isolate water supply to unit	Luke Wood	
Reinstate after service	Flooding Electrocution		Open isolation valve slowly and check the filter for drips or leaks Only turn power supply back on when area is dry and it is safe to do so	Luke Wood	
Check for operation	Flooding		Check all seals for leaks	Luke Wood	
Clean up work area on completion	Wet areas – Slip / Trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 80%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Drinking Water Unit Repair"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Safe work area check	Wet areas – slips and trips		Secure area with signs and/or barricades Dry area with cleaning equipment if required	Luke Wood	
Isolate equipment	Electrocution Flooding		Isolate power supply to unit Isolate water supply to unit	Luke Wood	
Repairing / replacing parts in unit	Cuts and abrasions Future scalding / shock to tenants		PPE – gloves and safety glasses if required Only use genuine and approved parts	Luke Wood	
Reinstate after service	Flooding Electrocution		Open isolation valve slowly and check the filter for drips or leaks Only turn power supply back on when area is dry and it is safe to do so	Luke Wood	
Check for operation	Flooding		Check all seals for leaks	Luke Wood	
Clean up work area on completion	Wet areas – Slip / Trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

<p>Company Name: <input style="width: 90%;" type="text" value="AG Coombs Servicing"/></p> <p>Site Name: <input style="width: 90%;" type="text" value="Melbourne Central Tower"/></p> <p>Contractor: <input style="width: 90%;" type="text"/></p> <p>Activity: <input style="width: 90%;" type="text" value="Unblocking Toilets / Sinks – Minor Blockage"/></p>	<p>Date: <input style="width: 80%;" type="text"/></p> <p>Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Approved by: <input style="width: 90%;" type="text"/></p>	<p>Job No: <input style="width: 90%;" type="text"/></p> <p>JSA No: <input style="width: 90%;" type="text"/></p>
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Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Safe work area checks	Tripping / slipping Wet area		Dry area with cleaning equipment	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury – trip/slip/fall		Secure area with signage and/or barricades	Luke Wood	
Clear with plunger	Eye and hand contact with waste materials		Use all appropriate PPE Gloves Safety glasses	Luke Wood	
Completion of job	Contamination		Disinfect all equipment on completion of job Dry all areas with cleaning equipment	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

<p>Company Name: <input style="width: 90%;" type="text" value="AG Coombs Servicing"/></p> <p>Site Name: <input style="width: 90%;" type="text" value="Melbourne Central Tower"/></p> <p>Contractor: <input style="width: 90%;" type="text"/></p> <p>Activity: <input style="width: 90%;" type="text" value="Tundish Top Up"/></p>	<p>Date: <input style="width: 80%;" type="text"/></p> <p>Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Approved by: <input style="width: 90%;" type="text"/></p>	<p>Job No: <input style="width: 90%;" type="text"/></p> <p>JSA No: <input style="width: 90%;" type="text"/></p>
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Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <small>Pre control measure</small>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <small>Post control measure</small>
Safe work area check	Wet areas – slips and trips		Secure area with signs and/or barricades Dry area with cleaning equipment if required	Luke Wood	
Lifting water vessel full of water	Back strain		Use correct manual handling techniques	Luke Wood	
Cleaning up site	Wet areas – slips and trips		Dry area with cleaning equipment	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 80%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Dishwasher Repair / Investigation"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Safe work area check	Wet areas – slips and trips		Secure area with signs and/or barricades Dry area with cleaning equipment if required	Luke Wood	
Isolate equipment	Electrocution Flooding		Isolate power supply to unit Isolate water supply to unit	Luke Wood	
Moving dishwasher for inspection	Moving dishwasher may result in manual handling injury – back strain		Use correct manual handling techniques Use second person if required	Luke Wood	
Repairing / replacing parts in unit	Cuts and abrasions Future scalding / shock to tenants		PPE – gloves and safety glasses if required Only use genuine and approved parts	Luke Wood	
Reinstate after service	Flooding Electrocution		Open isolation valve slowly and check the filter for drips or leaks Only turn power supply back on when area is dry and it is safe to do so	Luke Wood	
Check for operation	Flooding		Check all seals for leaks	Luke Wood	
Clean up work area on completion	Wet areas – Slip / Trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:
Date:
Job No:

Site Name:
Permit to work requirement: Yes No
JSA No:

Contractor:
Approved by:

Activity:

