



JOB HAZARD ANALYSIS (JHA) / JOB PROCEDURES

The following Job Hazard Analysis (JHA) / Job Procedures have been developed with the input of involved workers. They are the steps that need to be followed along with associated hazards and controls. Further general information is located in the Safe Work Practice (SWP) section.

The following JHA's or Procedures have been developed:

- Driving
- Office Work
- Tire Changing

***The safety information in this program does not take precedence over any applicable legislation.*



Driving

This includes the following tasks:

- Driving on Highway
- Driving on dirt or gravel roads
- Fuelling
- Changing Tire
- Breakdown

In performing these tasks the worker is exposed to some hazards. These are:

- Traffic
- High speeds
- Weather
- Poor lighting
- Exhaustion (falling asleep while driving)

Personal Protective Equipment may include reflective vests when outside vehicle. Safety equipment may include flares and reflective triangles for breakdown situations.

Administrative Controls require all workers to be properly licensed to drive the type of vehicle they are driving. All vehicles must be equipped with a first aid kit.

Job Hazard Analysis

Job being Analysed:

Driving				
Sequence of Steps	Potential Accidents or Hazards	Hazard Rank	Controls	
<i>Personal Protective Equipment required:</i>				
Reflective vests when outside vehicle				
1	Driving on Highway	Accident caused by others, weather conditions, inattentiveness	2-B	Be alert, stay overnight if too tired or poor weather, defensive driving courses, pay attention, do not drink or use drugs and drive, inspect vehicle prior to driving,

***The safety information in this program does not take precedence over any applicable legislation.*



Job being Analysed:

Driving

Sequence of Steps		Potential Accidents or Hazards	Hazard Rank	Controls
2	Driving on dirt or gravel roads	Poor road conditions, washboard, large trucks driving in the centre of the road, dust clouds	2-B	Use radio if it is a road requirement, slow down prior to turns and downhill slopes (this is where washboard is most often), pull over and let vehicles pass (stay out of dust clouds)
3	Fuelling	Explosion	2-D	No smoking within 7.5m of pump, do not enter vehicle after pumping has begun – if necessary to re-enter the vehicle ground yourself by touching metal.
4	Changing Tire	Hit by other vehicle, crush of body parts	4-D	Wear reflective vest, use flares or triangles, ensure jack sits securely, park on level ground, block tires
5	Breakdown	Hit by other vehicle	4-D	Wear reflective vest, use flares or triangles, pull far off the road
6				
7				

***The safety information in this program does not take precedence over any applicable legislation.*



Office Work

This involves all tasks completed in the office environment. Some basic tasks are:

- Answering telephones
- Working with the computer
- Writing Reports/Manuals/Proposals
- Using Photocopier/Fax Machine
- Filing
- Incoming/Outgoing Mail

In performing these tasks the worker is exposed to some hazards. These are:

- Eye strain
- Carpal Tunnel Syndrome
- Cuts
- Slips, Trips, Falls

Personal Protective Equipment is not required for conducting this work

Job Hazard Analysis

<i>Job being Analysed:</i>				
Office Work				
Sequence of Steps	Potential Accidents or Hazards	Hazard Rank	Controls	
<i>Personal Protective Equipment required:</i>				
None				
1	Answering Telephones		4-D	
2	Working on the Computer	Eye strain, Carpal Tunnel Syndrome	4-D	Take breaks from typing
3	Using the Photocopier		4-D	
4	Using the Fax Machine		4-D	
5	Filing	Paper cuts, injuring finger in cabinets, cabinet tipping over	4-D	Use care Open only 1 drawer at a time
6				

***The safety information in this program does not take precedence over any applicable legislation.*



Tire Changing Procedure

1. When experiencing a flat tire while driving, do not heavily apply the brake.
2. Gently apply the brake and move to the side of the road.
3. Park on level ground and turn off the engine.
4. Turn on the hazard flashers and place flares as required.
5. Always wear highly visible clothing while changing a tire.
6. Block the wheels, as to ensure that the vehicle will not roll.
7. Always set the parking brake prior to jacking up the vehicle.
8. Only loosen the wheel nuts. Never remove the lug nuts until the tire is raised off the ground.
9. Never place any part of your body underneath the vehicle.
10. Always place the jack in the specified front or back jacking points.
11. Never use a Jack All for tire changing. Use the appropriate jack.
12. Always ensure the lug nuts are snug prior to lowering the tire.
13. Fully tighten the lug nuts after lowering the vehicle to the ground.
14. Always ensure that all tire changing equipment is put back to its original location
15. Retighten lug after 50 km of driving

Tire Servicing

If you are not qualified to inspect, disassemble and reassemble a tire or tire and wheel assembly DO NOT perform this task.

***The safety information in this program does not take precedence over any applicable legislation.*