

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

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			Job No:
Company Name:	AG Coombs Servicing	Date:	JSA No:
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes No
Contractor:		Approved by:	
Activity:	Door Lock / Mechanism / Handles		

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



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					Job No:		
Company Name:	AG Coombs	Servicing		Date:	JSA No:		
Site Name:	Melbourne	Central Tower		Permit to work requirement:	Yes	No	
Contractor:				Approved by:			
Activity:	Door Closer	Repair / Replacement					
Activity List the tasks required to p in the sequence they are co		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	e Person res	Responsible? ponsible to implement I measure / signature of ees	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 Woo		
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 Woo	od	
Erecting, climbing and step ladder / platform	•	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 <sup>nd</sup> person to stabilise if required Follow working at height guidelines	Luke Woo	od	
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 Woo	bd	
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	1	
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 Woo	od	
Clear work area on con	npletion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage	Luke Woo	od	

and/or barricades



					Job No:	
Company Name:	AG Coombs	Servicing		Date:	JSA No:	
Site Name:	Melbourne	Central Tower		Permit to work requirement:	Yes No	
Contractor:				Approved by:		
Activity:	Door Replac	cement / Door Hinges				
Activity List the tasks required activity in the sequence out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
Moving tools/ladder to	o 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 step ladder / platform	•	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 <sup>nd</sup> 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 / hir	nge 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 con	npletion	Trips by tenant / public	1	Clear work area of all tools & equipment before removing signage	Luke Wood	

and/or barricades



						Job N	lo:		
Company Name:	AG Coombs	Servicing		Date:		JSA N	lo:		
Site Name:	Melbourne	Central Tower		Permit to work re	quirement:	Yes		No	
Contractor:				Approved by:					
Activity:	Sliding Door	Repair / Replace / Inspection							
Activity List the tasks required activity in the sequence out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to elir from the identified hazard.	ninate the risk of injur	ry arising Per imp	son resp Iement t	oonsible? onsible to the control m of all employe	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		Luk	e Wood		
Setting up work area		Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricate Work during non-peak hours	des	Luk	e Wood		
Erecting, climbing and step ladder / platform	•	Slipping Falling Public and staff safety		Visual / physical safety inspection of lad Open ladder fully and correctly as design guidelines for correct use of ladder) Ensure ladder is erected on stable, level Use spotter and / or 2 <sup>nd</sup> person to stabili Follow working at height guidelines	ed (follow manufactu and non slip surface		e Wood		
Using power tools		Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested a Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	nd tagged	Luk	e Wood		
Using hand tools		Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggle: A lanyard or wrist strap to secure tool – working below work area			e Wood		
Sling door repair / repl	ace / inspect	Cuts and abrasions Bump head on door jam or ceiling Dust in eyes		Use all appropriate PPE Gloves / Safety glasses / Bump hat wher Use at least 2 door chocks to reduce cha using hand tools	nce of door moving w	hile	e Wood		
Clear work area on con	noletion	Trips by tenant / public	1	Clear work area of all tools & equipment	before removing sign	nage Luk	hooW a		

and/or barricades



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

Activity	Hazards	Risk Score	Risk Control Measures	Who is Responsible?	Risk Score
List the tasks required to perform the activity	Against each task list the hazards that could cause injury	Pre control	List the control measures required to eliminate the risk of injury arising from the	Person responsible to implement	Post contro
in the sequence they are carried out.	when the task is performed	measure	identified hazard.	the control measure / signature of all employees	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 <sup>nd</sup> 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 <sup>nd</sup> 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 No	):		
Company Name:	AG Coombs	Servicing		Date:			] .	JSA No	):		
Site Name:	Melbourne	Central Tower		Permit to	work req	uirement:	,	Yes		No	]
Contractor:				Approved	by:						
Activity:	Replacing B	oom Arm									
Activity List the tasks required activity in the sequence out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures requ from the identified hazard.	iired to elimi	nate the risk of inj	iury arising	Persoi implei			Risk Score Post control measure
Moving tools / new bogate	om arm to boom	Manual handling injury Slip/trip/back strain		Use correct manual handling to Use appropriate trolley Use non-slip safety boots 2nd person to help transport books Be aware of surroundings				Luke V		, ,	
Isolate equipment		Electrocution		Isolate power supply to unit				Luke V	Vood		
Replacing boom arm		Motor vehicle accident Physical exposure		Set up barricades and warning Use 2 <sup>nd</sup> person / Security to st Wear high visibility safety vest	op traffic			Luke V	Wood		
Removing and replacin	g boom arm	Manual handling injury Cuts and abrasions		Isolate power to boom gate Use 2 <sup>nd</sup> person to help hold bo Use appropriate PPE – gloves,		en replacing		Luke V	Wood		
Using power tools		Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used ar Wear appropriate (PPE) glasse Wear ear protection / Wear d	es	l tagged		Luke V	Wood		
Using hand tools		Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glass A lanyard or wrist strap to sec working below work area		necessary i.e peop	ole	Luke V	Wood		
Completion		Motor vehicle accident		Test before removing barricad	les			Luke V	Vood		
Clean work area on cor	mpletion	Trips / Falls Motor vehicle accident		Clear work area of all tools & and/or barricades	equipment b	efore removing si	gnage	Luke V	Wood		