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Safe work area checks	Tripping / slipping Wet area		Dry area with cleaning equipment	Luke Wood	
Setting up work area	Unauthorised persons entering the work area may result in injury – trip/slip/fall		Secure area with signage and/or barricades	Luke Wood	
Pressure relief valve test	Scalding / hot water burns		Use all appropriate PPR Gloves, safety glasses	Luke Wood	
Completion of test	Slips and trips		Dry all work areas with cleaning equipment before removing signage	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	<input type="checkbox"/>	No
Contractor:		Approved by:			
Activity:	Install Shower Rod and Curtain				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving ladder, shower rod and equipment to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Drilling in to ceiling or wall	Back / Neck strain		Avoid working for excessive periods of time with bad posture	Luke Wood	
Lifting shower rod	Back strain		Use correct manual handling techniques Be aware of surroundings	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	<input type="text" value="AG Coombs Servicing"/>	Date:	<input type="text"/>	Job No:	<input type="text"/>
Site Name:	<input type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:	<input type="text"/>	Approved by:	<input type="text"/>		
Activity:	<input type="text" value="Removing / Replacing Ceramic Soap Dish Holder"/>				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools/tiling equipment to work area	Back strain Muscular injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley if needed Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours where possible	Luke Wood	
Safe work area check	Wet areas – slips and trips		Secure area with signs and/or barricades Dry area with cleaning equipment if req'd	Luke Wood	
Remove broken soap dish holder	Cuts Eye contamination		Wear all appropriate PPE Protective gloves, safety glasses	Luke Wood	
Tiling – Tile Glue	Potential eye / skin injury		Read and adhere to manufacturers safety data sheets prior to use	Luke Wood	
Tiling	Cuts / abrasions		Use correct technique Appropriate time – do not rush	Luke Wood	
Clear work area on completion	Wet areas – slip / trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	<input type="checkbox"/>	No
Contractor:		Approved by:			
Activity:	Exhaust Grill / Vent Removal and Clean				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
If at height, moving ladder and cleaning equipment to work area	Back strain / Manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Removal and cleaning of exhaust grill/vent	Slip / Fall Head injury Eye contamination Dust from ceiling/ceiling tile Cuts and abrasions		Follow working at height guidelines – 3 points of contact Wear bump hat Wear safety glasses Wear dust mask Wear gloves (PPE)	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment, and remove all materials that may have fallen from old ceiling tile prior to removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	<input type="checkbox"/>	No
Contractor:		Approved by:			
Activity:	Sullage tank / chamber – clean / inspect – under sink type				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Safe work area checks	Tripping / slipping Wet area		Dry area with cleaning equipment	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury – trip/slip/fall		Secure area with signage and/or barricades	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect...	Luke Wood	
Cleaning / inspection of sullage tank chamber	Eye and hand contact with waste materials Inhaling potentially hazardous vapours		Use all appropriate PPE Gloves / Safety glasses Wear P2 mask	Luke Wood	
Completion of job	Contamination Wet area = slip and trip		Disinfect all equipment on completion of job Dry all areas with cleaning equipment	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Sullage Tank / Chamber – Inspection and Clean				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Transportation of aqua vac and equipment to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Safe work area checks	Wet areas – slips and trips		Secure area with signs and/or barricades Dry area with cleaning equipment if req'd	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours where possible	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Isolating sullage tank – before inspection	Electrocution flooding		Isolate power supply to unit Isolate water supply to unit	Luke Wood	
Cleaning of sullage tank / Using cleaning products	Eye irritation Skin irritation Inhaling potentially hazardous vapours		Use all appropriate PPE – glasses, P2 Mask Use rubber gloves Ensure area is well ventilated Read MSDS sheets	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Shower Head Replacement				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools to work area	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Safe work area checks	Tripping Wet area – slip/trip		Secure area with signs and/or barricades Dry area with cleaning equipment	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Removal of old showerhead / Installation of new showerhead	Flooding		Isolate water supply to unit	Luke Wood	
Check for operation	Flooding		Check all seals for leaks	Luke Wood	
Clean up work area on completion	Wet areas – Slip / Trip hazards		Dry area with cleaning equipment Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Painting / Patching"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Transportation of paint Moving tools and ladders to work area	Carrying paint, painting tools and ladders may result in manual handling injury Back strain		Use correct manual handling techniques Use trolley for heavy paint, tools & ladder Use non-slip safety boots Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades Work during non-peak hours if possible	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Painting on ladder	Reaching excessive heights		Follow working at height guidelines	Luke Wood	
Painting above head	Paint in eyes Hitting head on ceiling		Wear appropriate safety glasses (PPE) Wear bump hats where needed	Luke Wood	
Painting	Fumes		Ensure area is ventilated, wear dust mask when preparing surface	Luke Wood	
Completion	Paint on skin		Leave appropriate time at end of job for washing up.	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>	JSA No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>		
Activity: <input style="width: 95%;" type="text" value="Changing lights in ground floor foyers"/>			

