# Job Safety Analysis Worksheet

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| **JOB DESCRIPTION** | | **PROJECT/SITE** | **EMPLOYER / CONTRACTOR** | | **DATE** |
| Grading Works | | Terevete Park - Punanga Nui Market, Avarua, Rarotonga | CIIC/To be Confirmed | | 01 March 2025 |
| **PPE REQUIRED** | Safety hard hats/helmets, high-vis vest or jacket, safety boots, safety glasses, dust mask and hearing protection | | | **JS/A COMPLETED BY:**   * Anne Taoro * Tu-Te-Maeva Poaru | |
| **PLANT REQUIRED** | Grader, Excavator, Bobcat | | |
| **SIGNAGE REQUIRED** | Signs (No access, speed limit), hazard cones and yellow caution tape | | |

| **SEQUENCE OF BASIC STEPS** | | **POTENTIAL SIGNIFICANT HAZARDS** | | **HAZARD CONTROL METHOD** | |
| --- | --- | --- | --- | --- | --- |
| **STEP NO** | *List the steps required to complete the job. Follow the flow of the product of the process.* | **HAZARD NO** | *List the potential SIGNIFICANT hazards beside each step. Focus on what can cause harm and what can go wrong.* | **E / I / M** | *List the control methods required to ELIMINATE, ISOLATE OR MINIMISE each SIGNIFICANT hazard.* |
| 1 | Set up machinery for *Works* | 1a | Traffic, Pedestrians, Other Contractors on-site | M | Road cones  Barriers  Signage  Cordon work area with safety cones and assign personnel to manage pedestrians and traffic.  Restrict access to driveways where possible.  Ensure all workers wear Hi viz, helmets and safety footwear. |
|  |  | 1b | Instability | M | Qualified operator  Perform regular checks prior to each use |
|  |  | 1c | Machinery failure causing injury or delays | M | Qualified operator  Clear of powerlines and other overhead obstructions. |
|  |  | 1d | Improper positioning leading to tipping or collision | E | In the event of a machinery tip-over or collision, immediately suspend work, assess and correct situation and only resume once it is safe to do so. |
| 2 | Ground Preparation | 2a | Striking underground utilities | E | Suspend work immediately and inform the Client. |
|  |  | 2b | Rain / wind conditions | E | Cancel work. |
|  |  | 2c | Dropped objects – foot-head injury | M | Safety boots, safety helmets. |