





**1. Purpose**

This Job Hazard Analysis risk assessment and safe system of work for carrying out the following

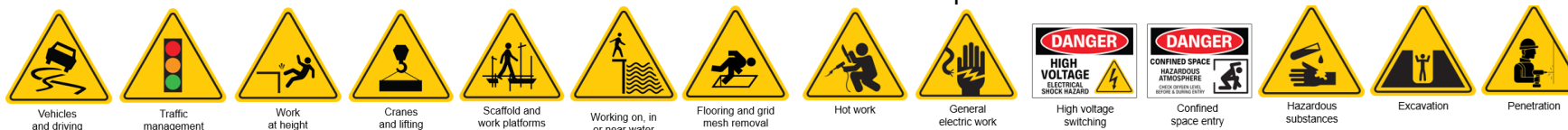
|                     |                                  |  |          |   |  |  |  |
|---------------------|----------------------------------|--|----------|---|--|--|--|
| <i>Work Summary</i> | Work Order or Scope              |  | Site     | <input type="checkbox"/> Albany <input type="checkbox"/> Bunbury <input type="checkbox"/> Esperance <input type="checkbox"/> West Perth |  |  |  |
|                     | Date                             |  | Location |   |  |  |  |
|                     | Job Hazard Analysis prepared by: |  |          |   |  |  |  |

**2. Significant Risks and Environmental**

*Significant Risks* Select the applicable Significant Risks for the task (if not controlled these can lead to a **permanent disabling injury or fatality**).

|  |   |   |   |  |   |  |   |   |   |
|--|---|---|---|--|---|--|---|---|---|
| Fall from Height / Drops<br><input type="checkbox"/> |  | Stored Energy<br><input type="checkbox"/> |  | Collision/ Allision/ Grounding<br><input type="checkbox"/> |  | Asphyxiation/ Engulfment/ Drowning<br><input type="checkbox"/> |  | Entanglement/ Pinchpoint/ Crush<br><input type="checkbox"/> |  |
|--|---|---|---|--|---|--|---|---|---|

**Significant risk activities:** Each Significant Risk Activity has a related standard procedure. Each activity must still be risk assessed prior to commencement to ensure that there are no additional controls needed for the specific task














**Check your Controls:** Critical Controls play a vital role in **reducing the risk** of incidents. They work by ensuring we have effective systems (controls) in place. They need to be in place and **working 100%** of the time.

*Environment and Hygiene* Select environment and hygiene considerations for the task.

|                      |  |  |   |   |   |
|----------------------|--|--|---|---|---|
| Air Pollution & Dust | Biosecurity: Pests & Weeds<br><input type="checkbox"/> | Environmental Spills<br><input type="checkbox"/> | Flora & Fauna<br><input type="checkbox"/> | Hazardous Waste<br><input type="checkbox"/> | Noise Pollution<br><input type="checkbox"/> |
|----------------------|--|--|---|---|---|

**3. Planning**

*Personal Protective Equipment* Select the applicable task specific Personal Protective Equipment for the task.

|   |   |   |   |  |   |   |   |   |   |   |                 |
|---|---|---|---|--|---|---|---|---|---|---|-----------------|
|  |  |  |  |  |  |  |  |  |  |  | Other (specify) |
| <input type="checkbox"/> Goggles  | <input type="checkbox"/> Double Eye Protection                                      | <input type="checkbox"/> Welding Mask   | <input type="checkbox"/> Face Mask  | <input type="checkbox"/> Respirator  | <input type="checkbox"/> Gas Detector   | <input type="checkbox"/> Safety Gloves  | <input type="checkbox"/> Hearing Protection   | <input type="checkbox"/> Safety Apron   | <input type="checkbox"/> Personal Flotation Device                                    | <input type="checkbox"/> Fall Protection  |                 |

**3. Planning (continued)**

*Authority to Work and Permits*

An Authority to Work is required for this job for simultaneous operations or for works conducted by Contractors. The Work Order or Scope of Works for the job identifies Permits and Notifications required prior to commencement of the work. Permits are required for each of the following hazardous and high risk work tasks specified for this job.

