**HAZARD IDENTIFICATION AND RISK ASSESMENT**

**Purpose**

It is our goal and belief at Piedmont Service Group (PSG) that our workers can go home safe every day. We know the elimination of all risk is not physically possible. We aim to get the level of risk down to what is reasonably practical or achievable. This does not happen by chance. A risk assessment has to be completed before work starts. How we achieve this is by using these tools and methods:

1) Activity Hazard Analysis (AHA)

2) Job Hazard Analysis (JHA) or Pre Task Planning (PTP)

3) Jobsite Inspections

4) Safety Observation Reports (SOR)

5) Hazard Control

# **Responsibilities**

*Safety Director*

*•*Facilitates the implementation of PSG's Hazard Identification Program.

•Makes frequent visits to the jobsites and documents deficiencies and their corrective action.

•Assists with the creation of Activity Hazard Analysis.

•Assists with hazard identification and their controls.

*Project Manager*

*•*Performs monthly documented jobsite inspections and provides these to the Safety Director.

•Assists the Senior Foreman/Foreman with hazard identification and their controls.

*Supervisor/Foreman*

•Prepares and discusses with the crew the Job Hazard Analysis (JHA) before each new task.

•Asks for feedback and suggestions in relation to the hazards and controls being used.

•Sets the example in the use of Safety Observation Reports (SOR).

•Sets the example in the elimination of unsafe acts and conditions.

•Trains those under his lead how to identify and eliminate unsafe acts and conditions.

*All Employees*

•All are required to correct immediately any unsafe actions or conditions they see.

•If unable to correct a hazard, immediately notify their supervisor.

•All shall make use of the SOR.

•All shall participate in the creation and discussion of the JHA.

# **Activity Hazard Analysis**

An Activity Hazard Analysis (AHA) is a risk assessment tool that when used can bring the risk of a task down to an acceptable level. This is done by:

•Defining the tasks to be performed.

•Identifying the hazards.

•Determines the risk level by using the risk level matrix-Probability/Frequency x Severity.

•Establishes controls to reduce the risk to an acceptable level.

•Discussed with all those involved or exposed to the task.



**Who?:** The Safety Director or a Supervisor would fill this out.

**When?:** Before the job or task starts (i.e., a roof top HVAC unit change out).

For service or maintenance work, this can be created for each contract to identify the hazards associated with that facility.

The AHA can be used in place of a Job Hazard Analysis if it is kept as a living document. This means that it is updated to reflect the hazards that arise that might not be anticipated at the time this was created. This would require walking the project before work starts, knowing the condition of your crew, watching the weather forecast and also other trades in the area. In order for this tool to be effective, it has to be discussed with the crew involved. If this doesn't happen, it is then just another piece of paper.

The way AHA's are typically used is that they are provided before a project starts. This is to show the anticipated hazards. This helps in the planning of personnel, tools required, materials required, training needed, safety equipment required and the process to be used. A general contractor will usually ask for this along with the Site Specific Safety Plan before work starts on a project.

**Job Hazard Analysis**

A Job Hazard Analysis (JHA) is a tool that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the environment. Supervisors can use the findings of a JHA to eliminate and prevent hazards in the workplace and as a tool for training new employees in the steps required to perform their jobs safely.





**Who?**: All employees will use this. It can be an electronic version or a paper copy. Even those who are not filling this out should be asked for their input. They will have the best insight to the onsite hazards.

**Why?**: If you do not plan to perform a task safely and efficiently, then you are planning to fail.

**When?**: Before a task starts at the beginning of the work period. If this JHA is used for more than one work period, a brief 5 minute review should happen before the next work period begins. If you are working alone on a service or maintenance call, take 5 steps back and look around for 5 seconds for hazards so you can implement controls to avoid getting injured.

**Using a JHA**

### The *Job Hazard Analysis* worksheet should be used to complete the JHA. To complete this form, the following steps should be followed:

#### •List the key steps in the sequence in which they occur.

#### •Determine the hazard(s) for each step.

#### •Apply specific and effective safety measures to eliminate or control the hazard(s).

#### •Be specific in designations of protective devices and equipment.

#### •Include sufficient detail to preclude confusion and misunderstanding.

#### •Make changes as needed; JHAs are living documents.

#### •Discuss this with the entire crew.

#### •If new workers arrive, discuss this before they start work.

#### •Make changes as needed; JHAs are living documents.

**Jobsite Inspections**

In order to identify and assess hazards, Piedmont Service Group will administer a program of evaluation and inspection. This process will be conducted at appropriate intervals and whenever we identify safety concerns. We are concerned about construction sites, customer service locations, shops, office areas, storerooms and any area in which our employees work. The goal of this process is to be able to identify the unsafe conditions and actions that lead to our workers getting injured. It also goes beyond the obvious, we need to look at behaviors that are influenced by attitudes. We need not only to observe, but ask the worker why he is performing the task this way, etc. It is for this reason that we adhere to the following processes.

•At a minimum, quarterly site safety inspections will be conducted by the Safety Director at each facility/project to ensure that work spaces, infrastructure and means and methods are not contributing to an unsafe work environment. Any deficiencies found will documented, discussed with the supervisor and corrected.

•Project Managers will inspect their projects on a monthly basis. This will be documented and forwarded to the Safety Director. All open items will be corrected in a timely manner.

•On some small projects or service work, the Project Manager may enlist the help of the Service Manager/Supervisor/Foreman/Technician to provide a Jobsite Safety Inspection.

In the inspection process, get all the details surrounding why the condition or action exists. For example, if an employee is not wearing a pair of gloves, is it because he can't find a pair that fits? He doesn't have access to new gloves? He doesn't appreciate the consequences? He didn't know it is required? Often the root cause is not the obvious one. We have to identify it before we can eliminate it.

**Safety Observation Reports**

Safety Observation Reports (SOR) are one of the best tools available to see what is happening in the field.

At Piedmont Service Group, we use this tool in the following ways:

•All employees can have a share in this, whether in construction or service/maintenance.

•When you see an unsafe condition, correct it. Take a picture to document it and send it in.

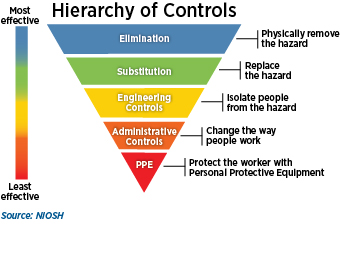
•When you see an unsafe act, stop it. You may have prevented an injury. Document the act you stopped, no names please and send it in.

•If the situation is more than you can correct, inform your supervisor, document and send it in.

•For supervisors, if you see one of your workers doing the right thing, say thanks, document this and send it in.

**Hazard Control**

Once the hazards have been identified, we need to reduce them to an acceptable level. PPE is always the last line of defense. Elimination is always the best, but not always feasible or possible.



It is our goal to develop the culture of safety where everyone looks out for all. Unsafe actions are stopped. Tasks are planned and hazards are eliminated in this process. Everyone goes home at the end of the day. By implementing this plan, we can see this happen.