			Job No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requ	irement: Yes	No
Contractor:		Approved by:		
Activity:	Installing Door Stop			

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



			Job No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work require	ement: Yes	No
Contractor:		Approved by:		
Activity:	To Re-Configure a Workstation			

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



Lifting flat pack furniture after

Clean up work area on completion

assembled

Back strain

Trip hazards

#### Job Safety Analysis Worksheet

					Job No:	
Company Name:	AG Coombs	Servicing		Date:	JSA No:	
Site Name:	Melbourne	Central Tower		Permit to work requirement:	Yes No	
Contractor:				Approved by:		
Activity:	Flat Pack Fu	rniture Assembly				
Activity List the tasks required to perform the activity in the sequence they are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible?  Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
area Carryin		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 E E		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 peo	Luke Wood	

working below work area

Be aware of surroundings Use 2<sup>nd</sup> person if too heavy

signage and/or barricades

Use correct manual handling techniques

Clear work area of all tools & flat pack items before removing

Luke Wood

Luke Wood



						Job I	lo:				
Company Name:	AG Coombs	Servicing	Date:		JSA I	lo:					
ite Name:	Melbourne	Central Tower		Permit to work r	equirement:	Yes			No		
Contractor:				Approved by:							
Activity:	Erecting She	elving									
List the tasks required to perform the activity in the sequence they are carried out.  Against each task list the hazards that could cause injury when the task is performed  Pre control Lis measure from		Risk Control Measures List the control measures required to el from the identified hazard.  Use correct manual handling technique	ry arising Per imp / si	Who is Responsible? Person responsible to implement the control measure / signature of all employees Luke Wood				Risk Score Post control measure			
work area	iu sileivilig to	Dack Strain		Use non-slip safety boots Use appropriate trolley Be aware of surroundings	.5	Luk	e wood				
9 .		Unauthorised persons entering work area may result in injury		Secure area with signage and/or barrica	Luk	e Wood	i				
Erecting, climbing and working from step ladder / platform ladder		Slipping Falling Public and staff safety		Visual / physical safety inspection of la Open ladder fully and correctly as desig guidelines for correct use of ladder) Ensure ladder is erected on stable, leve Use spotter and / or 2 <sup>nd</sup> person to stabi Follow working at height guidelines		e Wood	I				
Using power tools		Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested Wear appropriate (PPE) glasses Wear ear protection Wear dust-mask	and tagged	Luk	e Wood	I			
Using hand tools  Cuts Eye contamination Impact injuries to others			Use of correct tool for job Appropriate PPE – safety glasses/goggl A lanyard or wrist strap to secure tool – working below work area		e Wood	1					
Drilling in to wall		Electrocution / flooding		Use a meter – check plans		Luk	e Wood	I			
Lifting shelving		Back strain		Use correct manual handling technique Be aware of surroundings	es	Luk	Luke Wood				
Clean up work area on	completion	Trip hazards		Clear work area of all tools & equipmer	nt before removing sign	nage Luk	e Wood	1			



Company Name:	AG Coombs	Servicing		Date:		JSA No:					
Site Name:	Melbourne	Central Tower		Permit to w	ork requirement:	Yes	Yes No				
Contractor:				Approved by:							
Activity:	Changing or	rientation of workstation									
•	t the tasks required to perform activity in the sequence they  Against each task list the hazards that could cause injury when the task is performed  Pre List the control measures required to eliminate the risk of injury arising from the identified hazard.		Who is Person implen measu employ	Risk Score Post control measure							
Moving tools and eq work area	uipment to	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 W						
Setting up work area	1	Unauthorised persons entering work area may result in injury		Secure area with signage and	l/or barricades	Luke W	/ood				
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			/ood				
Using hand tools C		Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gloves/ect			/ood				
Re-configure work st	tation	Back strain		Use correct manual handling Be aware of surroundings Use 2 <sup>nd</sup> person if too heavy	Luke W	/ood					
Adjusting height of d	lesk top	Desk top falling causing injury		Use 2 <sup>nd</sup> person to hold desk t trolley to prevent fall	top or use hydrolic pump up	Luke W	Luke Wood				
Clean up work area	on completion	Trip hazards		Clear work area of all tools & signage and/or barricades	flat pack items before remov	ing Luke W	/ood				

Job No:



					Job No:								
Company Name:	AG Coombs	Servicing		Date:	JSA No:								
Site Name:	Melbourne	Central Tower		Permit to work requirement:	Yes No								
Contractor:				Approved by:									
Activity:	Hanging Pic	tures / Whiteboards											
Activity List the tasks required to perform the activity in the sequence they are carried out.  Hazards Against each task list the hazards that could cause injury when the task is performed  Risk Score Pre control measure		Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure									
Moving tools/ladder and p boards to work area	oictures/white	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 wor ladder / platform ladder	rking from step			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 / whiteboar	rd	Back strain		Use correct manual handling techniques Be aware of surroundings	Luke Wood								
Clear work area on comple	etion	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or	Luke Wood								



,					Job No:		
Company Name:	AG Coombs Servicing	Date:			JSA No:		
Site Name:	Melbourne Central Tower	Permit to work requirement:		Yes	No		
Contractor:		Approve	ed by:				
Activity:	Install Safety Viewing Window in Door						

Activity	Hazards	Risk Score	Risk Control Measures	Who is Responsible?	Risk Score
List the tasks required to perform	Against each task list the hazards that could	Pre	List the control measures required to eliminate the risk of	Person responsible to	Post
the activity in the sequence they	cause injury when the task is performed	control	injury arising from the identified hazard.	implement the control	control
are carried out.		measure		measure / signature of all employees	measure
Moving tools to work area	Carrying heavy tools may result in manual		Use correct manual handling techniques	Luke Wood	
	handling injury (manual lifting)		Use non-slip safety boots		
	Back strain		Use appropriate trolley		
			Be aware of surroundings		
Set up work area	Unauthorised persons entering work area may		Secure area with signage and/or barricades	Luke Wood	
	result in injury		Work during non-peak hours if possible		
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	



			Јор ио:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No
Contractor:		Approved by:		
Activity:	Mounting LCD's / Plasma Screens			

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



			Job No:
Company Name:	AG Coombs Servicing	Date:	JSA No:
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes No
Contractor:		Approved by:	
Activity:	Installing Grab Rail in Disabled Toilet		

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



						Job No:						
Company Name:	AG Coombs	Servicing		Date:		JSA No:						
Site Name:	Melbourne	Central Tower		Permit to work	Yes	Yes No						
Contractor:				Approved by:								
Activity:	Repairing /	Replacing / Installing Projector Screen										
Activity List the tasks required to p in the sequence they are co		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminal identified hazard.	ate the risk of injury arising ;	from the Person i	Responsible? responsible to implement rol measure / signature o	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								
Setting up work area		Unauthorised persons entering work area may result in injury		Secure area with signage and/or barricades		Luke Wo	ood					
Erecting, climbing and wor ladder / platform ladder	rking from step	Slipping Falling Public and staff safety		Visual / physical safety inspection of ladder Open ladder fully and correctly as designed correct use of ladder) Ensure ladder is erected on stable, level and Use spotter and / or 2 <sup>nd</sup> person to stabilise i Follow working at height guidelines	(follow manufacturers guident for slip surface	Luke Wo	ood					
Using power tools		Electrocution Eye Contamination / Ear injury Dust/respiratory problem		Ensure all power tools used are tested and t Wear appropriate (PPE) glasses Wear ear protection / Wear dust-mask	tagged	Luke Wo	ood					
Using hand tools		Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/goggles/gl A lanyard or wrist strap to secure tool – if no work area		Luke Wo	ood					
Drilling in to ceiling or wal	I	Back / Neck strain Electrocution Flooding		Avoid working for excessive periods of time Use a meter – check plans	with bad posture	Luke Wo	ood					
Lifting projector screen		Back strain		Use correct manual handling techniques Be aware of surroundings Use second person if too heavy		Luke Wo	ood					
Clean up work area on cor	npletion	Trip hazards		Clear work area of all tools & equipment be	fore removing signage and/	or Luke Wo	ood					



								Job No	):			
Company Name:	AG Coombs	Servicing		Date:				JSA No	):			
Site Name:	Melbourne	Central Tower		Permit to work requirement:				Yes		No		]
Contractor:				Approved by:								
Activity:	General Maintenance / Reactive Maintenance											
<b>Activity</b> List the tasks required to perfo sequence they are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.				Person i control employe	Who is Responsible? Person responsible to implement the control measure / signature of all employees			Risk Score Post control measure
	le authorised person on site to obtain sion to carry out general maintenance Unknown hazards due to unfamiliar or changing environment Sion to carry out general maintenance Wear appropriate (PPE) Adhere to all information in Building Site Inductions				Luke W							
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.					ood			
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 <sup>nd</sup> person if items are too heavy or		/ 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 barrica Dry area with cleaning equipment Consult tenant regarding best time to co				Luke W	ood			
Isolate equipment		Electrocution Flooding		Isolate power supply to equipment whe Isolate water supply to equipment when				Luke W	ood			
Using power tools		Electrocution Eye Contamination / Ear injury Dust/respiratory problem		Ensure all power tools used are tested a Wear appropriate (PPE) glasses, P2 mas		ar protection ect who	ere necessary	Luke W	ood			
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					ood			
Erecting, climbing and working platform ladder	g from step 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 <sup>nd</sup> person to stabilise if required  Follow working at height guidelines			Luke Wood					
Use of miscellaneous products	3	Skin irritation / Eye contamination Inhalation – respiratory problem		Observe and follow MSDS Wear all appropriate PPE	Observe and follow MSDS					Luke Wood		
Clear work area on completion	1	Trips by tenant / public		Clear work area of all tools & equipment before removing signage and/or barricades					Luke Wood			



			Job No:
Company Name:	AG Coombs Servicing	Date:	JSA No:
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes No
Contractor:		Approved by:	
Activity:	Ceiling Tile Replacement		

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



				Job No:	
Company Name:	AG Coombs Servicing	Date:		JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:		Yes	No
Contractor:		Approved by:			
Activity:	Carpet Repairs				

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible?  Person responsible to implement the control measure / signature of all employees	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 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	



