

Job Safety Analysis

Area/Unit/Location:		Project		Manager:	
Work Activity/Task:		Staff consulted: Name		Signature	Date
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 Rating	Controls What you are going to do to make the job as safe as reasonably practicable.	Person Who Will Ensure this Happens
1	Load and unload materials and equipment	<ul style="list-style-type: none"> • Back Strain • Trays of tubes can be heavy. • Bales of bamboo stakes are heavy and awkward. • Splinters from stakes. • Water containers are heavy. 		<ul style="list-style-type: none"> • Deliver as close to work site as possible to minimise moving. • Use good lifting and carrying technique for heavy or awkward loads. • Use team lifting for heavy or bulky items. • Wear gloves. • Fill containers with 10 litres of water only. Use 10L buckets for watering. 	staff, contractors & volunteers
2	Move materials and equipment	<ul style="list-style-type: none"> • Back Strain. • Trays of tubes can be heavy. • Trip hazards. • Slippery surfaces. • Bales of bamboo stakes are heavy and awkward. • Bundles of hardwood stakes are awkward. • Splinters from stakes. 		<ul style="list-style-type: none"> • Use good lifting and carrying technique for boxes and trays. • Take care on uneven ground. Be vigilant for trip hazards. • Carry only one or two bundles of hardwood stakes at a time. • Divide heavy loads if possible. • Carry tubes in a bucket. • Carry some stakes in a bag. • Carry small containers of fertiliser and water retaining granules. 	staff, contractors & volunteers

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	Move materials and equipment (cont.)	<ul style="list-style-type: none"> • Bulk water containers are heavy. • Prickly and sharp leaves on some plants poking skin or eyes. • Tools left on the ground – trip hazards 		<ul style="list-style-type: none"> • Use wheel barrows and trolleys where appropriate. • Fill containers with 10 litres of water only. • Handle prickly plants with care • Do not leave tools lying on the ground 	staff, contractors & volunteers
3	Carry Hand Tools	<ul style="list-style-type: none"> • Tripping, falling whilst carrying tools, dropping tools. – cuts, scratches, bruises. 		<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. Carry tools in a bucket if possible. 	staff, contractors & volunteers
4	Digging holes	<ul style="list-style-type: none"> • Use of mattocks and shovels can lead to jarring and strain. • Tools may strike the user or a person nearby.. • Lifting, pulling, pushing, bending whilst using hand tools for tree planting – strains, sprains, blows. • Soil – diseases, contaminants. • Soil flicking into eyes. • Loose mattock head may slip down handle striking hand. 		<ul style="list-style-type: none"> • Do not use a mattock near another person. Be aware of other around you at all times when swinging a mattock. • Wear covered shoes when using a mattock. • Take turns on the mattock. Swap tasks frequently. Stop, rest and stretch as soon as you feel discomfort. • Maintain good posture and body movements. Use tools correctly • Wear gloves if any cuts or open wounds on hands. • Wash eyes if soil gets in eyes. • Ensure mattock head is tightly attached to handle 	staff, contractors & volunteers

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5	Planting tube stock	<ul style="list-style-type: none"> • Overuse/repetitive injuries. Large numbers of tubes may be planted. • Soil – diseases, contaminants 		<ul style="list-style-type: none"> • Wear gloves if any cuts or open wounds on hands. Wash eyes if soil gets in eyes.. • Avoid vapours from compost/fertilisers. • Rotate planting tasks 	staff, contractors & volunteers
6	Bagging and staking	<ul style="list-style-type: none"> • Driving stakes for tree guards can lead to strain or impact injuries. Bamboo stakes may break when pushing or driving in causing injury to hands. • Spiders or biting/stinging insects in second hand tree guards. • Hitting fingers with mallet • Poking eyes with bamboo stakes when bending over 		<ul style="list-style-type: none"> • Use wooden mallet or hammer to drive bamboo stakes. • Wear gloves. • Open and shake out second hand tree guards. • Keep fingers out of the way when hammering stakes • Be careful when bending 	staff, contractors & volunteers
7	Watering	<ul style="list-style-type: none"> • Lifting, pulling, pushing, bending watering – strains, sprains. 		<ul style="list-style-type: none"> • Do not carry more than 10 litres of water. Decant from drums or tank into buckets or watering cans. 	staff, contractors & volunteers

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8	Mulching	<ul style="list-style-type: none"> • Loads of mulch can be heavy. • Mulch is often dusty and laden with fungal spores. • Ground is uneven and trip hazards common. • Sharp prongs on mulch forks. • Splinters from wood chips. • Stepping or tripping on tools left lying on ground. 		<ul style="list-style-type: none"> • Use buckets or barrows to move mulch. • If using bins, fill half full and use team carrying. • Use mulch forks to load mulch. • Use rakes or mulch forks to spread mulch. • Wear dust masks if mulch is dusty or laden with fungal spores. • Wear gloves when handling mulch. • Be aware of other people around you when using mulch forks. • Don't leave mulch forks and rakes lying on the ground when not in use. 	staff, contractors & volunteers
