



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 (Completed by WH&S Officer):		SWMS JSEA - 0006		Task / Activity Description:		Install, Maintain, Removal, and Repair of Hobart Dishwashers and Kitchen Equipment excluding electrical works	
Company:	Hobart Food Equipment	ABN:	63 004 235 063	Document Date:	04/08/2015	Latest Rev. Date:	27/08/2020
Project Title:						Project Date (if applicable):	
Location:				Job Description:			

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. Tape	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		
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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 NSW 2017, QLD 2011, VIC 2017, SA 2012, WA 1996	Codes of Practice (Current for Each State / Territory)	AS/NZS/ISO Standards 4836:2011, 4801:2001, 4804, 2001, ISO18001:2007, ISO45001:2018
Other:	Other:	Other:

Permits (enter as required):		
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1. Site requirements (note as appropriate)	2.	3.
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Training/Certification/Licences		
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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 Card (if required by site)	5. General Manual Handling Training	6.
7.	8.	9.

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



RISK ASSESSMENT MATRIX

<p>Think about: SEVERITY: How severely could it hurt or how ill could it make someone? ↓ LIKELIHOOD: Consider how likely it is to happen? →</p>	<p>1. VERY LIKELY Could happen any time</p>	<p>2. LIKELY Could happen sometime soon</p>	<p>3. UNLIKELY May happen, but rarely</p>	<p>4. VERY UNLIKELY Could happen but probably never will</p>
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 Preparation and Inspection	<ul style="list-style-type: none"> • Electricity • People Movement • Stress • Manual Handling • Wet surfaces • Slips & Trips • Infectious Disease eg. Covid19 • <i>Hazards Identified by Site</i> 	<ul style="list-style-type: none"> • Electrocution • Physical Injury • Fatigue • Chemical burn • <i>Existing Site Risks</i> 	1	<ul style="list-style-type: none"> • Record hazards identified by site and follow all site procedures and PPE requirements • Walk through work area - Identify and control hazards identified on site appropriately • Assess noise levels, use earplugs if needed • Notify staff to keep clear, and cease 'wet' activities nearby • Ensure machine is identified as not in use, i.e. through use of an 'Out of Order' sign placed on the machine in a prominent location, or by use of Barricade Tape • Don't assume wet surfaces as 'water' • Remove unnecessary liquid from work area to ensure splashing does not occur near potential energisation sources • Check for potential vermin / droppings, and remove from area • An Onsite Risk Assessment Form may be required where: <ul style="list-style-type: none"> ○ the task to be undertaken is high risk ○ required by Site ○ the task is not covered by this document ○ a worker feels it is appropriate • Confirm machine connection to site electricity supply is OK. If electrical works required, i.e. to confirm earthing, polarity (and insulation resistance for plug-in items) – follow requirements in SWMS JSEA 0030 • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing • Barricade Tape • Out of Order Sign • Earplugs (where needed) • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>



