



WRITTEN SAFE WORK PROCEDURE

Approved by: Andre Labuschagne

Job Description: Bedding and Levelling

Date: 10 October 2012

JSA Team to print and sign name

Name	Signature	Name	Signature	Name	Signature

Type of work permit required (Indicate by marking “Y” or “N”)

Gas testing		Hot work		Cold work	x	Confined space		Radiation Source isolation	
Mechanical Isolation		Electrical Isolation		High voltage Clearance		Man cage		Crane lift study	
Excavation		Grid mesh		Fire system isolation		Scaffold erection		Scaffold dismantling	

PPE required (Indicate by marking “Y” or “N”)

Mono goggles	x	Face shield		Hearing protection	x	Dust mask	x	Respirator	
Hand gloves	x	Chemical resistant Clothing		Safety harness		Fire blanket		Fire extinguisher	
Radios		Lanyards		Safety Shoes	x	Hard Hats	x		

Minimum PPE requirements on site are: Hardhat, safety glasses (Side Shields), long sleeved shirt, long trousers, safety shoes

Every job or task performed has the potential for an incident to take place. The following will assist you in how to look for potential problems		
<p>Identify the risks</p> <ul style="list-style-type: none"> ➤ What does the job involve: ➤ What can go wrong: ➤ Check previous job / task history <p>We should consider:</p> <ul style="list-style-type: none"> ➤ The workplace: eg light, temperature, noise, dust. ➤ Nature of work; eg lifting, walking, height, pushing. 	<p>Assess the risks</p> <ul style="list-style-type: none"> ➤ Having identified the risk (if any) can it be modified or eliminated <p>Control the risk</p> <ul style="list-style-type: none"> ➤ Record any modifications to the procedure for further reference; 	<p>Is the job necessary</p> <ul style="list-style-type: none"> ➤ Yes or No <p>Is redesign possible</p> <ul style="list-style-type: none"> ➤ Yes or No <p>Is the use of mechanical aids practicable</p> <ul style="list-style-type: none"> ➤ Yes or No

Task Job Safety Analysis for:

Basic Job Steps	Existing / or Potential Hazards	Recommended corrective action	Responsibility
Using of whacker to compact the area where bedding and levelling will done.	Fatigue	Always report if you are not feeling well at the time of duty.	Employee
	Dust	Make sure you have the correct PPE to prevent the Dust from harming your system (particulate respirator)	Employee EO SO
	Heavy machine to control	Ask for help if you feel that the whacker is becoming to powerful for you to handle. Change turns with others every 30 min to regain power	Employee
	Communication	Always communicate with co-workers to avoid incidents or accidents	Employees
	Noise	Have the correct PPE for ear protection at all times Always wear your ear plugs when working with a whacker	Employee
	Co-workers	Always have a buddy system in place to ensure that are not in danger.	Employee
	Contaminated PPE	Always report used and contaminated PPE. Do not Use PPE that is worn out of contaminated.	Employee SO