

JOB SAFETY AND ENVIRONMENTAL ANALYSIS (JSEA / JSA) / SAFE WORK METHOD STATEMENT (SWMS*)

Form to be used as either JSA / JSEA / SWMS / Risk Assessment as required. *Sign-off page to be used where form is utilised as a SWMS.

SWMS ID		SWMS JSEA - 0006		06	Task / Act	Install, Maintain, Removal, and Repair of					
(Completed by WH&S Officer):				00	Description: Hobart Dishwash			hwashers and Kitchen Equipment excluding electrical works			
Company:	Hobart Food I	Hobart Food Equipment		63 00	04 235 063	D	ocument Date:	ite: 04/08/2015		Latest Rev. Date:	27/08/2020
Project Title:									Project [Date (if applicable):	
Location:					Job De	scrip	tion:				

Plant, Tools, and Equipment to be available when needed (enter more as required):									
1. Insulated Hand Tools 2. Extension Leads		3. Trolley and Dolly's	4. Thermometer, with insulation	5.	6.				
7.	8.	9.	10.	11.	12.				

PPE to be available when needed (enter more as required):									
1. Footwear with insulating sole, complete leather upper, in good condition (no holes or other defects)	2. Protective Clothing – Flame Retardant Clothing	3. Manual Handling Gloves							
4. Eyewear – Without conductive frames, compliant with AS/NZS 1336 / 1337	5. Knee Pads / Board	6. High Visibility Clothing							
7. Barricade Tape	8. Earplugs	9. Hard hat							
10. Таре	11. Respirator/Mask	12. Hand Sanitiser							
13.	14.	15.							

Support (Fire / Emergency / Environmental) Equipment Required (enter as required):							
1. Site requirements (note as appropriate)	2.	3.					
4.	5.	6.					



Reference Materials								
Work Health and Safety Act NSW 2011, QLD 2011, VIC 2004, SA 2012, WA 1984	Guidance Materials	Hobart Food Equipment WHSMS						
Work Health and Safety Regulations	Codes of Practice	AS/NZS/ISO Standards						
NSW 2017, QLD 2011, VIC 2017, SA 2012, WA 1996	(Current for Each State / Territory)	4836:2011, 4801:2001, 4804, 2001, ISO18001:2007, ISO45001:2018						
Other:	Other:	Other:						

Permits (enter as required):						
1. Site requirements (note as appropriate)	2.	3.				

Training/Certification/Licences									
1. Appropriate Controls training	2. Training in this document and relevant SOP's	3. Site specific inductions (if required by site)							
4. General Construction Induction Card – White	5. General Manual Handling Training	6							
Card (if required by site)	5. General Manual Handling Hanning	0.							
7.	8.	9.							

	Prepared By:		Consulted With:	Approved By:		
Name:	William Bond	Name: Neeraj Shah		Name:	Daniel Glasow	
Position:	Technical Services Manager	Position:	WH&S Officer	Position:	General Manager	
Signature:	William Bond	Signature:	Neeraj Shah	Signature:	Daniel Glasow	
Date:	27/08/2020	Date:	27/08/2020	Date:	27/08/2020	



RISK ASSESSMENT MATRIX

Think about: SEVERITY: How severely could it hurt or how ill could it make someone? LIKELIHOOD: Consider how likely it is to happen?	1. VERY LIKELY Could happen any time	2. LIKELY Could happen sometime soon	3. UNLIKELY May happen, but rarely	4. VERY UNLIKELY Could happen but probably never will
1. Kill / cause permanent disability / ill health	1	2	4	7
2. Long term illness / serious injury	3	5	8	11
3. Medical attention and several days off work	6	9	12	14
4. First aid needed	10	13	15	16



Task No.	Job Task	Hazards	Risks	Task Risk Rating	Control Measures	PPE Required (Ensure in good, working condition)	New Risk Rating	Monitored by / Review
1	Site	 Electricity 	Electrocution	1	Record hazards identified by site and follow all site procedures and	Rubber sole steel	14	Review of
	Preparation	People	 Physical 		PPE requirements	cap boots		current control
	and Inspection	Movement	Injury		Walk through work area - Identify and control hazards identified on	 Protective 		measures by
		 Stress 	 Fatigue 		site appropriately	Clothing		worker on site
		 Manual 	 Chemical 		 Assess noise levels, use earplugs if needed 	 Barricade Tape 		prior to
		Handling	burn		 Notify staff to keep clear, and cease 'wet' activities nearby 	 Out of Order Sign 		commencing
		• Wet	 Existing Site 		• Ensure machine is identified as not in use, i.e. through use of an	 Earplugs (where 		the tasks.
		surfaces	Risks		'Out of Order' sign placed on the machine in a prominent location,	needed)		
		 Slips & 			or by use of Barricade Tape	 Mask (where 		Check to
		Trips			 Don't assume wet surfaces as 'water' 	needed)		ensure all
		 Infectious 			 Remove unnecessary liquid from work area to ensure splashing 	 Hand sanitiser 		controls are in
		Disease			does not occur near potential energisation sources	 Any other PPE as 		place,
		eg.			 Check for potential vermin / droppings, and remove from area 	determined while		appropriate,
		Covid19			 An <u>Onsite Risk Assessment Form</u> may be required where: 	on, or by, site		and in working condition.
		 Hazards 			\circ the task to be undertaken is high risk			condition.
		ldentified			\circ required by Site			Unless
		by Site			 the task is not covered by this document 			determined by
					 a worker feels it is appropriate 			the worker on
					Confirm machine connection to site electricity supply is OK.			site, a safety
					If electrical works required, i.e. to confirm earthing, polarity			observer is not
					(and insulation resistance for plug-in items) – follow			required.
					requirements in <u>SWMS JSEA 0030</u>			ioquiiou.
					• Follow Infectious Disease procedure and site's specific instruction.			
					Wash hands frequently and clean hands with hand sanitiser			

p4 - Revision 19 - 27/08/2020 - SWMS / JSEA 0006



2	Unloading and	Stress	Vehicle	6	Ensure vehicle is parked as close as possible, with minimal	Rubber sole steel	14	Review of
	transport to	 Manual 	accident		obstructions and hazards	cap boots		current control
	area	Handling	 Property 		 Clear paths if required for safe movement 	Protective		measures by
	• Tools	 Slips & 	Damage		• Tape down any hazardous sharp edges	Clothing		worker on site
	 Machinery 	Trips	 Physical 		• Use good manual handling technique, including mechanical aids,	 Manual handling 		prior to
	 Any other 	• Wet	Injury		dismantling loads, or multiple people (if non-Hobart personnel are	gloves		commencing
	required	surfaces	 Fatigue 		required, this must be confirmed with all appropriate persons, risks	• Tape		the tasks.
	items	 Vehicle and 	• Chemical		and safe work methods must be outlined)	 Mask (where 		
		people	burn		• Plan movements, ensure you are stretched / warmed up	needed)		Check to
		movement			 Take time to complete the task SAFELY 	 Hand sanitiser 		ensure all
		 Infectious 			• Don't assume wet surfaces as 'water'	 Any other PPE as 		controls are in
		Disease			• Follow Infectious Disease procedure and site's specific instruction.	determined while		place,
		eg.			Wash hands frequently and clean hands with hand sanitiser	on, or by, site		appropriate,
		Covid19			• Be observant for any existing and new hazards. Ensure to LOOK,			and in working
					LISTEN, and SMELL			condition.
								Unless
								determined by
								the worker on
								site, a safety
								observer is not
								required.



3	De-Installation	Electricity	Electrocution	1	Ensure machine is isolated from all energy sources	Rubber sole steel	15	Review of
	/ Machine	 Stress 	Property		 If electrical isolation is required, follow SWMS JSEA - 0030 	cap boots		current control
	Removal	 Manual 	Damage		• Ensure machine is dis-assembled safely without creating further	Protective		measures by
	<u>(if required)</u>	Handling	Physical		risks or hazards	Clothing		worker on site
	• Un-Install	 Slips & 	Injury		 Ensure machine is removed to a location that doesn't create 	 Manual handling 		prior to
	• Dis-	Trips	• Fatigue		further risk / hazard, and barricaded with barricading tape	gloves		commencing
	Assemble	• Wet	Chemical		 If dealing with chemical hoses, or objects that could potentially 	• Eyewear (where		the tasks.
	• Remove	surfaces	burn		create a projectile, ensure appropriate protective eyewear is worn	needed)		
	Machine	 Infectious 			 If working on the ground, use knee pads / knee board 	• Knee pads /		Check to
		Disease			• Tape down any hazardous sharp edges	board (where		ensure all
		eg.			• Use good manual handling technique, including mechanical aids,	needed)		controls are in
		Covid19			dismantling loads, or multiple people (if non-Hobart personnel are	 Mask (where 		place,
					required, this must be confirmed with all appropriate persons, risks	needed)		appropriate,
					and safe work methods must be outlined)	 Hand sanitiser 		and in working
					 Plan movements, ensure you are stretched / warmed up 	• Tape		condition.
					 Take time to complete the task SAFELY 	 Any other PPE as 		
					• Don't assume wet surfaces as 'water'	determined while		Unless
					• Follow Infectious Disease procedure and site's specific instruction.	on, or by, site		determined by
					Wash hands frequently and clean hands with hand sanitiser			the worker on
					• Be observant for any existing and new hazards. Ensure to LOOK,			site, a safety
					LISTEN, and SMELL			observer is not
								required.



