PURPOSE

The purpose of the Hazard Analysis is to provide a method for an individual and/or group to inspect a given worksite, identify potential hazards related to the operation, and arrive at a Safe Work Plan for completing the job tasks safely.

1. PROCEDURES
2. Once the client/owner work permit has been issued, the assigned crew shall conduct a thorough Hazard Analysis at the job site, which includes, but is not limited to:
* Walking the job and reviewing all elements of the job task. The Onsite Supervisor shall identify all equipment to be worked on;
* Identifying existing and/or potential hazards and take appropriate action to eliminate or minimize identified hazards;
* Reach agreement(s) on the safest plan to complete the assigned task. Each person on the crew must thoroughly understand their role in the upcoming tasks;
* Evaluating PPE requirements as well as any potential upgrades that may be needed to provide th maximum level of employee protection;
* Ensuring that all workers know and are properly trained for their assignment(s);
* Posting of any required work permits in a conspicuous place in the work area. If posting is not practical, permits shall be kept readily available at the job site so as to protect them from weather damage.
1. Whenever a Supervisor is not available, a competent person shall be assigned to lead the session. As soon as practical, the Supervisor shall review and sign-off on the “JSEA”.
2. GENERAL INSTRUCTIONS
3. Print and “Hand-Write” to ensure the “JSEA” is legible/readable. The only place you do not print required information are areas requiring signatures.
4. The completed Hazard Analysis shall be reviewed for proper completion and signed by the designated Supervisor/Competent Person **before** work begins.
5. When the “JSEA” is completed, it must be posted and/or readily available at the job site.
6. MINIMUM “JSEA” CONTENT

The Job Safety Analysis shall contain, at a minimum, the following:

* **Date**: Enter the date the work will be performed.
* **Location**: Enter the name of the facility where the work will be performed.
* **Customer/Client**: Enter the name of the Customer Representative at the job location.
* **Person-In-Charge (PIC) or Supervisor’s Signature**: The Company Supervisor in charge of the work activity must sign the JSA form.
* **Work Activity**: The first step of hazard analysis is to accurately describe the work to be performed. This will provide the basis for the rest of the process. At the top of the form, provide a brief, but specific description of the job you will perform.
* **Team Members Signatures**: Signatures of all personnel involved or affected by the work activity. This may include Non-Company employees, such as other contractors or client personnel working with you.
* **Short Service Employees & Mentors**: List all SSEs involved in the operation as well as their assigned mentor. The Site Supervisor has the responsibility to ensure that all SSEs are assigned a mentor prior to the start of any operation. The mentor can be a Site Supervisor or a selected crewmember.
* **Environmental Concerns**: List any environmental hazards related to the operation. All crewmembers involved in the operation have the responsibility of proactively identifying and addressing environmental concerns.
* **Personal Protective Equipment**: Place a check beside each PPE item that will be needed to safely perform the work activity.
* **Safety Systems**: Place a check beside each Safety System that will be used to control and or eliminate all identified hazards associated with work activity.
* **Work Permits**: Place a check beside each Work Permit that must be completed and authorized prior to the start of the work activity.
* **Work Site Equipment**: Place a check beside each piece of equipment that will be needed to safely perform the work activity.
* **Step-by-Step Procedures**: Briefly outline or list the steps necessary to safely complete the job from start to finish.
* **Potential Hazards**: List hazardous conditions that may be created and/or exposed while performing the work activity.
* **Recommendations to Eliminate or Control Hazards**: List what you are going to do to eliminate or control each of the identified hazards.
* **Initials**: Assign Team Members that will be directly responsible for eliminating and/or reducing each identified hazard and have them acknowledge their responsibility by initialing each assigned step on the “JSEA” form.

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |