

# CONTRACT MANAGEMENT

## Document 10a: Guideline for Job Safety Assessments

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Last Update: 30 September 2009  
Owner: Manager OHS

### 1. Introduction

The Contract Manager is responsible for reviewing Job Safety Assessments to ensure that:

- the contract has been separated into specific Contractor activities
- the Contractor has identified hazards associated with the activities
- the Contractor has indicated control measures which have considered the degree of risk associated with the task
- control measures can be practically implemented during the project

These guidelines provide practical information to assist in the review of completed Job Safety Assessments. The Job Safety Assessment is designed to be completed by the Contractor as part of the planning of the works. However, it may be useful for the University to assist Contractors to undertake this task at the time of implementing this system or as part of the Contractor induction process.

### 2. Job Safety Assessment

#### Identification of Tasks

The contract works or services should be separated into significant tasks or activities. These tasks may be identified by the fundamental hazards associated with each task. Hazards may arise as a result of:

- the nature and type of services performed
- the location of the work
- materials, chemicals or equipment used
- the time of the work
- proximity to the public or other Contractors
- the work environment

#### Identification of hazards

Contractors should identify the range of hazards associated with each task. A hazard can be defined as the potential to cause injury or illness to one or more people. When determining hazards associated with the task the hazard types below should be considered:

- Physical Hazards, eg. noise, plant related hazards, working at height, manual handling, ergonomic, traffic hazards, collapse, falling objects etc
- Chemical Hazards, eg. inhalation, skin contact with chemicals, ingestion of chemicals
- Electrical Hazards, eg. direct electrocution, contact with overhead or underground cables
- Biological Hazards, eg. infection, needle stick injury, handling of wastes
- Radiation Hazards, eg. UV light, lasers
- Psychological, eg. Workplace conditions leading to stress

The attached Hazard Identification and Control Table lists a variety of hazards and the control measures which may be considered. This hazard list is not exhaustive and other controls may be considered for the hazards listed.

#### Assessment of Risk

Risk is defined as the probability of a hazard causing injury or illness. Risk is a combination of the length and time of exposure to the hazard and the likelihood of the hazard being realised.

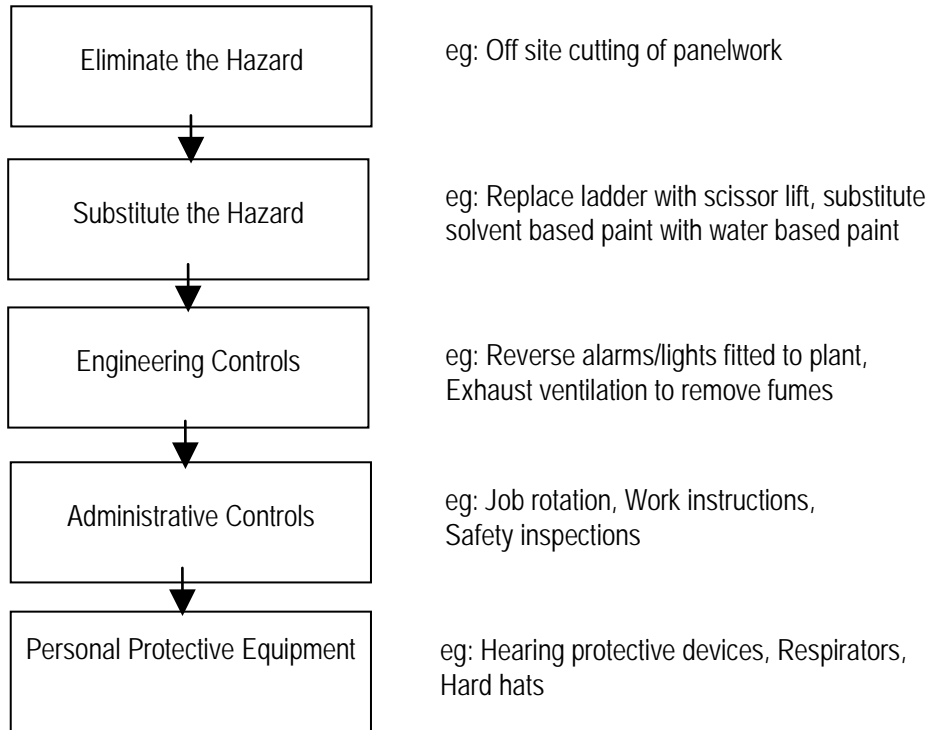
The hazards should be assigned as follows:

- Class 1: potential to cause death or permanent injury to one or more people.
- Class 2: potential to cause one or more lost time injuries.
- Class 3: potential to cause an injury treatable with first aid.