Tob Garaty Funding Transcribet								
				Job No:				
AG Coombs	Servicing		Date:	JSA No:				
Melbourne Central Tower		Permit to work requirement:	Yes No					
			Approved by:					
Roof Gutter Cleaning								
to perform the e they are carried	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures  List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure			
	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				
	Melbourne  Roof Gutter	AG Coombs Servicing  Melbourne Central Tower  Roof Gutter Cleaning  to perform the enthey are carried  Hazards Against each task list the hazards that could cause injury when the task is performed  Slip / Fall	AG Coombs Servicing  Melbourne Central Tower  Roof Gutter Cleaning  Hazards Against each task list the hazards that could cause injury when the task is performed  Slip / Fall	AG Coombs Servicing  Melbourne Central Tower  Permit to work requirement:  Approved by:  Roof Gutter Cleaning  Risk Score Pre control measures injury when the task is performed  Slip / Fall  Slip / Fall  Check weather conditions with the bureau of meteorology on line Wear non slip safety boots Be aware of surroundings	AG Coombs Servicing  Date:  Date:  Permit to work requirement:  Approved by:  Roof Gutter Cleaning  Hazards Against each task list the hazards that could cause injury when the task is performed  Slip / Fall  Slip / Fall  Check weather conditions with the bureau of meteorology on line Wear non slip safety boots Be aware of surroundings  Job No:  JSA No:  Permit to work requirement:  Yes  No  Who is Responsible?  Person responsible?  Person responsible to injury arising from the identified hazard.  Check weather conditions with the bureau of meteorology on line Wear non slip safety boots Be aware of surroundings			



			Job No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No
Contractor:		Approved by:		
Activity:	Tiling – Grouting / Repair or replace			

Activity	Hazards	Risk Score	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform	Against each task list the hazards that could	Pre	List the control measures required to eliminate the risk of	Person responsible to	Score
the activity in the sequence they	cause injury when the task is performed	control	injury arising from the identified hazard.	implement the control measure	Post control
are carried out.		measure		/ signature of all employees	measure
Moving tools/tiling equipment to	Back strain		Use correct manual handling techniques	Luke Wood	
work area	Muscular injury		Use non-slip safety boots		
			Use appropriate trolley		
1			Be aware of surroundings		
Setting up work area	Unauthorised persons entering work area may		Secure area with signage and barricades	Luke Wood	
	result in injury		Work during non-peak hours where possible		
Safe work area check	Wet areas – slips and trips		Secure area with signs and/or barricades	Luke Wood	
			Dry area with cleaning equipment if req'd		
Using hand tools/tiling tools	Cuts		Use of correct tool for job	Luke Wood	
	Eye contamination		Appropriate PPE – safety glasses/goggles/gloves/ect		
	Impact injuries				
Tiling – Tile Glue	Potential eye / skin injury		Read and adhere to manufacturers safety information	Luke Wood	
Tiling	Cuts / abrasions		Use correct technique	Luke Wood	
111116	cats y abrasions		Appropriate time – do not rush	Eure Wood	
Clear work area on completion	Wet areas – slip / trip hazards		Dry area with cleaning equipment	Luke Wood	
			Clear work area of all tools & equipment before removing		
			signage and/or barricades		



			Job No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No
Contractor:		Approved by:		
Activity:	Silicon / Replacing Silicon			

Activity	Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	Score Post control measure
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			Luke Wood		
Clear work area on completion	Wet areas – slip / trip hazards		drinking water or food preparation areas  Dry area with cleaning equipment  Clear work area of all tools & equipment before removing signage and/or barricades	Luke Wood	



			Job No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No
Contractor:		Approved by:		
Activity:	Removal of Hard Rubbish			

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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 No:	
Company Name:	AG Coombs Servicing	Date:		JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:		Yes	No
Contractor:		Approved by:			
Activity:	Adjusting Ceiling Clocks (Daylight Savings)				

Activity	Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	Score Post control measure
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 <sup>nd</sup> 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 No:		
Company Name:	AG Coombs Servicing	Date:			JSA No:		
Site Name:	Melbourne Central Tower	Permit to w	ork req	uirement:	Yes	No	
Contractor:		Approved b	y:				
Activity:	Installing Ceiling Hatch						

Activity	Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	Score Post control measure
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 <sup>nd</sup> 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	



Company Name:	AG Coombs	Servicing		Date:	JSA No:	
Site Name:	Melbourne (	Central Tower		Permit to work requirement:	Yes No	
Contractor:				Approved by:		
Activity:	Service / Rep	pair Compactors				
Activity		Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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	



Company Name:	AG Coombs Servicing	Date:		JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:		Yes	No
Contractor:		Approved by	y:		
Activity:	Chair Repair				

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	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 No:
Company Name:	AG Coombs Servicing	Date:	JSA No:
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes No
Contractor:		Approved by:	
Activity:	Meter Readings	-	

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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 <sup>nd</sup> 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 No:		
Company Name:	AG Coombs Servicing	Date:			JSA No:		
Site Name:	Melbourne Central Tower	Permit to v	work req	uirement:	Yes	No	
Contractor:		Approved	by:				
Activity:	Cleaning Plant-rooms and Equipment / Switch room						

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



					J	lob No:	
Company Name:	AG Coombs	Servicing		Date:	ı	ISA No:	
Site Name:	Melbourne Central Tower		Permit to work re	equirement:	Yes No		
Contractor:				Approved by:			
Activity:	Type 1 Fire [	Door Inspection					
Activity List the tasks required t activity in the sequence		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control	Risk Control Measures List the control measures required to eli- from the identified hazard.	minate the risk of injury arising	Who is Responsible? Person responsible to implement the control measure	Risk Score Post control

