

# Bushcare Environmental Working Group

## Job Safety Analysis



### Job Safety Analysis - Authorisation Sheet

JSA Version  Date Issued  Prepared by

Name of Volunteer Group

Task Description

Location

Purpose/Scope

#### JSA Team Members

	City of Armadale Environment Officer	Group Coordinator / Field Day Supervisor	Volunteers
<b>Responsibility</b>	This JSA has been developed and provided to satisfy the duty obligations of Section 19 of the OSH Act 1984 and Regulation 3.1 of the OSH Regulations 1996.	This JSA has been developed in conjunction with our volunteers and will be provided to all competent volunteers and any other competent parties that are involved with undertaking this activity prior to commencing.	All volunteers must work in accordance with the organisation's OHS management system. All volunteers tasked to undertake this activity will ensure that they have fully reviewed this JSA and are competent to follow and apply the controls indicated.

#### Endorsement of this JSA version (name, sign and date)

Environment Officer  Signed  Date

Group Coordinator  Signed  Date

Individual Volunteer  Signed  Date

### Resources for Hazard Reduction

#### Personal Protective Equipment (PPE)

- ☐ Eye Protection
- ☐ Gloves
- ☐ Hearing/Breathing Protection
- ☐ Sturdy Footwear
- ☐ Hat/Head Protection
- ☐ Long sleeve shirt and pants

#### Job Specific Resources

- ☐ Signs
- ☐ Traffic Control
- ☐ Drinking Water
- ☐ Shading/Wet Weather
- ☐ Sun Screen
- ☐ Insect Repellent
- ☐ Mobile phone and/or two radio
- ☐ First Aid Kit
- ☐ Fire Watch
- ☐ Vehicle Recovery equipment

Approval Level  Signed  Date

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## Job Safety Analysis

### Job Risk Score Calculator

<b>Level 1</b>	Residual risk rating is <b>Low</b>	<b>Signed on by JSA Team</b> (see 'Sign In' sheet attached)
<b>Level 2</b>	Residual risk rating is <b>Medium</b>	<b>Signed Field Day Supervisor</b> <input type="text"/> <b>Date</b> <input type="text"/>
<b>Level 3</b>	Residual risk rating is <b>Serious</b>	Controls must be reviewed
<b>Level 4</b>	Residual risk rating is <b>High</b>	Controls must be reviewed

#### 1. Consider the Consequences

What are the consequences of this hazard occurring? Consider what is the most probable consequence (below) with respect to this work hazard.

<b>Extreme</b>	Multiple fatalities or permanent injuries
<b>Critical</b>	Single fatality or permanent injury
<b>Major</b>	Medical treatment or lost time injury
<b>Minor</b>	First aid treatment
<b>Insignificant</b>	Incident or near miss - no treatment needed

#### 2. Consider the Likelihood of Occurrence

What is the likelihood (below) of the hazard consequence in Step 1 occurring?

<b>Almost Certain</b>	Is expected to occur in most circumstances
<b>Likely</b>	Will probably occur at least once
<b>Possible</b>	Event might occur at some time
<b>Unlikely/Rare</b>	Event not expected to occur or only in exceptional circumstances

#### 3. Calculate the Residual Risk

1. Take Step 1 rating and select the correct column.
2. Take Step 2 rating and select the correct row.
3. Use the risk score where the two ratings cross on the matrix below.

**H = High, S = Serious, M = Medium, L = Low**

		Consequences				
Likelihood		Insignificant	Minor	Major	Critical	Extreme
	Almost Certain	M	S	H	H	H
	Likely	M	M	S	H	H
	Possible	L	M	M	S	S
	Unlikely/Rare	L	L	M	M	S

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## Job Safety Analysis

### Hierarchy of Controls

Priority	Control
1	<b>Elimination</b> - Physically remove the hazard
2	<b>Substitution</b> - Replace hazard with something similar but non-hazardous
3	<b>Engineering Controls</b> - Isolate people from the hazard
4	<b>Administrative Controls</b> - Change the way people work to reduce the hazard
5	<b>PPE</b> - Protect people from the hazard with personal protective equipment

### Risk Matrix

Risk Matrix			
Likelihood	Residual Risk Rating (After controls are in place)	Risk	Control Level (Authority)
	High	Unacceptable	Activity is not to proceed
	Serious	Undesirable	Activity is not to proceed
	Medium	Tolerable, but risk should be reduced if reasonably feasible	Field Day Supervisor
	Low	Broadly acceptable	Procedural Control

## The 5 S.T.E.P.S. of Safety

**Stop;**  
**Think;**  
**Evaluate;**  
**Proceed with caution;**  
**Supervisor: If there is a problem raise it with your supervisor**

