

Job Safety Analysis

Section/Area/Unit/Location:		Project/Job Name/No: Bushcare		Manager:	
Work Activity/Task: Bush Regeneration – use of hand tools for weed removal		Staff consulted: Name		Name	
Date to commence:		Date of JSA:			
Prepared by:					
Signature:					

Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Level	Controls What you are going to do to make the job as safe as reasonably practicable.	New Risk Level	Person Who Will Ensure controls are implemented
1.	Collect and transport tools	<ul style="list-style-type: none"> Sharp edges on tools Traffic hazards – tools falling from vehicle Accident related to towing Bush Regeneration trailer 	M	<ul style="list-style-type: none"> Carry tools in correct safe manner Transport tools in Bush Regeneration trailer or secured to the tray of utility. Conduct regular trailer maintenance checks. Ensure trailer is correctly attached & brake and indicator lights are functional. Drive with caution. 	L	staff
2.	Carry Tools in bush.	<ul style="list-style-type: none"> Tripping, falling whilst carrying tools, dropping tools. – cuts, scratches, bruises 	M	<ul style="list-style-type: none"> Use correct method of carrying tools – close by side of body, sharp edges away and pointing down. Small tools in pouch. Walk with care. Be aware of others. 	L	staff & Bushcare volunteers. Staff to provide onsite training in correct way to carry hand tools
3.	Use tools for weed removal	<ul style="list-style-type: none"> Sharp edges of tools, knife, secateurs, loppers, & saw - cuts, scratches, puncture wounds & bruises 	M	<ul style="list-style-type: none"> Use tools correctly. Do not touch sharp edges or moving parts. Wear protective clothing, long sleeves, long trousers, gloves, boots & safety glasses. Return tools to pouch when not in use. 	L	staff and volunteers. Staff to provide onsite training in correct use of hand tools.

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3.	Use tools for weed removal (con't)	<ul style="list-style-type: none"> Wooden handles - splinters Lifting, pulling, pushing, bending whilst using hand tools for weed removal – strains, sprains. 	M	<ul style="list-style-type: none"> Wear gloves when using tools. Conduct regular maintenance ie oil handles Maintain good posture and body movements. Use tools correctly 	L	NPWS staff & volunteers
4.	Pack up & store tools	<ul style="list-style-type: none"> Damaged & broken tools 	M	<ul style="list-style-type: none"> Clean and maintain tools to high standard. Report any faulty/damaged tools 	L	NPWS staff
List of referenced policies, codes of practice, standards, guides and specific legislation:						
List of training requirements of personnel undertaking work:						
Job Supervisor/Project Manager: _____						
Signature: _____		Date: _____		Next Review Date: _____		