## Job Safety Assessments

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A primary goal shall be to eliminate Class 1 and 2 risks associated with the contract and should be a major focus of the Risk Assessment. Contractors should detail risk control measures which adequately address all identified Class 1 and 2 risks. When determining risk control strategies, the hierarchy of controls summarised below should be considered.



The assignment of risk rating may take into consideration:

- Past accident/incident reports
- Industry experience and data
- WorkCover claims data
- Personal experience and professional judgement

### Control Measures

The University must ensure that the Contractor has identified suitable control measures for each hazard. In most cases the Contractor will have a greater understanding of the technical requirements of the works and in these cases the University would not be expected to make a judgement as to whether the control strategy chosen by the Contractor is the best available safe system of work. Where the specific task does not involve specialty technical expertise, the University should provide feedback to the Contractor if they feel the identified control measure is in any way inadequate.

In summary the selection of suitable control measures should take into consideration:

- Level of risk
- Hierarchy of controls
- Practicability of implementation

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### Hazard Identification and Control Table

The following table provides examples of control measures for a range of generic hazards. These examples are provided as a guide only and important site specific factors must also be considered. Note also that this table of examples does not include all possible hazards.

Hazard	Possible Cause	Control Measure
1. Traffic Hazards	1.1 Trucks entering, exiting a work site  1.2 Working in close proximity to roads	Use of traffic signalmen Installation of temporary traffic signals Use of Safety Signs Speed restriction signs displayed and enforced  Use of witches hats or temporary barriers to cordon off sections of road Closure of road Use of Safety Signs Speed restriction signs displayed and enforced
2. Manual Handling	2.1 Handling of children or disabled people  2.2 Use of heavy hand held tools eg grass slasher 2.3 Handling of heavy objects	Use of wheel chairs Use of lifting aids Imposed restrictions on certain activities Requirements for two person lifts Training of employees  Use of support harness Limits on duration of use  Provide mechanical aids Redesign object or task
3. Contact with Heat	3.1 Hot Materials 3.2 Fire in the Workplace  3.3 Exposure to sun	Provide appropriate protective clothing and training Keep workplace clear of waste materials Issue of hot work permit Remove flammable materials or store correctly Provide adequate fire fighting equipment Employee fire fighting training Eliminate ignition sources from flammable atmospheres  Provide protective clothing and sunscreen Reduce exposure time
4. Contact with Electricity	4.1 Faulty electric leads and tools 4.2 No earth leakage detectors  4.3 Electric leads on ground 4.4 Electrical leads in damp areas 4.5 Electric leads tied to metal rails 4.6 Plant not isolated  4.7 Contact with underground or overhead cables	Tools and leads inspected and tagged Residual current devices in all circuits Residual current devices tested regularly  Electrical leads kept elevated and clear of work areas All electric leads kept dry All electric leads are kept insulated  Ensure permit to work system followed Lock-out and equipment tag procedure  Location of services to be established Overhead cables to be protected Services to be isolated when working in proximity Establish safe clearance distances
5. Exposure to Noise	5.1 Plant and equipment not silenced  5.2 Not wearing appropriate protection 5.3 Excessive exposure time to noisy areas	Fit noise suppression to noisy plant and equipment  All personnel to wear appropriate PPE (hearing protectors) Regulate employee exposure to noise
6. Contact with High Pressure	6.1 Burst air lines  6.2 Hoses becoming uncoupled 6.3 Using compressed air to clean clothing	Air hoses in good condition and regularly inspected  All hose couplings fitted with pins or chains Prohibit and instruct employees on dangers