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## Job Safety Analysis

### Job Safety Analysis (JSA) Implementation

Job Steps/ Activities	Potential Hazard	Initial Risk	Controls	Residual Risk	Who is Responsible
Walking & carrying equipment on site	<ul style="list-style-type: none"> <li>• Fall/slip when walking around site</li> <li>• Soft or uneven ground</li> <li>• Trip over log, fence, tools</li> <li>• Walk into low branches</li> <li>• Eye poke from branches</li> <li>• Strain/sprain from carrying heavy objects</li> <li>• Scratches from plant branches</li> <li>• Hidden holes/obstacles</li> </ul>	M	<ul style="list-style-type: none"> <li>• Ensure all participants are physically fit for work</li> <li>• Ensure all participants have suitable clothing, footwear &amp; PPE</li> <li>• Supervisor to assess the area for uneven surfaces and tripping hazards prior to participants arriving</li> <li>• Walk, don't run on site</li> <li>• Participants to be taken through the site prior to commencing work to establish &amp; assess the work area</li> <li>• Keep footpath clear of vehicles, tools &amp; equipment</li> </ul>	L	Field Day Supervisor
Walking in bushland	<ul style="list-style-type: none"> <li>• Dehydration</li> <li>• Biological Hazards</li> <li>• Sharps</li> <li>• Insect/Arachnid Sting</li> <li>• Mosquitoes</li> <li>• Plant Sap as irritant</li> <li>• Snakes</li> <li>• Dogs off leash</li> </ul>	S	<ul style="list-style-type: none"> <li>• Advise members to carry 2L of water or organisers have water available for volunteers</li> <li>• Supervisor to perform a sharps inspection before group commences work</li> <li>• Participants to be taken through the site prior to commencing work to review the work area with snake awareness raised</li> <li>• Do not wipe eyes or touch face while wearing gloves that have handled sap</li> <li>• Ensure all participants have suitable PPE for task e.g. gloves, long sleeves &amp; long pants</li> <li>• First aid kit and FA trained supervisor on site</li> <li>• Insect Repellent available</li> <li>• Snake awareness! Don't put hands or feet into places you cannot clearly see</li> <li>• Do not approach unknown dogs</li> </ul>	L	Field Day Supervisor

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Job Steps/ Activities	Potential Hazard	Initial Risk	Controls	Residual Risk	Who is Responsible
	<ul style="list-style-type: none"> <li>• Environmental Exposure</li> <li>• Hot Weather</li> <li>• Wet Weather</li> <li>• Strong Winds</li> <li>• Sun Exposure (UV)</li> <li>• Potential Falling Branches</li> </ul>	S	<ul style="list-style-type: none"> <li>• Ensure all participants are physically fit for work &amp; have suitable PPE</li> <li>• Ensure no electrical storms forecast (the event will be postponed if lightning is forecast)</li> <li>• Rotate tasks to reduce fatigue</li> <li>• Extra water available</li> <li>• Rain Jacket</li> <li>• Sunscreen and Hat</li> <li>• The event will be postponed if strong winds are forecast due to high risk of falling tree limbs</li> <li>• Cancel event if total fire ban or severe weather conditions forecast</li> </ul>	L	Field Day Supervisor
Manual Tasks including weed removal, planting, seed and cutting collection for propagation, filing, dieback syringes, dieback injections within a bushland / wetland	<ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Strain/Sprain</li> <li>• Fatigue</li> <li>• Eye poke from tree branch or tip of sedges</li> <li>• Injury from tools</li> </ul>	M	<ul style="list-style-type: none"> <li>• Ensure all participants are physically fit for work</li> <li>• Use good lifting and bending techniques e.g. bend knees not back!</li> <li>• Supervisor to demonstrate the safe use of tools prior to commencing work</li> <li>• Rotate tasks to break up repetitious activity &amp; reduce fatigue</li> <li>• Tools must not be left lying unattended on the ground</li> </ul>	L	Field Day Supervisor

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Job Steps/ Activities	Potential Hazard	Initial Risk	Controls	Residual Risk	Who is Responsible
Guided Walk (see also potential hazards and controls for walking on site and working in bushland)	<ul style="list-style-type: none"> <li>• Unfavourable weather conditions</li> <li>• Environmental Hygiene</li> <li>• Dehydration</li> <li>• Sun/Rain protection</li> <li>• Participants becoming lost or disorientated</li> </ul>	M	<ul style="list-style-type: none"> <li>• Cancel event if total fire ban or severe weather conditions forecast</li> <li>• Advise participants of dieback fronts and adhere to dieback hygiene protocols</li> <li>• Ensure all participants are wearing suitable clothing and footwear for the conditions</li> <li>• First aid kit and first aider present</li> <li>• Advise participants to carry mobile phones</li> <li>• Ensure participants have enough water for the walk</li> <li>• Participants stay together for the duration of the walk</li> <li>• Advise participants of the length and duration of the walk prior to commencing</li> </ul>	L	Field Day Supervisor
Rubbish Collection	<ul style="list-style-type: none"> <li>• Vehicle strike</li> <li>• Manual handling injury</li> <li>• Needle stick injury, laceration injury</li> <li>• Slip, trip, fall</li> </ul>	S	<ul style="list-style-type: none"> <li>• Put out worker signs (when hosting a community event outside core group of volunteers)</li> <li>• Wear hi-vis vests</li> <li>• Act responsibly near the road</li> <li>• Use appropriate manual handling techniques for example bend knees, avoid repetitive tasks</li> <li>• Wear appropriate PPE including gloves, covered shoes, long pants and rubbish tongs. Use sharps containers and bag holders</li> <li>• Watch where you are walking and tread carefully</li> </ul>	L	Field Day Supervisor

