



Train. Protect. Prevent.

## Job Safety Analysis — Hazard Knowledge = Safe Projects

Unfortunately, each day over 10 people will not return home work in the United States of America due to a workplace fatality. Thousands of others will be injured on the job. How do you help prevent injuries and fatalities? Conduct a daily job safety analysis and review it with your crew prior to work beginning.

Most crew members scope of work doesn't change each day. However, a small change in work elevating outdoors from indoors, or simply changing projects may drastically change the hazards faced. By conducting the job safety analysis each day, you should be able to capture these changes and get everyone on your crew aware of the hazards that they will face.



So, how does the job safety analysis work? Attached to this safe project you will find a blank pdf that you can edit to best suit your needs. Each day, prior to work beginning, complete the form. Feel free to call us if you have a hazard you aren't sure about. Once you have identified all of the potential hazards for that day. You have to develop a plan for everyone to work safe. Luckily, most hazards have several engineering controls or personal protective equipment designed specifically for the tasks you are tackling. Simply write out the steps to be taken to avoid the hazard. Have everyone sign off that they have the training to perform the tasks incident free, then get to work. At the end of the day each worker should sign out, acknowledging that they completed the tasks safely and worked incident free.

Performing a job safety analysis each day is a major key to safe projects and keeping your crew safe. Make this a priority and you will be well on your way to a safe, productive day, every day!

### Work Site Review: Hazards/Safety Suggestions

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Company Name: \_\_\_\_\_ Work Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

### Employee Signatures: (continue on back of sheet if necessary)

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(My signature certifies and confirms my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness)

**Manager/Supervisor's Signature:** \_\_\_\_\_

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.

# Job Safety Analysis Form

Supervisor {Print Name}:	Contractor:	Date:
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Supervisor Signature:	Location of Work
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Task Activity 1:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)
Task Activity 2:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)
Task Activity 3:	Potential Hazards (For each step, list all potential hazards here)	Recommended Safe Job Procedures (For each hazard, list safe procedures, PPE or tools needed here)

A	Electrocution/Shock	H	Hot Surfaces	O	Excavations	V	Chemicals (MSDS Review)
B	Fall From Heights	I	Pinch Points	P	Lead Paint	W	Restricted Access/Confined Space
C	Work Overhead	J	Flying Particles	Q	Silica Dust	X	Poor Lighting
D	Lifting: Manual/Mechanical	K	Vehicle Traffic	R	Asbestos	Y	Heat Stress/Cold Temperatures
E	Rough/Sharp Material	L	Railway Traffic	S	Poor Work Position	Z	Compressed Air
F	Slippery/Uneven Surfaces	M	Welding Fume	T	Noise	AA	Repetitive Motion
G	Machinery - Rotate/Moving	N	Welding Arc	U	Flammable Materials	BB	Other:

<b>FIRE PROTECTION PRECAUTIONS</b>			<b>PPE NEEDED</b>			<b>ENERGIZED EQUIPMENT SECURED</b>		
Fire Blankets	N	Y	Face Shield	N	Y	Ground Fault Protection (GFCI)	N	Y
Welding Screens	N	Y	Safety Glasses	N	Y	Lock Out/Tag Out	N	Y
Flammables Removed	N	Y	Hearing Protection	N	Y	Electrical Tool/Cords Inspected	N	Y
Suitable Fire Extinguishers	N	Y	Gloves for Specific Hazard	N	Y	High Voltage Lines Identified	N	Y
LEL Measured	N	Y	Rubber Boots	N	Y	Hot Pipes Need Temp. insulation	N	Y
Trained Firewatcher Stationed	N	Y	Hard Hat	N	Y	Cords/Leads/Hoses Elevated 7'	N	Y
<b>PERMITS REQUIRED</b>			Fall Protection Equipment			<b>WORK PLATFORMS FOR TASK</b>		
Line Break	N	Y	Respiratory Protection	N	Y	Scaffold Needed/Inspected	N	Y
Confined Space Entry	N	Y	Foot/Metatarsal Guards	N	Y	JLG/Scissors Lift Inspected (Oper. Cert.)	N	Y
Other	N	Y	Safety Shower	N	Y	Ladders (Inspected & Secured)	N	Y
	N	Y	Eye Wash	N	Y	Other	N	Y
<b>INTERIOR CONTAINMENT</b>			Electrical Flash Gear			<b>EXTERIOR CONTAINMENT</b>		
Signs Posted?	N	Y	Other	N	Y	30ft Perimeter and Signs Posted?	N	Y
Work Area Entrances Sealed?	N	Y	<b>BARRICADES NEEDED</b>			20ft All Doors and Windows Closed?	N	Y
6 ft Poly established to contain dust?	N	Y	Caution (Yellow)	N	Y	10ft Poly established to contain dust?	N	Y
HVAC System Off and Sealed?	N	Y	Danger (Red)	N	Y	Are all tools staged on containment area?	N	Y
Tack Pad and Runners in Place?	N	Y	Hard Barricade	N	Y	Within 10 ft of prop line? Vertical Cont.?	N	Y

**NOTE ALL CREW MEMBERS MUST SIGN IN AND OUT ON THIS FORM**

<b>Crew Daily Sign In</b>	<b>Crew Daily Sign Out</b>
I understand the safety precautions and have the training to perform this task incident free.	I have worked safely today and have NOT been injured