|  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Abrasive Blasting       | <input type="checkbox"/> Diving & Waterside Activities Permit | <input type="checkbox"/> High Voltage Switching Program | <input type="checkbox"/> Rail Corridor Access           |
| <input type="checkbox"/> Asbestos                | <input type="checkbox"/> Excavation and Penetration           | <input type="checkbox"/> Hot Work                       | <input type="checkbox"/> Walkway Flooring & Handrailing |
| <input type="checkbox"/> Berth Loading           | <input type="checkbox"/> High Voltage Electrical Access       | <input type="checkbox"/> Isolation Confirmation         | <input type="checkbox"/> Work at Heights                |
| <input type="checkbox"/> Confined Space Entry    | <input type="checkbox"/> High Voltage Sanction to Test        | <input type="checkbox"/> Mobile Equipment on Berth      | <input type="checkbox"/> Workbox                        |
| <input type="checkbox"/> Conveyor and Shed Entry | <input type="checkbox"/> High Voltage Vicinity Authority      | <input type="checkbox"/> Pipeline Vicinity              | <input type="checkbox"/> Other (specify)                |

*Notifications*

Written notification to the Harbour Master is required for each of the following specified activities for this job.

|  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Bunkering Fuel Transfer       | <input type="checkbox"/> Engine Immobilisation | <input type="checkbox"/> Hot Work on a Vessel while Alongside | <input type="checkbox"/> Other (specify) |
| <input type="checkbox"/> Diving and Waterside Activity | <input type="checkbox"/> Fumigation            | <input type="checkbox"/> Launch of Lifeboats and Rescue Boats |  |

*Tools, Plant & Equipment*

The following tools, plant and equipment are required for this job.

| Inspection Completed?                                     |
|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A |

*Hazardous Chemicals*

The following hazardous chemicals are required for this job.

| Safety Data Sheet   |
|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| <input type="checkbox"/> Yes <input type="checkbox"/> N/A |

*Training & Competencies*

The following training and competencies are required for this job.

| Competency                    |
|-------------------------------|
| <input type="checkbox"/> Held |
| <input type="checkbox"/> Held |
| <input type="checkbox"/> Held |

*Hold Points*

The following steps are points in the activity that require supervisor or SME review before proceeding.

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

**4. Job Hazard Analysis**

| #  | Step | Hazards | Controls per Hierarchy of Controls diagram |                         |
|----|------|---------|--|-------------------------|
|    |      |         | Above the line Controls                    | Below line (Admin, PPE) |
| 1. |      |         |  |                         |
| 2. |      |         |  |                         |
| 3. |      |         |  |                         |
| 4. |      |         |  |                         |

**4. Job Hazard Analysis**

| #  | Step | Hazards | Controls per Hierarchy of Controls diagram |                         |
|----|------|---------|--|-------------------------|
|    |      |         | Above the line Controls                    | Below line (Admin, PPE) |
| 5. |      |         |  |                         |
| 6. |      |         |  |                         |
| 7. |      |         |  |                         |
| 8. |      |         |  |                         |

**4. Job Hazard Analysis**

| #   | Step | Hazards | Controls per Hierarchy of Controls diagram |                         |
|-----|------|---------|--|-------------------------|
|     |      |         | Above the line Controls                    | Below line (Admin, PPE) |
| 9.  |      |         |  |                         |
| 10. |      |         |  |                         |
| 11. |      |         |  |                         |
| 12. |      |         |  |                         |

**5. Approval and Change Management**

*Approval*

All personnel working under this *Job Hazard Analysis* have read and understood it and the additional hazards identified.

|                      |  |      |  |
|----------------------|--|------|--|
| Supervisor Name      |  | Date |  |
| Supervisor Signature |  | Time |  |

*Change  
Management*

What will trigger us to stop the task? I/we will stop this task and contact our *Supervisor* if any of the following changes occur:  
Changes in weather, traffic, equipment issues, communication failure, unauthorised entry, work outside this Job Hazard Analysis.

|  |  |
|--|--|
|  |  |
|  |  |

**Emergency** Describe steps to take in an emergency (rescue plan to be attached to associated high risk task permit)

## DRSABCD action plan

In an emergency call triple zero (000) for an ambulance 

**D DANGER**  
Ensure the area is safe for yourself, others and the patient.

**R RESPONSE**  
Check for response—ask name—squeeze shoulders

|  |  |
|--|--|
| <p><b>No response</b></p> <ul style="list-style-type: none"> <li>• Send for help.</li> </ul> | <p><b>Response</b></p> <ul style="list-style-type: none"> <li>• make comfortable</li> <li>• check for injuries</li> <li>• monitor response.</li> </ul> |
|--|--|



**S SEND for help**  
Call Triple Zero (000) for an ambulance or ask another person to make the call.

**A AIRWAY**  
Open mouth—if foreign material is present:  
• place in the recovery position  
• clear airway with fingers.  
Open airway by tilting head with chin lift.



**B BREATHING**  
Check for breathing—look, listen and feel.

|   |   |
|---|---|
| <p><b>Not normal breathing</b></p> <ul style="list-style-type: none"> <li>• Start CPR.</li> </ul> | <p><b>Normal breathing</b></p> <ul style="list-style-type: none"> <li>• place in recovery position</li> <li>• monitor breathing</li> <li>• manage injuries</li> <li>• treat for shock.</li> </ul> |
|---|---|



**C CPR**  
Start CPR—30 chest compressions : 2 breaths  
Continue CPR until help arrives or patient recovers.



**D DEFIBRILLATION**  
Apply defibrillator if available and follow voice prompts.

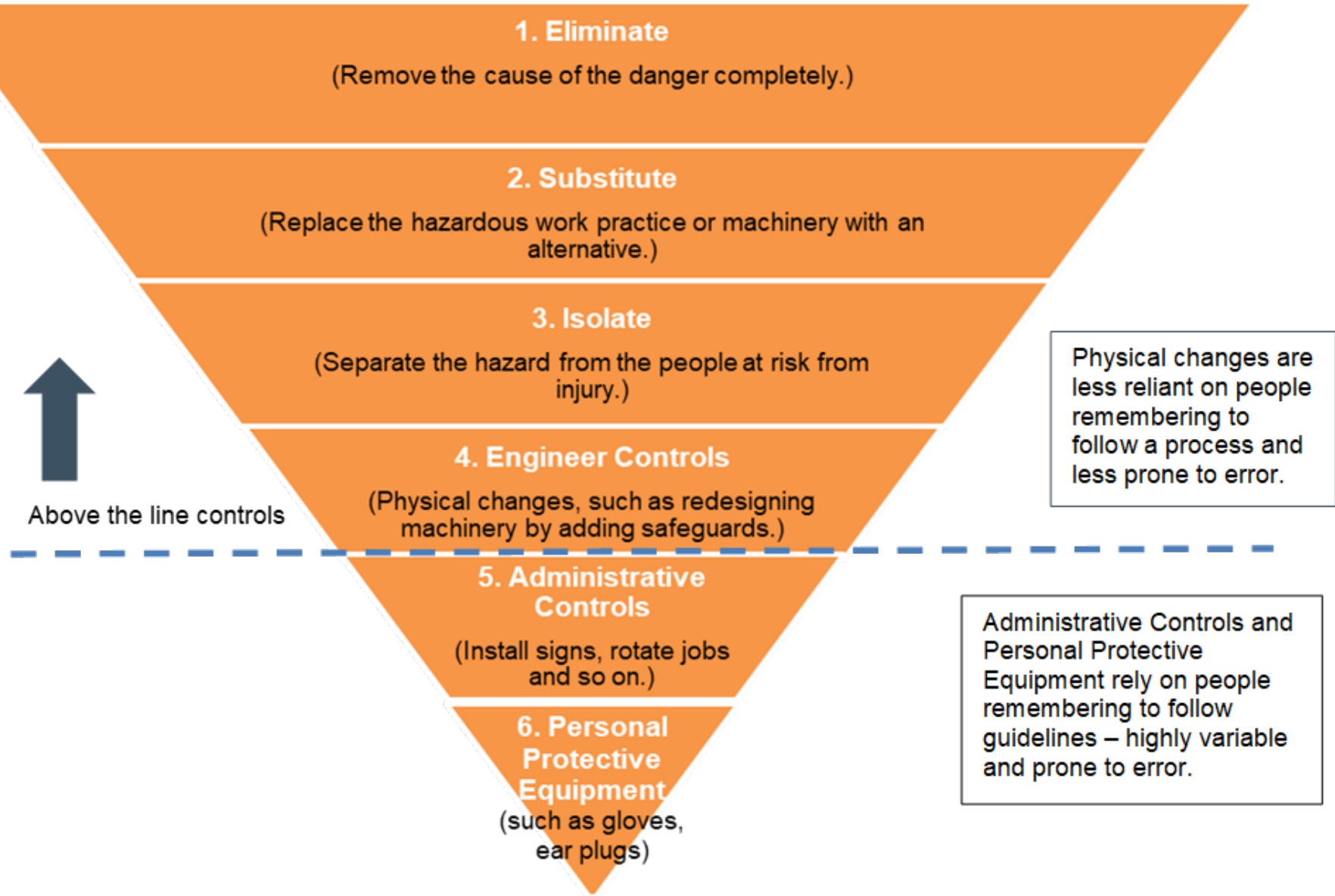


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Learn First Aid | 1300 360 455 | www.stjohn.org.au

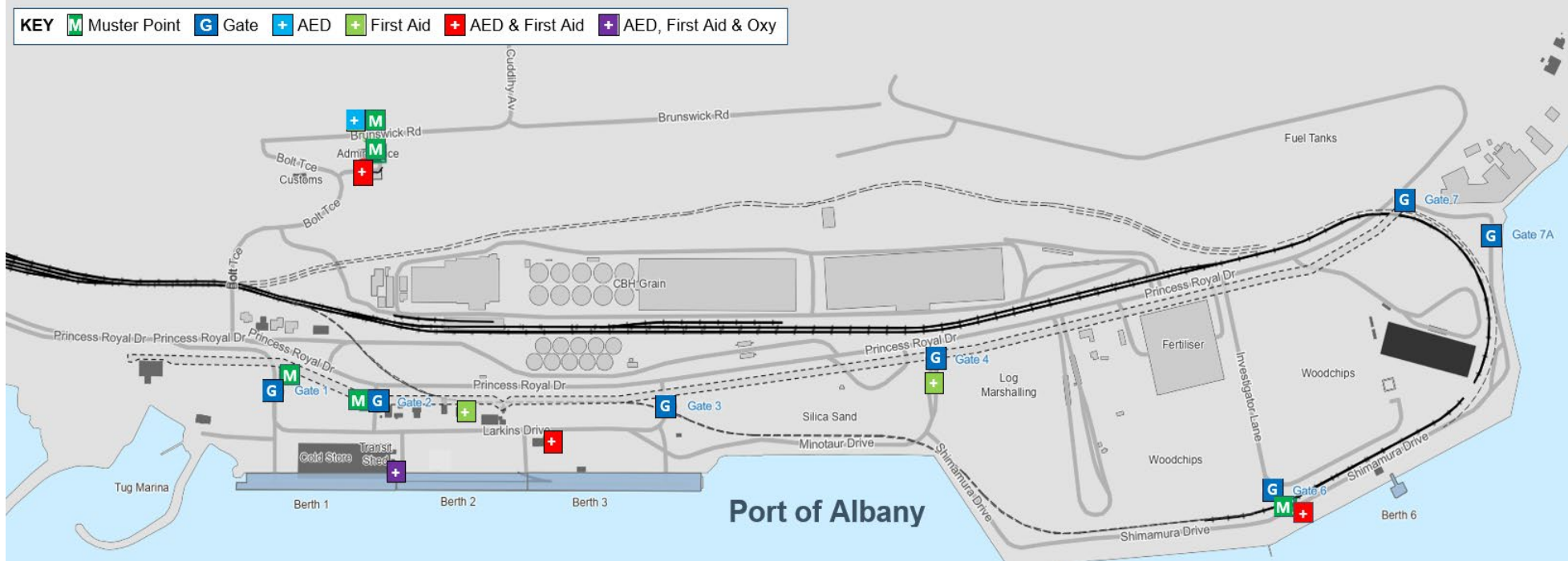
Diagram:

Hierarchy of Controls and DRABCD

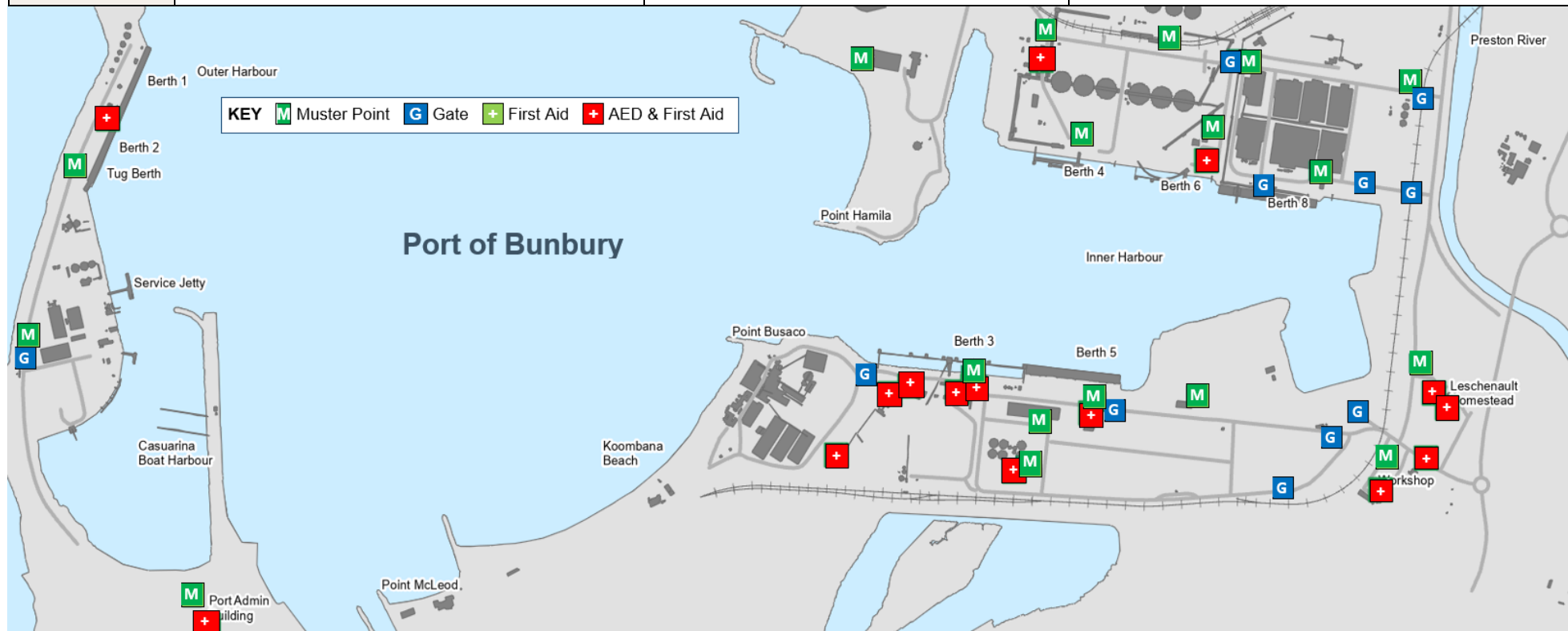




| Albany – Emergency and First Aid Information     |  |                           |   |   |
|--|--|---------------------------|---|---|
| What to do in an on the job <b>Emergency:</b>    | 1. Immediately <b>raise the alarm.</b><br>2. Stop all machines or make safe.<br>3. Administer first aid if required.   | Nearest First Aid kit     |   | <b>Site Emergency Number</b> (08) 9892 9000   |
|  |  | Nearest Defibrillator     |   | Emergency Radio Channel<br><input type="checkbox"/> VHF 1 <input type="checkbox"/> UHF 12<br><input type="checkbox"/> VHF 2 |
| What to do in the event of an <b>Evacuation:</b> | 1. Shut down power sources and make systems safe.<br>2. Proceed to the nearest safe Muster Point.<br>3. On arrival at Muster Point, swipe Access Card.<br>4. Report to the Muster Warden.<br>5. Follow the Muster Warden's instructions. | Nearest Fire Extinguisher |   | Operations Number 0428 661 805  |
|  |  | Nearest Amenities         |   | Supervisor's Phone Number   |
|  |  | Nearest Muster Point      | <input type="checkbox"/> Admin Upper<br><input type="checkbox"/> Admin Lower<br><input type="checkbox"/> Gate 1<br><input type="checkbox"/> Gate 2<br><input type="checkbox"/> Gate 6 | Alternative Muster Point  |

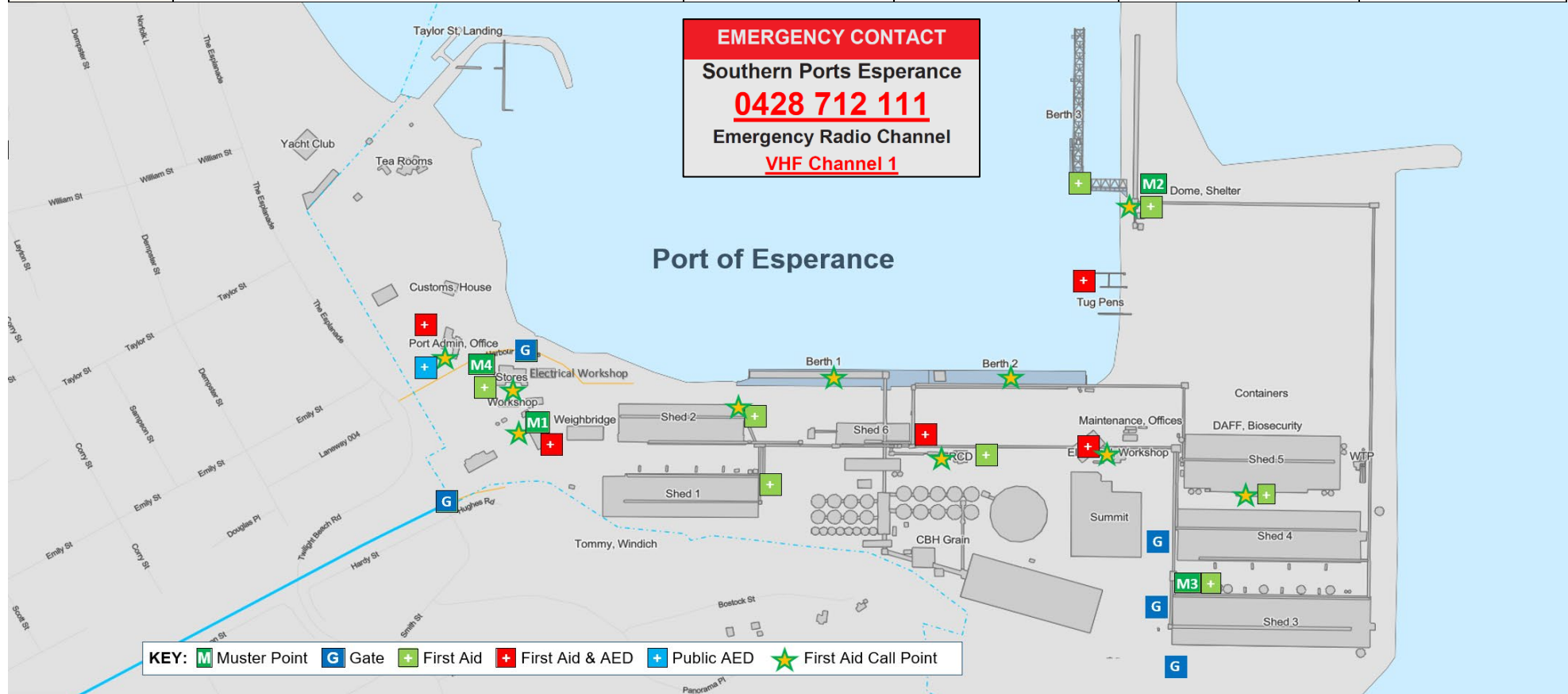


| Bunbury – Emergency and First Aid Information    |  |  |   |  |  |
|--|--|--|---|--|--|
| What to do in an on the job <b>Emergency:</b>    | 1. Immediately raise the alarm.<br>2. Stop all machines or make safe.<br>3. Administer first aid if required.  | Nearest First Aid kit  |   | Site Emergency Number - Port Security  | (08) 9729 6500<br>(08) 9279 6560   |
|  |  | Nearest Defibrillator  |   | Emergency Radio Channel  | <input type="checkbox"/> VHF 1 <input type="checkbox"/> UHF 6<br><input type="checkbox"/> VHF 2  |
| What to do in the event of an <b>Evacuation:</b> | 1. Shut down power sources and make systems safe.<br>2. Proceed to the nearest safe Muster Point.<br>3. On arrival at Muster Point, swipe Access Card.<br>4. Report to the Muster Warden.<br>5. Follow the Muster Warden's instructions. | Nearest Fire Extinguisher  |   | Shift Superintendent Number  |  |
|  |  | Nearest Amenities  |   | Supervisor's Phone Number  |  |
|  |  | Nearest Muster Point   | <input type="checkbox"/> Berth 4  | Alternative Muster Point   | <input type="checkbox"/> Berth 4   |
|  |  | <input type="checkbox"/> Port Admin Building<br><input type="checkbox"/> Berth 1<br><input type="checkbox"/> Berth 2<br><input type="checkbox"/> Berth 3<br><input type="checkbox"/> Berth 5 | <input type="checkbox"/> Berth 6<br><input type="checkbox"/> Berth 8<br><br>Homestead<br><input type="checkbox"/> Workshop<br><input type="checkbox"/> Wren Oil | <input type="checkbox"/> Port Admin Building<br><input type="checkbox"/> Berth 1<br><input type="checkbox"/> Berth 2<br><input type="checkbox"/> Berth 3<br><input type="checkbox"/> Berth 5 | <input type="checkbox"/> Berth 6<br><input type="checkbox"/> Berth 8<br><input type="checkbox"/> Homestead<br><input type="checkbox"/> Workshop<br><input type="checkbox"/> Wren Oil |



|                 |                           |             |            |               |            |