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Job Steps/ Activities	Potential Hazard	Initial Risk	Controls	Residual Risk	Who is Responsible
Environmental Health	<ul style="list-style-type: none"> <li>• Trampling &amp; Damaging Plants</li> <li>• Plant Pathogens</li> <li>• Litter</li> <li>• Weed species spread via seed or plant material</li> </ul>	M	<ul style="list-style-type: none"> <li>• Look before walking and placing feet</li> <li>• Clean tools/equipment prior to and after work</li> <li>• If pruning - ensure tools are sharp and make clean cuts</li> <li>• Do not place secateurs on the ground</li> <li>• Footwear hygiene; use foot brush to clean away mud, spray with methylated spirits</li> <li>• Remove all rubbish - leave the site in better condition to that which you found it</li> <li>• Correct disposal of weed material</li> </ul>	L	Field Day Supervisor
Preparing Equipment Trailer and Hitching to Vehicle	<ul style="list-style-type: none"> <li>• Fall/slip when walking around vehicle/trailer</li> <li>• Manual handling</li> <li>• Strain/sprain from lifting/ carrying heavy objects</li> <li>• Crushing/pinching</li> </ul>	M	<ul style="list-style-type: none"> <li>• Keep area around trailer clear of tools and equipment</li> <li>• Ensure all participants are physically fit for work</li> <li>• Use good lifting and bending techniques e.g. bend knees not back!</li> <li>• Use more than one person to lift heavy objects</li> <li>• Ensure all participants have suitable clothing, footwear &amp; PPE</li> <li>• Keep hands clear of pinch points</li> </ul>	L	Field Day Supervisor
Driving Trailer to Field Site	<ul style="list-style-type: none"> <li>• Vehicle crash while driving</li> </ul>	S	<ul style="list-style-type: none"> <li>• Ensure all participants are alert and physically fit for work</li> <li>• Driver must be licensed to drive vehicle</li> <li>• Adhere to speed and road rules</li> </ul>	M	Field Day Supervisor

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Environmental Health - driving in Reserves	<ul style="list-style-type: none"> <li>• Unfavourable weather conditions</li> <li>• Trampling &amp; Damaging Plants</li> <li>• Plant Pathogens</li> <li>• Getting bogged/stuck</li> <li>• Vehicle crash while driving</li> <li>• Collision with pedestrian or cyclist</li> <li>• Compromised park security</li> </ul>	M	<ul style="list-style-type: none"> <li>• Do not drive in reserve if there is a total fire ban</li> <li>• Do not drive in reserve if there is rain forecast, or if the ground is still 'sticky' from previous rainfall event</li> <li>• The driver of the vehicle has undertaken Green Card Training and hygiene measures are implemented to prevent the spread of dieback and weed seeds</li> <li>• Ensure vehicle tyres and undercarriage is free of soil material prior to entering Reserve</li> <li>• Use only designated tracks</li> <li>• Enter and leave the site from the fewest points possible, undertake vehicle clean down if passing through a dieback front</li> <li>• Drive according to conditions - do not exceed 10km/h</li> <li>• If in doubt, do not enter</li> <li>• Driver and the vehicle must be authorised by the City of Armadale prior to driving within reserves, and must adhere to all conditions of the vehicle authorisation permit</li> <li>• Written notification must have been provided to the City Environment Officer by email within 48 hours prior to entering the reserve. Written notification should be sent to: <b>bewg@armadale.wa.gov.au</b></li> <li>• Display vehicle authorisation at all times while driving within reserves</li> <li>• Beware of surroundings</li> <li>• Slow or stop to allow safe passing of other vehicles, pedestrians or cyclists</li> <li>• Allow sufficient passing room when parked</li> <li>• Ensure all gates are locked after passing through</li> </ul>	L	Field Day Supervisor



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## JSA Sign On Sheet

By signing below, I acknowledge that I have reviewed this JSA, understand the hazards identified and the potential for harm and will ensure that the controls will be implemented and followed;

[illegible]