

JJTRP – SWMS. ALL EMPLOYEES MUST READ, UNDERSTAND AND SIGN THIS DOCUMENT BEFORE WORKING AT THIS SITE.

Work Location

Description of Work:

Date

Principal Contractor:

Date of Tool Box Talk:

Tick if

Relevant?	Item Job Step	Potential Hazard	Risk Level	Controls	Revised Risk	Person
	Break the job down into steps	What can harm you?		What are you going to do to make the job as safe as possible?		Who will ensure this happens?
	Jack hammer	Excessive noise, eye injury	1	Wear gloves, eye, ear and breathing protection.		
	Grinder	Excessive noise, eye injury	1	Eye, ear and breathing protection.		
	Mixer	Back injuries, dust, debris in eyes	2	Use recommended method for erecting and dismantling. Wear gloves, eye, ear and breathing protection when operating.		
	Heavy objects	Back injuries	2	When lifting any eg. Cement bags bend knees and keep back straight. Seek assistance if required.		
	Mortar	Skin damage, dust, debris in eyes	2	Wear gloves, eye and breathing protection.		
	Mixing drill and other Power Tools	Electrocution, dust, debris in eyes	1	Make sure tool is switched off before plugging in. Unplug tool before cleaning. All power tool leads to be checked an tagged monthly. Power leads to be suspended in the air to prevent damage		
	Scaffolding	Back injuries, fall from height	1	Use qualified scaffolders to erect it if higher than 3 meters, use provided ladders, check for wires, don't remove any pieces of scaffold.		