|-----------------|---------------------------|-------------|------------|---------------|------------|
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| Esperance – Emergency and First Aid Information  |  |                           |                   |                             |                   |  |
|--|--|---------------------------|-------------------|-----------------------------|-------------------|--|
| What to do in an on the job <b>Emergency:</b>    | 1. Immediately raise the alarm.<br><b>Call Site Emergency Number or Radio VHF 1</b>  | Nearest First Aid kit     |                   | Site Emergency Number       | 0428 712 111      |  |
|  | 2. Stop all machines or make safe.<br>3. Administer first aid if required.   | Nearest Defibrillator     |                   | Emergency Radio Channel     | ☐ VHF 1           |  |
| What to do in the event of an <b>Evacuation:</b> | 1. Shut down power sources and make systems safe.<br>2. Proceed to the nearest safe Muster Point.<br>3. On arrival at Muster Point, swipe Access Card.<br>4. Report to the Muster Warden.<br>5. Follow the Muster Warden's instructions. | Nearest Fire Extinguisher |                   | Shift Superintendent Number | 0447 838 290      |  |
|  |  | Nearest Amenities         |                   | Supervisor's Phone Number   |                   |  |
|  |  | Nearest Muster Point      |                   | Alternative Muster Point    |                   |  |
|  |  | ☐ Stores                  | ☐ Berth 3 Gallery | ☐ Stores                    | ☐ Berth 3 Gallery |  |
|  |  | ☐ Mission Control         | ☐ Shed 3          | ☐ Mission Control           | ☐ Shed 3          |  |



|                 |                           |             |            |               |            |
|-----------------|---------------------------|-------------|------------|---------------|------------|
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