

JOB HAZARD ANALYSIS

(See reverse side for examples of potential hazards.)

Project title:		Location:	
Date analysis completed:		Scheduled start date:	
Attendees:			

Step 1: Review the scope of the job. Discuss the sequence of work and all potential hazards.

Step 2: Walk through the work area and point out possible hazards. Make a list below of all potential hazards noted and how the hazards will be eliminated or controlled. (Identify who is responsible for eliminating or controlling the hazard, and specify how it will be handled.)

Step 3: Send a copy of the completed *Job Hazard Analysis* (S-115) form to the Regional Building Committee, each involved construction department overseer and project coordinator, and the Safety/First Aid Department before work begins.

Sequence of Work	Potential Hazards	Method for Eliminating or Controlling
Name of Preparer—Sign and print name	Date	Safety/First Aid Dept.—Sign and print name
		Date
		Reviewed by—Sign and print name
		Date

Potential Hazards and Conditions

<p>VOLUNTEER HABITS AND ACTIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are volunteers being given adequate training for their jobs? <input type="checkbox"/> Has provision been made for rotating repetitive tasks? <input type="checkbox"/> Are proper hoisting/lifting techniques being used? <input type="checkbox"/> Are confined space permits required? <input type="checkbox"/> Should the fire alarm system be disabled? <input type="checkbox"/> Has <i>Working Safely Together</i> been reviewed with all workers? 	<p>BUILDING INTEGRITY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are any collapse hazards evident? <input type="checkbox"/> Is there sufficient lighting for the work? <input type="checkbox"/> Are arrangements in place to keep the building secure? <input type="checkbox"/> Have demolition procedures been reviewed? 	<p>HEAVY EQUIPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are operators maintaining adequate distance from other volunteers? <input type="checkbox"/> Is equipment in good repair? Is there rollover protection? <input type="checkbox"/> Is the "Call Before You Dig" procedure being followed? <input type="checkbox"/> Are trenches properly sloped, shielded, and barricaded? <input type="checkbox"/> Do preexisting conditions require photographs?
<p>LOCKOUT/TAGOUT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are training and personal lockout devices needed? <input type="checkbox"/> Have pressure lines been bled down? Are valve blocks in place? <input type="checkbox"/> Are blocks for gravity restraint in place? <input type="checkbox"/> Are circuit breaker lockouts in place? <input type="checkbox"/> Have valve handles been removed or chained in the "off" position? <input type="checkbox"/> Are cords and plugs under worker control? <input type="checkbox"/> Are "Out of Use" tags available? 	<p>HOUSEKEEPING/STORAGE METHODS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Has a daily cleanup arrangement been discussed? <input type="checkbox"/> How will material be organized and stored? <input type="checkbox"/> Are the areas free of clutter, dirt, and spills? <input type="checkbox"/> Are aisles, catwalks, and walkways well defined and unobstructed? Is storage stable? Are items stacked too high? Is there unusual congestion? <input type="checkbox"/> Is the pallet storage acceptable? Are items exposed to the weather? <input type="checkbox"/> How will tools and equipment be stored? 	<p>PERSONAL SAFETY/PASSERSBY HAZARDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do trip hazards exist? Are floor openings covered? Are sharp objects guarded? Are there sufficient overhead clearances, railings, and warning signs? <input type="checkbox"/> Are "Danger" signs or flagmen needed? Are dangerous areas barricaded? <input type="checkbox"/> Is anything loose on parapets or ledges? Are restraining devices needed? Are tiebacks in place? Are sidewalks and private roadways in good repair? Are pedestrians alert to moving vehicles? <input type="checkbox"/> Can volunteers be caught in or between objects? <input type="checkbox"/> Will a crane be required? Has a master rigger been consulted? <input type="checkbox"/> How will extension cords and hoses be routed safely?