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Hazard	Possible Cause	Control Measure
	6.4 Improper handling of gas cylinders 6.5 Defective pressure gauges	Cylinders stored upright and secured All pressure gauges inspected regularly for defects
7. Contact with Chemicals	7.1 Incorrect handling procedures 7.2 Lack of information 7.3 Not wearing appropriate PPE 7.4 Incorrect storage 7.5 Elevated exposure levels	All employees trained in MSDS requirements  Review Material Safety Data Sheet and assess risks All personnel provided with appropriate PPE Hazardous substances stored and labelled correctly Provide mechanical ventilation All personnel provided with appropriate PPE
8. Contact with Radiation	8.1 Exposure to arc welding 8.2 Not wearing appropriate PPE 8.3 Exposure during radiography operations 8.4 Exposure to lasers 8.5 Exposure to sun	Welding operations shielded  All personnel wear appropriate PPE Correct procedures developed and followed  Regular equipment check Follow documented safe work procedure for laser Provide protective clothing and sunscreen
9. Struck Against	9.4 Protruding objects in access routes 9.5 Not wearing appropriate PPE 9.6 Personnel running in the workplace	Protruding objects are removed or marked Provide appropriate PPE (hard hat, safety boots) Provide appropriate PPE & training Personnel exercise restraint and walk
10. Struck By Object	10.1 Objects falling from work platforms 10.2 Debris from grinding operations 10.3 Wind blown particles 10.4 Loads slung from cranes	All work platforms fitted with toe-boards Fence off areas below to prevent access Materials stacked securely All personnel wear appropriate PPE (hard hats) Secure loose objects to structure Personnel wear appropriate PPE Shield grinding operations All personnel wear appropriate PPE Loads not slung over personnel Taglines are used to prevent loads swinging Loads slung correctly
11. Fall from Height	11.1 No handrails 11.2 Working outside handrails 11.3 Floor penetrations not covered 11.4 Ladders not secured 11.5 Unsafe area	All work platforms have secure handrails Persons wear full fall arrest type harness All floor penetrations covered or barricaded All ladders secured to prevent movement Ladders to extend at least 1m above landings Tag and fence to prevent access
12. Slips and Falls	12.1 Access routes obstructed by materials 12.2 Leads and hoses across access routes 12.3 Slippery surfaces 12.4 Safety footwear not appropriate 12.5 Poor visibility	All access routes kept clear of materials and debris  All leads kept clear of ground or covered  All surfaces used for access kept dry and in good condition Personnel wear appropriate safety footwear Provide adequate lighting
13. Caught Between	13.1 Operating plant 13.2 Moving plant 13.3 Moving loads 13.4 Loads tipping or swinging 13.5 Materials being positioned	Guarding of rotating plant and hand tools Safe work procedures to be followed Provide roll over cage protection Pre-start daily safety inspection Personnel kept clear when operating plant Fit reverse alarms to plant and check operation All personnel kept clear during crane operations Load slings properly secured Safe Work Procedures for moving heavy loads

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Hazard	Possible Cause	Control Measure
14. Overstress	14.1 SWL exceeded during lifting operations 14.2 Sprains and strains	Compliance with SWL and radius charts on cranes All lifting gear checked regularly All personnel trained in manual handling techniques
15. Ergonomic Hazards	15.1 Poor work posture  15.2 Use of excessive force  15.3 Repetitive movements	Workstation to conform with ergonomic standards Seating to conform with ergonomic standards Training of employees Provide adequate task lighting Provide mechanical aids Modify workplace design Modify task requirements Job rotation
16. Asbestos Hazards	16.1 Accidental disturbance or contact	Asbestos materials identified and labelled Asbestos materials removed from workplace Safe work procedures developed
17. Biological Hazards	17.1 Needlestick injury  17.2 Potential exposure to HIV, hepatitis  17.3 Potential exposure to legionella bacteria	Provide appropriate waste disposal containers Provide employees with PPE Develop safe work procedures and train staff Develop safe work procedures and train staff Immunisation program Provide employees with PPE Implement microbial control procedures
18. Excavation/ Trenching	18.1 Collapse of earth  18.2 Fall into excavation 18.3 Asphyxiation 18.4 Inadequate access to excavation	Shoring to be provided in accordance with Code of Practice Shoring to be inspected regularly Provide barricades around excavation Provide exhaust ventilation and test atmosphere Provide safe access by steps or ladders
19. Plant Overturn	19.1 Crane overturn  19.2 Mobile plant overturn	Cranes to be set up on solid ground and away from edge of excavation Plant to be fitted with roll over cage protection Safe work procedures developed