2	Unloading and transport to area • Tools • Machinery • Any other required items	• Stress • Manual Handling • Slips & Trips • Wet surfaces • Vehicle and people movement • Infectious Disease eg. Covid19	• Vehicle accident • Property Damage • Physical Injury • Fatigue • Chemical burn	6	• Ensure vehicle is parked as close as possible, with minimal obstructions and hazards • Clear paths if required for safe movement • Tape down any hazardous sharp edges • 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 • Take time to complete the task SAFELY • Don't assume wet surfaces as 'water' • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL	• Rubber sole steel cap boots • Protective Clothing • Manual handling gloves • Tape • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site	14	Review of current control measures by worker on site prior to commencing the tasks. Check to ensure all controls are in place, appropriate, and in working condition. Unless determined by the worker on site, a safety observer is not required.
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3	De-Installation / Machine Removal (if required) <ul style="list-style-type: none"> • Un-Install • Dis-Assemble • Remove Machine 	<ul style="list-style-type: none"> • Electricity • Stress • Manual Handling • Slips & Trips • Wet surfaces • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocutation • Property Damage • Physical Injury • Fatigue • Chemical burn 	1	<ul style="list-style-type: none"> • Ensure machine is isolated from all energy sources • If electrical isolation is required, follow SWMS JSEA - 0030 • Ensure machine is dis-assembled safely without creating further risks or hazards • Ensure machine is removed to a location that doesn't create further risk / hazard, and barricaded with barricading tape • If dealing with chemical hoses, or objects that could potentially create a projectile, ensure appropriate protective eyewear is worn • If working on the ground, use knee pads / knee board • Tape down any hazardous sharp edges • 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 • Take time to complete the task SAFELY • Don't assume wet surfaces as 'water' • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing • Manual handling gloves • Eyewear (where needed) • Knee pads / board (where needed) • Mask (where needed) • Hand sanitiser • Tape • Any other PPE as determined while on, or by, site 	15	Review of current control measures by worker on site prior to commencing the tasks. Check to ensure all controls are in place, appropriate, and in working condition. Unless determined by the worker on site, a safety observer is not required.
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4	<p>Installation of machine (if required)</p> <ul style="list-style-type: none"> • Assemble • Install 	<ul style="list-style-type: none"> • Electricity • Stress • Manual Handling • Slips & Trips • Wet surfaces • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocutation • Property Damage • Physical Injury • Fatigue • Chemical burn 	1	<ul style="list-style-type: none"> • Ensure machine is assembled safely without creating more risk or hazards • If working on the ground, use knee pads / knee board • Tape down any hazardous sharp edges • 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 • Take time to complete the task SAFELY • Don't assume wet surfaces as 'water' • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Do not energise machine until installation is complete, and machine is deemed safe for energisation. • If electrical work is required, follow <u>SWMS JSEA 0030</u> 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing • Manual handling gloves • Knee pads / board (where needed) • Tape • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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5	Operational Observation, Functional Testing, and Actuator Inspection, where machine is energised <u>(if required)</u>	<ul style="list-style-type: none"> • Electricity • Stress • Manual Handling • Slips & Trips • Wet surfaces • Powders • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocutation • Property Damage • Physical Injury • Fatigue • Powder inhalation / irritation • Chemical burn 	1	<ul style="list-style-type: none"> • Ensure all equipment is in good condition • Inspect for powders or irritants (insecticides etc.) and use appropriate PPE (i.e. respirator / eyewear) • Protective covers and panels should remain on the machine where possible, and securely attached • If covers/panels are removed, re-notify site staff to keep clear, and cease any 'wet' activities. • If energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), identify appropriate risk treatments subject to site conditions, and implement immediately (e.g. create an isolated zone using Barricade Tape, to ideally 3m). No unauthorised persons are to come into any isolated work area. Remove conductive jewellery or personal items. Ensure appropriate shielding is placed over components where possible. Do not contact any exposed electrical components. • Keep site staff informed if machine will be run • If any dangers appear, shut machine off safely • Minimise contact with any conductive materials, such as metals, on or around the machine • Tape down any hazardous sharp edges • 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' • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing • Manual handling gloves (where needed) • Knee pads / board (where needed) • Eyewear (where needed) • Mask (where needed) • Hand sanitiser • Barricade Tape • Tape • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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6	<p>Machine maintenance (if required)</p> <ul style="list-style-type: none"> • Servicing • Replacement of non-electrical parts • Removal and replacement of machine panels 	<ul style="list-style-type: none"> • Electricity • Chemical • Steam • Hot / Cold Water • Stress • Manual Handling • Slips & Trips • Wet surfaces • Powders • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocutation • Property Damage • Physical Injury • Fatigue • Chemical burn • Powder inhalation / irritation • Burns 	1	<ul style="list-style-type: none"> • Ensure equipment is in good working condition • If parts required to be removed / replaced are directly connected to an energisation source (i.e. electrical modification works), the source must be confirmed isolated before works begin (i.e. Electrical, Steam, etc.) • If electrical isolation is required, follow SWMS JSEA - 0030 • Inspect for powders or irritants (insecticides etc.) and use appropriate PPE (i.e. respirator / eyewear) • Protective covers and panels should remain on the machine where possible, and securely attached • If covers / panels are removed, re-notify site staff to keep clear, and cease any 'wet' activities. • If energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), identify appropriate risk treatments subject to site conditions, and implement immediately (e.g. create an isolated zone using Barricade Tape, to ideally 3m). No unauthorised persons are to come into any isolated work area. Remove conductive jewellery or personal items. Ensure appropriate shielding is placed over components where possible. Do not contact any exposed electrical components. • Keep site staff informed if machine will be run • If any dangers appear, shut machine off safely • Minimise contact with any conductive materials, such as metals, on or around the machine • Tape down any hazardous sharp edges • 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 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing • Manual handling gloves (where needed) • Eyewear (where needed) • Respirator (where needed) • Barricade Tape • Tape • Knee pads (where needed) • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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7	Machine Descaling (if required)	<ul style="list-style-type: none"> • Electricity • Chemical • Stress • Manual Handling • Slips & Trips • Wet surfaces • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocutation • Property Damage • Physical Injury • Fatigue • Chemical burn • Chemical Damage to Environment 	1	<ul style="list-style-type: none"> • Ensure SDS/MSDS has been read and understood - follow all recommendations • Ensure machine has been de-energised. If electrical isolation is required, follow SWMS JSEA - 0030 • Inspect chemical PPE to ensure no cuts or holes, and wear as per SDS/MSDS • Open chemical only when safe, and if required • Ensure any items that contact with chemical are suitable for contact with that chemical • Seal chemical as soon as able – do not leave opened bottles or containers unattended • Ensure chemical in machine is removed to a safe level once works are done • Dispose / store chemical as per SDS/MSDS • If any dangers appear, shut machine off safely • Tape down any hazardous sharp edges • 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 • Take time to complete the task SAFELY • Don't assume wet surfaces as 'water' • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing • Long sleeved clothing (if SDS/MSDS specifies) • Eyewear • Mask (where needed) • Hand sanitiser • Tape • Knee pads / board (where needed) • Chemical (PVC) Elbow Length Gloves (where needed) • Chemical (PVC) Apron (where needed) • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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8	<p>Close off site</p> <ul style="list-style-type: none"> • Leave machine in a safe state • Leaving area clean • Removal of all tools and machine components • Final check of area 	<ul style="list-style-type: none"> • Electricity • Chemical • Waste • Stress • Manual Handling • Slips & Trips • Wet surfaces • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocutation • Property Damage • Physical Injury • Fatigue • Chemical Damage to Environment 	1	<ul style="list-style-type: none"> • Return machine to an operable and safe state. • Remove and dispose of all rubbish • Dispose of any regulated wastes appropriately • All tools/ equipment to be removed from site • Complete a final inspection • Notify relevant personnel upon work completion • IF machine is not operable: <ul style="list-style-type: none"> ○ Machine must be left in a safe state ○ Lockout/ Tagout procedure must be followed appropriately as per SWMS JSEA - 0030 ○ Appropriate personnel should be notified of machine being out of operation, and further instructions relayed clearly to ensure safety • Tape down any hazardous sharp edges • 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 • Take time to complete the task SAFELY • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL • 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. 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing • Manual handling gloves (where needed) • Tape • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	16	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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On-Site Sign Off Sheet –TO BE USED WHERE SIGN OFF IS REQUIRED
I.e. Where site requires, where on a construction site and document is used as a SWMS, etc.
If not needed (document used as a JSA, JSEA, etc.), please disregard this page.

Date	Worker Name	Position	<u>Before Starting Task</u> Signature	<u>Task Completed Safely</u> Supervisor / Worker Signature

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:	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>NS</i>
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