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving EWP to work area	Unauthorised persons entering work area may result in injury Faulty machinery		Secure area with signage and/or barricades. Work during non-peak hours Use caution and only trained operator and spotter Check EWP before use	Luke Wood	
Extending EWP to ceiling	Tools/lamps dropping from platform Crushing into wall or ceiling Head injury		Secure all materials Carefully extend to correct height with spotters assistance Use PPE – bump hat	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Remove old lamps and replace with new	Possible fall of lamp Electrocution		Secure area with signage and/or barricades. Work during non-peak hours if possible Refer to Work Method Statement for changing lamps	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:
Date:
Job No:

Site Name:
Permit to work requirement: Yes No
JSA No:

Contractor:
Approved by:

Activity:

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Gathering together cables	Electrocution		Isolate power supply to cables	Luke Wood	
Before reconnecting power supply	Electrocution		Ensure all cables are in good condition Cables have been removed or covered from pathway of travel to reduce chance of tripping	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	External Gas Cylinder BBQ Inspection				

Activity <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	Hazards <small>Against each task list the hazards that could cause injury when the task is performed</small>	Risk Score <small>Pre control measure</small>	Risk Control Measures <small>List the control measures required to eliminate the risk of injury arising from the identified hazard.</small>	Who is Responsible? <small>Person responsible to implement the control measure / signature of all employees</small>	Risk Score <small>Post control measure</small>
Safe work area checks	Tripping Wet area – slip/trip		Secure area with signs and/or barricades Dry area with cleaning equipment	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Inspection of gas cylinder	Inhalation of gas fumes		Ensure BBQ is in open ventilated area	Luke Wood	
General BBQ inspection	Cuts and abrasions		Wear appropriate PPE - gloves	Luke Wood	
General inspections	Unexpected injuries to pedestrians		Be aware of surroundings Open doors slowly	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Repairing / Securing Height Barriers				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving EWP to work area	Unauthorised persons entering work area may result in injury Faulty machinery		Secure area with signage and/or barricades. Work during non-peak hours Use caution and only trained operator and spotter Check EWP before use	Luke Wood	
Extending EWP to ceiling	Tools/lamps dropping from platform Crushing into wall or ceiling Head injury		Secure all materials Carefully extend to correct height with spotters assistance Use PPE – bump hat	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses/gloves Wear ear protection Wear dust-mask	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect... A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	<input type="checkbox"/>	No
Contractor:		Approved by:			
Activity:	Hanging Advertising Material/Safety signage-(first aid, warden) from ceiling				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools, ladder and advertising materials to work area	Back strain		Use correct manual handling techniques Use non-slip safety boots Use appropriate trolley Be aware of surroundings	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and working from step ladder / platform ladder	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Hanging advertising materials from ladder / platform ladder	Slip / Fall Head injury Eye contamination Dust from ceiling/ceiling tile Cuts and abrasions		Follow working at height guidelines Wear bump hat Wear safety glasses Wear dust mask Wear gloves (PPE)	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment, prior to removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name:	AG Coombs Servicing	Date:		Job No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	JSA No:
Contractor:		Approved by:			
Activity:	Cooling tower / Plant room painting				

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Transportation of paint Moving tools and ladders to work area	Carrying paint, painting tools and ladders may result in manual handling injury Back strain		Use correct manual handling techniques Use trolley for heavy paint, tools & ladder Use non-slip safety boots Be aware of surroundings	Luke Wood	
Entering Plant room/ Cooling tower	Inhaling potentially hazardous vapours		Wear P2 mask	Luke Wood	
Entering Plant room/ Cooling tower	Wet areas – slip/trip/fall		Wear safety boots If possible avoid working in wet areas Avoid & report any chemical spills or leaks	Luke Wood	
Entering Plant room/Cooling tower	Poor lighting – slip/trip/fall		Use torch Use plug-in portable lighting Lamp change	Luke Wood	
Entering Plant room/Cooling tower	Noises – hearing damage		Wear hearing protection (ear muffs or ear plugs)	Luke Wood	
Walking/climbing up stair cases	Slip/trip/fall		Follow working at height guidelines	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	

Cooling tower / Plant room Painting continued:

Isolate equipment	Electrocution Flooding		Isolate power supply to equipment where relevant Isolate water supply to equipment where relevant	Luke Wood	
Use of miscellaneous products Paint, turpentine, filler, cleaning products	Skin irritation / Eye contamination Inhalation – respiratory problem Unknowing potential hazards		Observe and follow MSDS guidelines Wear all appropriate PPE	Luke Wood	
Erecting, climbing and painting from step ladder / platform ladder/scaffolding	Slipping Falling Public and staff safety Reaching excessive heights		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Painting above head	Paint in eyes Hitting head on ceiling		Wear appropriate safety glasses (PPE) Wear bump hats where needed	Luke Wood	
Painting and preparing	Fumes Dust		Ensure area is ventilated, wear dust mask when preparing surface and painting	Luke Wood	
Completion	Paint on skin		Leave appropriate time at end of job for washing up.	Luke Wood	
Clear work area on completion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

<p>Company Name: <input style="width: 90%;" type="text" value="AG Coombs Servicing"/></p> <p>Site Name: <input style="width: 90%;" type="text" value="Melbourne Central Tower"/></p> <p>Contractor: <input style="width: 90%;" type="text"/></p> <p>Activity: <input style="width: 90%;" type="text" value="Installing convex mirrors"/></p>	<p>Job No: <input style="width: 90%;" type="text"/></p> <p>Date: <input style="width: 90%;" type="text"/></p> <p>JSA No: <input style="width: 90%;" type="text"/></p> <p>Permit to work requirement: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Approved by: <input style="width: 90%;" type="text"/></p>
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Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score <i>Pre control measure</i>	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score <i>Post control measure</i>
Moving tools, ladder and convex mirrors to work area	Carrying convex mirrors tools and ladders may result in manual handling injury Back strain		Use correct manual handling techniques Use all appropriate PPE, i.e. non-slip safety boots, gloves when handling sharp objects, etc. Use mechanical aids where possible (trolley)	Luke Wood	
Setting up work area	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades	Luke Wood	
Erecting, climbing and installing convex mirror from step ladder / platform ladder/scaffolding	Slipping Falling Public and staff safety Reaching excessive heights		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Using power tools	Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested and tagged Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	Luke Wood	
Drilling in to wall and or ceiling	Electrocution / flooding		Use a meter – check plans	Luke Wood	
Clean up work area on completion	Trip hazards		Clear work area of all tools & equipment/ladder before removing signage and/or barricades	Luke Wood	



Job Safety Analysis Worksheet

Company Name: <input style="width: 95%;" type="text" value="AG Coombs Servicing"/>	Date: <input style="width: 95%;" type="text"/>	Job No: <input style="width: 95%;" type="text"/>
Site Name: <input style="width: 95%;" type="text" value="Melbourne Central Tower"/>	Permit to work requirement:	JSA No: <input style="width: 95%;" type="text"/>
Contractor: <input style="width: 95%;" type="text"/>	Approved by: <input style="width: 95%;" type="text"/>	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
Activity: <input style="width: 95%;" type="text" value="Lamp replacement / Re-lamping in loading bay / car park"/>		

Activity <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Hazards <i>Against each task list the hazards that could cause injury when the task is performed</i>	Risk Score Pre control measure	Risk Control Measures <i>List the control measures required to eliminate the risk of injury arising from the identified hazard.</i>	Who is Responsible? <i>Person responsible to implement the control measure / signature of all employees</i>	Risk Score Post control measure
Moving tools ladder equipment and lamps to work area	Manual handling injury Slip/trip/back strain		Use correct manual handling techniques Use all appropriate PPE, i.e. non-slip safety boots Use mechanical aids where possible (trolley)	Luke Wood	
Setting up traffic / pedestrian management	Motor vehicle accident Trips / falls		Uses of appropriate pedestrian and traffic management provisions Wear hi-visibility vest, if exposed to traffic		
Isolate and tag lighting circuit at local switch panel	Electrocution		Isolate light fitting and local switch panel	Luke Wood	
Erecting, climbing step ladder / platform ladder/scaffolding	Slipping Falling Public and staff safety Reaching excessive heights		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed (follow manufacturers guidelines for correct use of ladder) Ensure ladder is erected on stable, level and non slip surface Use spotter and / or 2 nd person to stabilise if required Follow working at height guidelines	Luke Wood	
Moving EWP to work area	Unauthorised persons entering work area may result in injury Faulty machinery		Secure area with signage and/or barricades. Work during non-peak hours Use caution and only trained operator and spotter Check EWP before use	Luke Wood	
Extending EWP to ceiling	Tools/lamps dropping from platform Crushing into wall or ceiling Head injury		Secure all materials Carefully extend to correct height with spotters assistance Use PPE – bump hat	Luke Wood	
Using hand tools	Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles A lanyard or wrist strap to secure tool – if necessary i.e people working below work area	Luke Wood	
Remove and replace faulty lamp and or starter and diffuser	Electric shock due to faulty light fitting or component		Only proceed if light fitting is in good working order / All faults should be repaired by a electrical contractor prior to lamp change	Luke Wood	
Clean work area on completion	Trips / Falls Motor vehicle accident		Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	