<p>ENVIRONMENTAL, CHEMICAL, ELECTRICAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is there excessive dust, noise, fumes, heat, or vibration? <input type="checkbox"/> Is there adequate ventilation and illumination? Is the physical environment in the work area acceptable? <input type="checkbox"/> What hazardous substances will be brought on the job site? <input type="checkbox"/> Is all electrical equipment properly grounded? Are GFCI receptacles available where needed? <input type="checkbox"/> Is plywood or Plexiglas available to cover unattended energized electrical panels? <input type="checkbox"/> Are volunteers familiar with the policy on installing natural gas piping? <input type="checkbox"/> Is pressure testing and chemical flushing of pipe installations being done? 	<p>FALL PREVENTION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Can volunteers fall from one level to another or on the same level? <input type="checkbox"/> Is there a need for fall-protection training/refresher? <input type="checkbox"/> Are safety lines and harnesses required? <input type="checkbox"/> Is scaffolding needed for the tasks? <input type="checkbox"/> Are catwalks and elevated walkways in good condition? Are handrails sturdy? Are guardrails and toeboards in place? <input type="checkbox"/> Are there dangers for persons below? <input type="checkbox"/> Is there a danger from overhead high-voltage electrical lines? 	<p>EMERGENCY RESPONSE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are emergency phone numbers posted (on a wall or other known location) for first aid, fire, chemical, and electrical emergencies? Do volunteers know whom to call? Are any needed supplies on hand? <input type="checkbox"/> Are emergency cleanup provisions available for chemical spills? <input type="checkbox"/> Have emergency evacuation procedures been discussed? <input type="checkbox"/> Are fire extinguishers charged and in good condition? Are they checked monthly and marked? Are combustibles and rags stored safely? <input type="checkbox"/> Is spontaneous combustion a danger? Are flammable or explosive materials being used? Is an eyewash station available nearby? Are MSDS accessible? <input type="checkbox"/> Is there an emergency plan for refrigerant gas leaks?
<p>EQUIPMENT SAFEGUARDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are all guards in place? Are necessary guards provided and pinch points protected? <input type="checkbox"/> Are compressors and other fixed-place equipment anchored? <input type="checkbox"/> Is equipment safety-checked before being put into use? <input type="checkbox"/> Is equipment well maintained? Are all rotating shafts and belts guarded? 	<p>PERSONAL PROTECTIVE EQUIPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are hard hats, safety glasses, work boots, cotton respirators, and gloves worn as needed? Are protective clothing and face shields available? <input type="checkbox"/> Is hearing protection worn as needed? Are welding helmets and aprons worn as needed? <input type="checkbox"/> Are volunteers trained and approved to wear respirators? 	<p>LADDERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are ladders in good physical condition? <input type="checkbox"/> Are ladders designed for their anticipated use? <input type="checkbox"/> Have workers completed ladder-safety training?
<p>INCLEMENT WEATHER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are weather conditions (e.g., heavy rain, high winds, ice, snow) safe for the task being performed? 	<p>MATERIALS HANDLING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are materials handlers properly trained? <input type="checkbox"/> What provisions will be made for securing loads? <input type="checkbox"/> Will pallets be required? Are they in good condition? 	<p>PERMITS/REPORTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confined space? <input type="checkbox"/> Energized electrical work permit? <input type="checkbox"/> Hot work? <input type="checkbox"/> "Call Before You Dig"? <input type="checkbox"/> Fireguard report? <input type="checkbox"/> Are permits required?
<p>HAND AND POWER TOOLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are tools and cords in good condition? <input type="checkbox"/> Are tools safety-checked before using? Are proper tools provided? <input type="checkbox"/> Is welding/torching done in designated areas only? 	<p>ENGINEERING/DESIGN</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are there any plans to deviate from the prints? If so, has the change been approved by the RBC? Explain. <input type="checkbox"/> Has a sketch been provided documenting the change? <input type="checkbox"/> Are permits needed for the work? 	<p>ACCIDENT-PREVENTION PLAN</p> <ul style="list-style-type: none"> <input type="checkbox"/> On large projects, has an accident-prevention plan been reviewed with the department overseers and volunteers?