## Sample Job Safety Assessments

Description of Work Being Carried Out		<i>Repair of Pot Holes in Road - North ring road</i>	
Contractors / Staff Involved		<i>ACME Road Repair Pty Ltd</i>	
Contractor's Representative		<i>John Smith (0412 345 678)</i>	
Contract Manager		<i>Fred Johnston (0498 765 432)</i>	
Date	<i>30 November 2009</i>	Assessor	<i>John Smith (0412 345 678)</i>

Specific Task/Activity	Potential Hazards/Consequences	Existing Control Measures	Additional Controls (Who is responsible?)	Date Completed
<i>Occupation of work site Set up, during works, and final inspections</i>	<i>Public vehicles hitting workers or equipment</i>	<i>Safety signage and traffic control procedures will conform with applicable regulations and codes of practice to ensure adequate safety and minimise inconvenience to traffic. This will include the use of safety signage (Beware Road Works Ahead) at least 500m before work area. Witches hats to divide off one lane. Plan work so that one side of road is repaired at a time. Flag men at either end of work area slowing traffic and communicating via hand held radios so that one way traffic is permitted in opposite lane. Wearing of bright reflective safety jackets by workmen. Refer company safe work procedure SWP06: Traffic Management.</i>	<i>Signs required on side street</i>	
<i>Operation of plant – compactor ("whacker")</i>	<i>crushing of feet</i>	<i>Wearing of safety footwear.</i>		
	<i>manual handling resulting in strain/back injury</i>	<i>Provide training in safe use of equipment prior to operation. Two-man lifts to lift and lower compactor from truck.</i>		
<i>Operation of plant - compactor/ jackhammer</i>	<i>noise exposure</i>	<i>Employees to wear hearing protectors when operating plant.</i>		
<i>Operation of compressor</i>	<i>contact with high pressure</i>	<i>Hose couplings fitted with pins or chains. Hoses, couplings inspected as part of daily plant inspection.</i>		
	<i>noise exposure</i>	<i>Noise control equipment fitted to compressor.</i>		

## Sample Job Safety Assessments

Specific Task/Activity	Potential Hazards/Consequences	Existing Control Measures	Additional Controls (Who is responsible?)	Date Completed
<i>Handling and decanting fuels for compressor</i>	<i>fire, eye splashes</i>	<i>No smoking, handling of fuels in well ventilated areas, fire extinguishers on hand, wearing of eye protection.</i>		
<i>Transport of equipment</i>	<i>equipment falling from truck causing traffic accidents</i>	<i>Proper use of ropes, chain and straps to adequately secure equipment on vehicle.</i>		
<i>Handling of hot tar</i>	<i>heat and chemical exposure</i>	<i>Use of protective clothing (gloves, overalls), ensure good hygiene and washing before lunch and at end of day.</i>		
<i>Outside work - exposure to weather</i>	<i>sunburn</i>	<i>Wearing of suitable clothing, hats and provision of sun cream.</i>		
<i>General</i>	<i>General</i>	<i>Employees will be supplied with protective gloves and hard hats supervised by foreman. Daily safety inspection to be conducted by supervisor and foreman.</i>		

No	Equipment Required or Being Used	Qualifications required (if any)	Training Required and Completed	Servicing / Maintenance
	"Whacker"			Service log up-to-date
	Jackhammer			Baffle needs repair

## Sample Job Safety Assessments

Description of Work Being Carried Out		Temporary Creche Assistant	
Contractors / Staff Involved		ABC Services Pty Ltd	
Contractor's Representative		Joanne Smith (0412 345 678)	
Contract Manager		Fred Johnston (0498 765 432)	
Date	30 November 2009	Assessor	Joanne Smith (0412 345 678)

Specific Task/Activity	Potential Hazards/Consequences	Existing Control Measures	Additional Controls (Who is responsible?)	Date Completed
Lifting and carrying of children and babies (from beds, change-tables etc)	manual handling causing injury to client manual handling resulting in strain/back injury	Employees to use appropriate transfer aids provided (steps etc) Training provided on safe transfer techniques and methods		
Operation of electrical appliances	contact with electricity - faulty leads/appliances	Periodic electrical safety inspection to review condition of leads, appliances. Training on safe work methods		
Use of cleaning chemicals	exposure to fumes and skin contact	Employees provided with list of prohibited cleaning products. Employees to wear personal protective equipment (rubber gloves, plastic aprons).		
Vacuuming, sweeping and mopping	manual handling resulting in strain/back injury	Training provided on safe cleaning methods. Techniques focus on minimising lifting and bending.		
	slips/falls	Ensure that appropriate footwear is used (rubber soled shoes).		