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control
Fire door opening to pedestrian traffic	Unexpected injuries to pedestrians	measure	Knock loudly 3 times, and in a loud voice repeat "opening doors" 3 times Open doors slowly	Luke Wood	measure
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 <sup>nd</sup> 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 No:	
Company Name:	AG Coombs Servicing	Date:		JSA No:	
Site Name:	Melbourne Central Tower	Permit to work red	quirement:	Yes	No
Contractor:		Approved by:			
Activity:	Sealing up fire penetrations with sandbags / fire retardant silicon				

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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	



			Jo	b No:	
Company Name:	AG Coombs Servicing	Date:	JS	A No:	
Site Name:	Melbourne Central Tower	Permit to work req	uirement: Ye	es	No
Contractor:		Approved by:			
Activity:	Paths of Travel Inspection – Access and Egress				

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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	



Using hand tools

desk

Holding ergonomic keyboard

holder in place while attaching to

Clean up work area on completion

Ear injury

Back strain

Trip hazards

Dust/respiratory problem

Eye contamination Impact injuries

#### Job Safety Analysis Worksheet

			<u> </u>	<u> </u>					
							Job No	:	
Company Name:	AG Coombs	Servicing		Date:			JSA No		
ite Name:	Melbourne	Central Tower		Permit to	work requirer	ment:	Yes	No	
Contractor:				Approved	by:				
Activity:	Mounting e	ergonomic keyboard holder							
Activity List the tasks require the activity in the sea are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures r injury arising from the iden		ate the risk of	Person implen	is Responsible? responsible to ent the control measure ture of all employees	Risk Score Post control measure
Moving tools and er keyboard holder to v	_	Back strain Carrying heavy tools and equipment may result in manual handling injury		Use correct manual handli Use non-slip safety boots Use appropriate trolley Be aware of surroundings			Luke	Wood	
Setting up work area	1	Unauthorised persons entering work area may result in injury		Secure area with signage a	and/or barricades	i	Luke	Wood	
Using power tools if	needed	Electrocution Eve Contamination		Ensure all power tools use		tagged	Luke	Wood	

Wear ear protection



						Job N	o:		
Company Name:	AG Coombs	Servicing		Date:		JSA N	lo:		
Site Name:	Melbourne	Central Tower		Permit to wo	rk requirement:	Yes		No	
Contractor:				Approved by	:				
Activity:	Window Aw	nings: Inspection / Repair or Replace							
Activity List the tasks required to p in the sequence they are c	arried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to el identified hazard.		from the Pers the c all e	ontrol meas nployees	<b>ble?</b> le to implem ure / signatu	Risk Score Post control measure
Moving tools, ladder and l	blinds to work area	Back strain		Use correct manual handling technique Use non-slip safety boots Use appropriate trolley Be aware of surroundings	es	Luke	Wood		
Setting up work area		Unauthorised persons entering work area may result in injury		Secure area with signage and/or barric	ades	Luke	Wood		
Erecting, climbing and wo ladder / platform ladder	rking from step	Slipping Falling Public and staff safety		Visual / physical safety inspection of la Open ladder fully and correctly as desig correct use of ladder) Ensure ladder is erected on stable, leve Use spotter and / or 2 <sup>nd</sup> person to stable Follow working at height guidelines	gned (follow manufacturers guid el and non slip surface		Wood		
Using power tools		Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools used are tested 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/goggl A lanyard or wrist strap to secure tool- work area			Wood		
Lubrication of operation n	nechanism	Lubricant – skin irritation Eye contamination Inhalation – respiratory problem		Observe lubrication MSDS and follow Wear all appropriate PPE		Luke	Wood		
Drilling in to ceiling or wal	ll	Back / Neck strain		Avoid working for excessive periods of	time with bad posture	Luke	Wood		
Lifting blinds		Back strain		Use correct manual handling technique Be aware of surroundings Use 2 <sup>nd</sup> person for large blinds			Wood		
Clean up work area on cor	mpletion	Trip hazards		Clear work area of all tools & equipment barricades	nt before removing signage and/	or Luke	Wood		



			Job No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No
Contractor:		Approved by:		
Activity:	Moving Office Furniture			

Activity	Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	Score Post control measure
Assessing furniture to be	Unbalanced and poorly built furniture		Careful inspection of all furniture to be moved	Luke Wood	
moved	may unexpectedly fall resulting in		Ensure floor and wall fixings are only disengaged		
	injury		when it is safe to do so (stability)		
			Ensure that there is no water / electricity		
			connected to unit prior to moving		
Inspecting pathway of travel	Blocking egress pathway		Measure furniture to pathway prior to moving	Luke Wood	
	Unexpected injuries to pedestrians		items		
			Use second person to walk in front and warn		
			pedestrians of impending movement of furniture		
Moving furniture	Muscular strain / sprains		Use correct manual handling techniques	Luke Wood	
	Slip / Trips		Use all appropriate PPE / gloves		
	Cuts and abrasions		Use appropriate trolley		
	Crushing		Fix furniture with restraints if needed		
Final safe placement of	Unstable / non-fixed furniture may		Re-fix unit using all original fixings	Luke Wood	
furniture	result in immediate or future collapse		Ensure supports / stability feets are adjusted and		
	/ fall which may result in injury		tested		



				Job No:		
Company Name:	AG Coombs Servicing	Date:		JSA No:		
Site Name:	Melbourne Central Tower	Permit to	work requirement:	Yes	No	
Contractor:		Approved	by:			
Activity:	Installing cupboard locks					

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



							Job No	): 			
Company Name:	AG Coombs	Servicing		Date:			JSA No	):			
Site Name:	Melbourne	Central Tower		Permit to v	work requiren	nent:	Yes		No		
Contractor:			Approved t	by:							
Activity:	Drinking Wa	ater Filter Replacement									
Activity List the tasks required to activity in the sequence out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures require from the identified hazard.	ired to eliminate th	e risk of injury arisin	g Persoi implei	n responsi ment the o	onsible? ible to control med Il employee	isure	Risk Score Post control measure
Safe work area c	hecks	Tripping Wet area – slip/trip		Secure area with signs Dry area with cleaning		ades	Luke	Wood			
Isolate equipmen	nt	Electrocution Flooding		Isolate power supply to			Luke	Wood			
Removal of old fi	ilter	Cuts and abrasions		Use gloves where poss	sible		Luke	e Wood			
Reinstatement o	f new filter	Flooding Electrocution		Open isolation valve slo drips or leaks Only turn power supply and it is safe to do so	,		Luke	e Wood			
Check for operat	ion	Flooding		Check all seals for leak	S		Luke	Wood			
Clean up site		Wet areas – slip/trip		Dry area with cleaning	equipment		Luke	Wood			



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

Activity	Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	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	
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	Luke Wood	
Check for operation	Flooding		is safe to do so 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 No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No No
Contractor:		Approved by:		
Activity:	Chilled Drinking Water Unit Inspection			

Activity	Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	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	
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 No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No No
Contractor:		Approved by:		
Activity:	Boiling / Chilled Water Unit Inspection			

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	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	
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 No:	
Company Name:	AG Coombs Servicing	Date:		JSA No:	
Site Name:	Melbourne Central Tower	Permit to work red	quirement:	Yes	No
Contractor:		Approved by:			
Activity:	Drinking Water Unit Repair				

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



			Job No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No
Contractor:		Approved by:		
Activity:	Unblocking Toilets / Sinks – Minor Blockage			

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	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	
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 No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No
Contractor:		Approved by:		
Activity:	Tundish Top Up			

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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 No:	
Company Name:	AG Coombs Servicing	Date:		JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:		Yes	No
Contractor:		Approved by:			
Activity:	Dishwasher Repair / Investigation				

Activity	Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	Score Post control measure
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 No:
Company Name:	AG Coombs Servicing	Date:	JSA No:
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes No
Contractor:		Approved by:	
Activity:	Pressure Relief Valve Test / Hot water service inspection		

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	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 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 No:	
Company Name:	AG Coombs Servicing	Date:		JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement: Ye		Yes	No No
Contractor:		Approved by:			
Activity:	Install Shower Rod and Curtain				

Activity	Hazards	Risk Score	Risk Control Measures	Who is Responsible?	Risk Score
List the tasks required to perform the activity	Against each task list the hazards that could cause injury	Pre control	List the control measures required to eliminate the risk of injury arising from the	Person responsible to implement	Post control
in the sequence they are carried out.	when the task is performed	measure	identified hazard.	the control measure / signature of all employees	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 <sup>nd</sup> 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 No	:		
Company Name:	AG Coombs Servicing	Date:			JSA No	:		
Site Name:	Melbourne Central Tower	Permit to w	vork req	uirement:	Yes	N	о	
Contractor:		Approved b	oy:		_			
Activity:	Removing / Replacing Ceramic Soap Dish Holder							
		 	•	•				

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



					J	Job No:	
Company Name:	AG Coombs	Servicing		Date:	J	ISA No:	
ite Name:	Melbourne Central Tower			Permit to work requirement: Y		Yes No	
Contractor:				Approved by:			
Activity:	Exhaust Gril	l / Vent Removal and Clean					
Activity List the tasks required	, ,	Hazards  Against each task list the hazards that could cause	Risk Score	Risk Control Measures List the control measures required to eliminate to	he risk of injury arising	Who is Responsible?  Person responsible to  implement the control measure.	Risk Score

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



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

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



						Job No:		
Company Name:	AG Coombs	Servicing		Date:		JSA No:		
ite Name:	Melbourne	Central Tower		Permit to work red	ıuirement:	Yes	No	
Contractor:				Approved by:				
Activity:	Sullage Tan	k / Chamber – Inspection and Clean						
Activity List the tasks require the activity in the sec are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to injury arising from the identified haza		Person i	Responsible? responsible to ent the control e / signature of all ees	Risk Score Post control measure
Transportation of aq equipment to work a		Back strain		Use correct manual handling techniq Use non-slip safety boots Use appropriate trolley Be aware of surroundings	ues	Luke Wo	ood	
Safe work area chec	ks	Wet areas – slips and trips		Secure area with signs and/or barrica Dry area with cleaning equipment if r		Luke Wo	ood	
Setting up work area	1	Unauthorised persons entering work area may result in injury		Secure area with signage and/or barr Work during non-peak hours where p		Luke Wo	ood	
Using hand tools		Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety glasses/gog A lanyard or wrist strap to secure too working below work area		Luke Wo	ood	
Isolating sullage tanl inspection	k – before	Electrocution flooding		Isolate power supply to unit Isolate water supply to unit		Luke Wo	ood	
Cleaning of sullage to Using cleaning produ		Eye irritation Skin irritation Inhaling potentially hazardous vapours		Use all appropriate PPE – glasses, P2 Use rubber gloves Ensure area is well ventilated Read MSDS sheets	Mask	Luke Wo	ood	
Clear work area on o	completion	Trips by tenant / public		Clear work area of all tools & equipm signage and/or barricades	ent before removing	Luke W	bood	



				Job No:		
Company Name:	AG Coombs Servicing	Date:		JSA No:		
Site Name:	Melbourne Central Tower	Permit to w	ork requirement:	Yes	No	
Contractor:		Approved b	y:			
Activity:	Shower Head Replacement					

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



			<u> </u>							
							Job N	o:		
Company Name:	AG Coombs	Servicing		Date:			JSA N	o:		
ite Name:	Melbourne	Central Tower		Permit to	work req	uirement:	Yes	No		
Contractor:				Approved	by:					
activity:	Painting / Pa	atching								
Activity		Hazards	Risk	Risk Control Measures			Wh	o is Responsible?	)	Risk
List the tasks required tactivity in the sequence out.		Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures requ from the identified hazard.	ired to elimi	inate the risk of injury	arising Perso	on responsible to ement the control med nature of all employee	asure	Score Post control measure
Transportation of paint Moving tools and ladde		Carrying paint, painting tools and ladders may result in manual handling injury Back strain		Use correct manual handling t Use trolley for heavy paint, to Use non-slip safety boots Be aware of surroundings	•		Luke	Wood		
Cotting up work area	<u> </u>	Unguith arised persons entering work area may result		Socure area with signage and/	or barricade		Luko	Mood		•

activity in the sequence they are carried	injury when the task is performed	30016	from the identified hazard.	implement the control measure	30016
out.	injury when the task is perjormed	Pre control measure	Join the identified nazard.	/ signature of all employees	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	measure	Use correct manual handling techniques Use trolley for heavy paint, tools & ladder Use non-slip safety boots Be aware of surroundings	Luke Wood	measure
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 <sup>nd</sup> 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 No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes	No
Contractor:		Approved by:		
Activity:	Changing lights in ground floor foyers			

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



			Job No:
Company Name:	AG Coombs Servicing	Date:	JSA No:
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes No
Contractor:		Approved by:	
Activity:	Gathering together loose cabling to reduce trip hazards		

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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 No:
Company Name:	AG Coombs Servicing	Date:	JSA No:
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes No
Contractor:		Approved by:	
Activity:	External Gas Cylinder BBQ Inspection		

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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 N	lo:			
Company Name:	AG Coombs	Servicing		Date:			JSA N	JSA No:			
Site Name:	Melbourne	Central Tower		Permit to work requirement: Y			Yes	Yes No			
Contractor:				Approved	by:						
Activity:	Repairing /	Securing Height Barriers									
Activity List the tasks required to activity in the sequence out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures requ from the identified hazard.	uired to elim	inate the risk of injury (	arising Per imp	o is Respon son respons lement the gnature of a	ible to control me		Risk Score Post control measure
Moving EWP to work	k area	Unauthorised persons entering work area may result in injury		Secure area with signage a Work during non-peak hou Use caution and only train Check EWP before use	ırs		Luk	e Wood			
Extending EWP to ce	eiling	Faulty machinery  Tools/lamps dropping from platform  Crushing into wall or ceiling  Head injury		Secure all materials Carefully extend to correct Use PPE – bump hat	t height wit	th spotters assistanc		e Wood			
Using power tools		Electrocution Eye Contamination Ear injury Dust/respiratory problem		Ensure all power tools use Wear appropriate (PPE) gla Wear ear protection Wear dust-mask			Luk	e Wood			
Using hand tools		Cuts Eye contamination Impact injuries to others		Use of correct tool for job Appropriate PPE – safety g A lanyard or wrist strap to working below work area				e Wood			
Clear work area on c	completion	Trips by tenant / public		Clear work area of all tools signage and/or barricades		ent before removing	g Luk	e Wood			



			Job No:	
Company Name:	AG Coombs Servicing	Date:	JSA No:	
Site Name:	Melbourne Central Tower	Permit to work requirement	: Yes	No
Contractor:		Approved by:		
Activity:	Hanging Advertising Material/Safety signage-(first aid, warden) f	rom ceiling		

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure
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 <sup>nd</sup> 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 No:
Company Name:	AG Coombs Servicing	Date:	JSA No:
Site Name:	Melbourne Central Tower	Permit to work requirement:	Yes No
Contractor:		Approved by:	
Activity:	Cooling tower / Plant room painting		