4	Installation of	Electricity	Electrocution	1	Ensure machine is assembled safely without creating more risk or	Rubber sole steel	14	Review of
	machine	Stress	Property		hazards	cap boots		current control
	<u>(if required)</u>	• Manual	Damage		 If working on the ground, use knee pads / knee board 	 Protective 		measures by
	• Assemble	Handling	 Physical 		• Tape down any hazardous sharp edges	Clothing		worker on site
	• Install	• Slips &	Injury		• Use good manual handling technique, including mechanical aids,	 Manual handling 		prior to
		Trips	• Fatigue		dismantling loads, or multiple people (if non-Hobart personnel are	gloves		commencing
		• Wet	Chemical		required, this must be confirmed with all appropriate persons, risks	• Knee pads /		the tasks.
		surfaces	burn		and safe work methods must be outlined)	board (where		
		 Infectious 			• Plan movements, ensure you are stretched / warmed up	needed)		Check to
		Disease			 Take time to complete the task SAFELY 	• Tape		ensure all
		eg.			 Don't assume wet surfaces as 'water' 	 Mask (where 		controls are in
		Covid19			• Be observant for any existing and new hazards. Ensure to LOOK,	needed)		place,
					LISTEN, and SMELL	 Hand sanitiser 		appropriate,
					• Follow Infectious Disease procedure and site's specific instruction.	 Any other PPE as 		and in working
					Wash hands frequently and clean hands with hand sanitiser	determined while		condition.
					 Do not energise machine until installation is complete, and 	on, or by, site		
					machine is deemed safe for energisation.			Unless
					If electrical work is required, follow SWMS JSEA 0030			determined by
								the worker on
								site, a safety
								observer is not
								required.



5	Operational	 Electricity 	Electrocution	1	Ensure all equipment is in good condition	Rubber sole steel	14	Review of
	Observation,	 Stress 	Property		• Inspect for powders or irritants (insecticides etc.) and use appropriate PPE	cap boots		current control
	Functional	 Manual 	Damage		(i.e. respirator / eyewear)	 Protective 		measures by
	Testing, and	Handling	Physical		• Protective covers and panels should remain on the machine where	Clothing		worker on site
	Actuator	 Slips & 	Injury		possible, and securely attached	Manual handling		prior to
	Inspection,	Trips	Fatigue		If covers/panels are removed, re-notify site staff to keep clear, and cease	gloves (where		commencing
	where machine	• Wet	Powder		any 'wet' activities.	needed)		the tasks.
	is energised	surfaces	inhalation /		 If energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), identify appropriate risk treatments subject 	Knee pads /		
	(if required)	Powders	irritation		to site conditions, and implement immediately (e.g. create an isolated	board (where		Check to
	<u>, , , , , , , , , , , , , , , , , , , </u>				zone using Barricade Tape, to ideally 3m). No unauthorised persons	needed)		ensure all
		Infectious	Chemical		are to come into any isolated work area. Remove conductive jewellery	• Eyewear (where		controls are in
		Disease	burn		or personal items. Ensure appropriate shielding is placed over	, , , , , , , , , , , , , , , , , , ,		place,
		eg.			components where possible. Do not contact any exposed electrical	needed)		appropriate,
		Covid19			components.	Mask (where		and in working
					 Keep site staff informed if machine will be run 	needed)		condition.
					 If any dangers appear, shut machine off safely 	 Hand sanitiser 		condition.
					Minimise contact with any conductive materials, such as metals, on or	 Barricade Tape 		Unless
					around the machine	• Tape		
					• Tape down any hazardous sharp edges	 Any other PPE as 		determined by
					• Use good manual handling technique, including mechanical aids,	determined while		the worker on
					dismantling loads, or multiple people (if non-Hobart personnel are required, this must be confirmed with all appropriate persons, risks and safe work	on, or by, site		site, a safety
					methods must be outlined)			observer is not
					 Plan movements, ensure you are stretched / warmed up 			required.
					Follow Infectious Disease procedure and site's specific instruction. Wash			
					hands frequently and clean hands with hand sanitiser			
					Don't assume wet surfaces as 'water'			
					• Be observant for any existing and new hazards. Ensure to LOOK, LISTEN,			
					and SMELL			