## Sample Job Safety Assessments

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Specific Task/Activity	Potential Hazards/Consequences	Existing Control Measures	Additional Controls (Who is responsible?)	Date Completed
<i>Bathing activities</i>	<i>manual handling resulting in strain/back injury</i>	<i>Training provided on safe bathing techniques and aids which can be used.</i>		
<i>Personal care</i>	<i>Client aggression (e.g. biting, scratching) resulting in bodily harm.</i>	<i>Employees provided with behaviour management training. Appropriate service plans prepared for each client.</i>		

Equipment Required or Being Used	Qualifications required (if any)	Training Required and Completed	Servicing / Maintenance
	Child Care Certificate 3/4 required		

## Sample Job Safety Assessments

Description of Work Being Carried Out		<i>Garden maintenance xyz campus</i>	
Contractors / Staff Involved		<i>ACME Gardening Services Pty Ltd</i>	
Contractor's Representative		<i>Julie Jones (0412 345 678)</i>	
Contract Manager		<i>Bill Smith (0498 765 432)</i>	
Date	<i>30 November 2009</i>	Assessor	<i>Julie Jones (0412 345 678)</i>

Specific Task/Activity	Potential Hazards/Consequences	Existing Control Measures	Additional Controls (Who is responsible?)	Date Completed
<i>Mowing and trimming operations</i>	<i>Stones or other objects hitting passers-by or buildings</i>	<i>Safety signage and traffic control procedures will conform with safe work procedure SWP08: Mowing in public areas Guards etc to inspected at start of each days work (SWP08: Mowing in public areas) Operators to wear appropriate personal protection: safety glasses, boots, face-shields, hearing protection</i>	<i>Areas where ride-on mower can be used to be designated on campus map- Bill Smith (0498 765 432)</i>	
<i>Operation of plant - shredder and chipper</i>	<i>noise exposure</i>	<i>Employees to wear hearing protectors when operating plant.( SWP06: Operation of Shredders)</i>		
	<i>manual handling resulting in strain/back injury</i>	<i>Provide refresher training in safe use of equipment periodically including lifting technique.</i>		
<i>Operation of gardening implements and tools</i>	<i>manual handling resulting in strain/back injury e</i>	<i>Routine inspection of implements to ensure adequate maintenance Refresher training in manual handling</i>		
<i>Handling and decanting fuels for equipment</i>	<i>fire, eye splashes</i>	<i>No smoking, handling of fuels in well ventilated areas, fire extinguishers on hand, wearing of eye protection.</i>		

## Sample Job Safety Assessments

Specific Task/Activity	Potential Hazards/Consequences	Existing Control Measures	Additional Controls (Who is responsible?)	Date Completed
<i>Transport of equipment</i>	<i>equipment falling from truck causing traffic accidents</i>	<i>Proper use of ropes, chain and straps to adequately secure equipment on vehicle.</i>		
<i>Handling of hot gardening refuse</i>	<i>exposure to scratches, cuts</i>	<i>Use of protective clothing (gloves, overalls), ensure good hygiene and washing before lunch and at end of day.</i>		
<i>Outside work - exposure to weather</i>	<i>sunburn</i>	<i>Wearing of suitable clothing, hats and provision of sun cream.</i>		
<i>Exposure to hazardous refuse such as syringes etc</i>	<i>Risk of disease from cuts etc</i>	<i>Follow SWP09 when material is found. Ensure proper disposal. Contact Buildings and Grounds immediately.</i>		
<i>General</i>	<i>General</i>	<i>Employees will be supplied with protective gloves and hard hats supervised by foreman. Daily safety inspection to be conducted by supervisor and foreman.</i>		

Equipment Required or Being Used	Qualifications required (if any)	Training Required and Completed	Servicing / Maintenance
Ride-on mower			Maintenance log book available
Shredder			Maintenance log book available