Activity	Hazards	Risk Score	Risk Control Measures	Who is Responsible?	Risk Score
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	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	Isolate power supply to equipment where relevant	Luke Wood	
	Flooding	Isolate water supply to equipment where relevant		
Use of miscellaneous products	Skin irritation / Eye contamination	Observe and follow MSDS guidelines	Luke Wood	
Paint, turpentine, filler, cleaning	Inhalation – respiratory problem	Wear all appropriate PPE		
products	Unknowing potential hazards			
Erecting, climbing and painting	Slipping	Visual / physical safety inspection of ladder	Luke Wood	
from step ladder / platform	Falling	Open ladder fully and correctly as designed (follow		
ladder/scaffolding	Public and staff safety	manufacturers guidelines for correct use of ladder)		
	Reaching excessive heights	Ensure ladder is erected on stable, level and non slip		
		surface		
		Use spotter and / or 2 <sup>nd</sup> person to stabilise if required		
		Follow working at height guidelines		
Painting above head	Paint in eyes	Wear appropriate safety glasses (PPE)	Luke Wood	
	Hitting head on ceiling	Wear bump hats where needed		
Painting and preparing	Fumes	Ensure area is ventilated, wear dust mask when	Luke Wood	
	Dust	preparing surface and painting		
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	Luke Wood	
		removing signage and/or barricades		



							Job N	lo:			
Company Name:	AG Coombs	AG Coombs Servicing		Date:			] JSA N	lo:			
ite Name:	Melbourne Central Tower			Permit to	work require	ement:	Yes		No		
Contractor:				Approved	by:						
Activity:	Installing co	nvex mirrors									
Activity List the tasks required activity in the sequence out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures requ from the identified hazard.	uired to eliminate	the risk of inju	ry arising Pers	o is Resp on responsi lement the o	ible to control med	asure	Risk Score Post control measure
Moving tools, ladder ar	nd convex	Carrying convex mirrors tools and ladders may result		Use correct manual handling t	techniques		Luk	e Wood			

Activity	Hazards	Risk	Risk Control Measures	Who is Responsible?	Risk
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed	Score Pre control measure	List the control measures required to eliminate the risk of injury arising from the identified hazard.	Person responsible to implement the control measure / signature of all employees	Score Post control measure
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 <sup>nd</sup> 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 No:				
Company Name:	AG Coombs	Servicing		Date:	JSA No:				
Site Name:	Melbourne	Central Tower		Permit to work requirement:	Yes No				
Contractor:				Approved by:					
Activity:	Lamp replac	cement / Re-lamping in loading bay / car	park						
Activity List the tasks required to p in the sequence they are c		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to eliminate the risk of injury arising from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure			
Moving tools ladder equip work area	oment and lamps to	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 / pedesti	rian 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 circ	cuit at local switch	Electrocution		Isolate light fitting and local switch panel	Luke Wood				
Erecting, climbing step lad ladder/scaffolding	dder / platform	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 <sup>nd</sup> person to stabilise if required Follow working at height guidelines	Luke Wood				
Moving EWP to work area	1	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 starter and diffuser	y lamp and or	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 compl	letion	Trips / Falls		Clear work area of all tools & equipment before removing signage and/or	Luke Wood				



					J	Job No:	
Company Name:	AG Coombs	Servicing		Date:	J	JSA No:	
Site Name:	Melbourne	Melbourne Central Tower		Permit to work requirement: You		Yes No	
Contractor:				Approved by:			
Activity:							
Activity List the tasks required to activity in the sequence out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to elim from the identified hazard.	inate the risk of injury arising	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure



					J	Job No:	
Company Name:	AG Coombs Servicing  Melbourne Central Tower			Date:	J	JSA No:	
Site Name:				Permit to work requirement: Y		Yes No	
Contractor:				Approved by:			
Activity:							
'							
Activity List the tasks required to perform the activity in the sequence they are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to elim from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure	



					J	Job No:	
Company Name:	AG Coombs Servicing  Melbourne Central Tower			Date:	J	JSA No:	
Site Name:				Permit to work requirement: Y		Yes No	
Contractor:				Approved by:			
Activity:							
'							
Activity List the tasks required to perform the activity in the sequence they are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to elim from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure	



					J	Job No:	
Company Name:	AG Coombs Servicing  Melbourne Central Tower			Date:	J	JSA No:	
Site Name:				Permit to work requirement: Y		Yes No	
Contractor:				Approved by:			
Activity:							
'							
Activity List the tasks required to perform the activity in the sequence they are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to elim from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure	



					J	Job No:	
Company Name:	AG Coombs Servicing  Melbourne Central Tower			Date:	J	JSA No:	
Site Name:				Permit to work requirement: Y		Yes No	
Contractor:				Approved by:			
Activity:							
'							
Activity List the tasks required to perform the activity in the sequence they are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	Risk Control Measures List the control measures required to elim from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure	



					J	Job No:	
Company Name:	AG Coombs Servicing  Melbourne Central Tower			Date:	J	JSA No:	
Site Name:				Permit to work requirement: Y		Yes No	
Contractor:				Approved by:			
Activity:							
'							
Activity List the tasks required to perform the activity in the sequence they are carried out.		Hazards Against each task list the hazards that could cause injury when the task is performed	Risk Score Pre control measure	<b>Risk Control Measures</b> List the control measures required to elim from the identified hazard.	Who is Responsible? Person responsible to implement the control measure / signature of all employees	Risk Score Post control measure	