6	Machine	 Electricity 	Electrocution	1	Ensure equipment is in good working condition	Rubber sole steel	14	Review of
	maintenance	Chemical	Property		 If parts required to be removed / replaced are directly connected to an 	cap boots		current control
	(if required)	• Steam	Damage		energisation source (i.e. electrical modification works), the source must be	 Protective 		measures by
	 Servicing 	Hot / Cold	Physical		confirmed isolated before works begin (i.e. Electrical, Steam, etc.)	Clothing		worker on site
	Replacement	Water	Injury		 If electrical isolation is required, follow <u>SWMS JSEA - 0030</u> 	Manual handling		prior to
	of non-	• Stress	• Fatigue		Inspect for powders or irritants (insecticides etc.) and use appropriate PPE	gloves (where		commencing
	electrical		Chemical		(i.e. respirator / eyewear)	needed)		the tasks.
		Manual			Protective covers and panels should remain on the machine where	,		
	parts	Handling	burn		possible, and securely attached	• Eyewear (where		Check to
	Removal and	 Slips & 	• Powder		• If covers/panels are removed, re-notify site staff to keep clear, and cease	needed)		ensure all
	replacement	Trips	inhalation /		any 'wet' activities.	Respirator (where		
	of machine	• Wet	irritation		If energised exposed conductors become present (i.e. spade terminals, hus here, etc.) identify engranging risk tractments subject	needed)		controls are in
	panels	surfaces	• Burns		terminals, bus bars, etc.), identify appropriate risk treatments subject to site conditions, and implement immediately (e.g. create an isolated	Barricade Tape		place,
		 Powders 			zone using Barricade Tape, to ideally 3m). No unauthorised persons	• Tape		appropriate,
		 Infectious 			are to come into any isolated work area. Remove conductive jewellery	• Knee pads (where		and in working
		Disease			or personal items. Ensure appropriate shielding is placed over	needed)		condition.
		eg.			components where possible. Do not contact any exposed electrical	Mask (where		
		Covid19			components.	needed)		Unless
					Keep site staff informed if machine will be run	Hand sanitiser		determined by
					 If any dangers appear, shut machine off safely 	Any other PPE as		the worker on
					Minimise contact with any conductive materials, such as metals, on or	determined while		site, a safety
					around the machine			observer is not
					 Tape down any hazardous sharp edges 	on, or by, site		required.
					 Use good manual handling technique, including mechanical aids, 			
					dismantling loads, or multiple people (if non-Hobart personnel are required,			
					this must be confirmed with all appropriate persons, risks and safe work			
					methods must be outlined)			
					Plan movements, ensure you are stretched / warmed up			
					Follow Infectious Disease procedure and site's specific instruction. Wash			
					hands frequently and clean hands with hand sanitiser			
					• Don't assume wet surfaces as 'water' and be observant for any existing			
					and new hazards. Ensure to LOOK, LISTEN, and SMELL			

p9 - Revision 19 - 27/08/2020 - SWMS / JSEA 0006



7	Machine	Electricity	Electrocution	1	Ensure SDS/MSDS has been read and understood - follow all	Rubber sole steel	14	Review of
	Descaling	• Chemical	• Property		recommendations	cap boots		current control
	(if required)	• Stress	Damage		• Ensure machine has been de-energised. If electrical isolation is	Protective		measuresby
		• Manual	Physical		required, follow SWMS JSEA - 0030	Clothing		worker on site
		Handling	Injury		 Inspect chemical PPE to ensure no cuts or holes, and wear as per 	 Long sleeved 		prior to
		• Slips &	• Fatigue		SDS/MSDS	clothing (if		commencing
		Trips	Chemical		 Open chemical only when safe, and if required 	SDS/MSDS		the tasks.
		• Wet	burn		• Ensure any items that contact with chemical are suitable for	specifies)		
		surfaces	Chemical		contact with that chemical	• Eyewear		Check to
		 Infectious 	Damage to		 Seal chemical as soon as able – do not leave opened bottles or 	 Mask (where 		ensure all
		Disease	Environment		containers unattended	needed)		controls are in
		eg.			• Ensure chemical in machine is removed to a safe level once works	 Hand sanitiser 		place,
		Covid19			are done	• Tape		appropriate,
					Dispose / store chemical as per SDS/MSDS	• Knee pads /		and in working
					 If any dangers appear, shut machine off safely 	board (where		condition.
					 Tape down any hazardous sharp edges 	needed)		
					• Use good manual handling technique, including mechanical aids,	Chemical (PVC)		Unless
					dismantling loads, or multiple people (if non-Hobart personnel are	Elbow Length		determined by
					required, this must be confirmed with all appropriate persons, risks	Gloves (where		the worker on
					and safe work methods must be outlined)	needed)		site, a safety
					Plan movements, ensure you are stretched / warmed up	Chemical (PVC)		observer is not
					 Take time to complete the task SAFELY 	Apron (where		required.
					• Don't assume wet surfaces as 'water'	needed)		
					• Follow Infectious Disease procedure and site's specific instruction.	 Any other PPE as 		
					Wash hands frequently and clean hands with hand sanitiser	determined while		
					• Be observant for any existing and new hazards. Ensure to LOOK,	on, or by, site		
					LISTEN, and SMELL			



8	Close off site	Electricity	Electrocution	1	Return machine to an operable and safe state.	Rubber sole steel	16	Review of
	• Leave	• Chemical	 Property 		Remove and dispose of all rubbish	cap boots		current control
	machine in a	 Waste 	Damage		 Dispose of any regulated wastes appropriately 	Protective		measuresby
	safe state	 Stress 	Physical		All tools / equipment to be removed from site	Clothing		worker on site
	 Leaving area 	 Manual 	Injury		Complete a final inspection	 Manual handling 		prior to
	clean	Handling	 Fatigue 		 Notify relevant personnel upon work completion 	gloves (where		commencing
	 Removal of 	 Slips & 	• Chemical		• IF machine is not operable:	needed)		the tasks.
	all tools and	Trips	Damage to		 Machine must be left in a safe state 	• Tape		
	machine	• Wet	Environment		 Lockout / Tagout procedure must be followed appropriately as 	 Mask (where 		Check to
	components	surfaces			per SWMS JSEA - 0030	needed)		ensure all
	 Final check 	 Infectious 			• Appropriate personnel should be notified of machine being out	 Hand sanitiser 		controls are in
	of area	Disease			of operation, and further instructions relayed clearly to ensure	 Any other PPE as 		place,
		eg.			safety	determined while		appropriate,
		Covid19			 Tape down any hazardous sharp edges 	on, or by, site		and in working
					 Use good manual handling technique, including mechanical aids, 			condition.
					dismantling loads, or multiple people (if non-Hobart personnel are			Unless
					required, this must be confirmed with all appropriate persons, risks			
					and safe work methods must be outlined)			determined by the worker on
					 Plan movements, ensure you are stretched / warmed up 			site, a safety
					 Take time to complete the task SAFELY 			observer is not
					• Be observant for any existing and new hazards. Ensure to LOOK,			required.
					LISTEN, and SMELL			required.
					• Follow Infectious Disease procedure and site's specific instruction.			
					Wash hands frequently and clean hands with hand sanitiser			
					 Ensure that any incidents that occurred on site are communicated 			
					to relevant site, and Hobart Food Equipment, personnel. Any			
					required forms must be completed. Machines affected by incidents			
					are to be made safe.			



	Review History							
Review No.:	12	13	14	15	16	17	18	19
Name:	William Bond	William Bond	William Bond	William Bond	William Bond	William Bond	William Bond	Neeraj Shah
Initial:	WB	WB	WB	WB	WB	WB	WB	NS
Date:	11/01/18	15/01/18	25/05/18	15/08/18	17/06/19	19/08/19	14/02/20	27/08/20
Next Review Date:	11/01/19	15/01/19	25/01/19	15/08/19	17/06/20	19/08/20	14/02/21	27/08/21



Training Sign Off Sheet – To be used when training in this document occurs ONLY (Internal)

If not needed (document not being used for training purposes) please disregard this page.

All participants have read, understood, and agree to follow all instructions in this document when conducting works

Date	Trainer Name	Position	Signature
Date	Worker Name	Position	Signature