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| --- | --- |
| Work description: |  |
| Location: |  | Scheduled start date: |  |
| Attendees: |  |

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| --- | --- | --- |
| Sequence of Work | Potential Hazards | Method for Eliminating or Controlling and Tools Required |
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Prepared by: Date:

Reviewed by: Date:

**Potential Hazards and Conditions**

 **EMERGENCY RESPONSE** **WORKER HABITS AND ACTIONS PPE**

 Are emergency phone numbers for medical, fire, chemical and Are workers given adequate training for the task? Required PPE onsite? In use?

 electrical emergencies posted on a wall or other known Are material handlers properly trained? Is hearing protection required? In use?

location? Do workers know whom to call?

Are ﬁrst-aid supplies available?

 Have emergency evacuation procedures been discussed?

 Are ﬁre extinguishers charged and in good condition? Are they checked monthly and marked?

 Are emergency cleanup provisions available for chemical spills? Are Safety Data Sheets (SDS) accessible?

 Are ﬂammable or explosive materials being used? Is there a potential danger of spontaneous combustion?

**ARE PERMITS/REPORTS REQUIRED?**

 NOTE: If any of these conditions may apply, TRAINING

 AND PERMITS ARE REQUIRED!

 Conﬁned space? Energized electrical work?

 Hot work? “Call Before You Dig!”?

 Firewatch? Other?

**BUILDING INTEGRITY**

 Are arrangements in place to keep the building secure?

 Are any collapse hazards evident?

 Have demolition procedures been reviewed?

 Should the ﬁre alarm system be temporarily disabled?

**ENVIRONMENT**

 Is the physical environment in the work area acceptable?

 Is there adequate ventilation and illumination?

 Will there be excessive dust, noise, fumes, heat, or vibra- tion?

 Will weather conditions (e.g., heavy rain, high wind, snow, or ice) be safe for the task being performed?

**FALL PREVENTION**

 Is there a need for fall protection training/refresher?

 Are SRD's and harnesses required?

 Is scaﬀolding needed for the tasks? Are handrails, guard- rails, and toeboards in place, if needed?

 Are there dangers for persons below

Have responsibilities been reviewed?

Have provisions been made for repetitive tasks?

Are proper hoisting/lifting techniques being used?

 Are welding and torching done in designated areas only?

**HOUSEKEEPING AND STORAGE**

 Have daily cleanup arrangements been discussed?

 Is the work site free of clutter, dirt, and spills?

 Are materials being organized and stored properly?

 Are tools and equipment being stored properly?

 Are aisles and walkways well-deﬁned and unobstructed? Is there any unusual congestion?

 Are stacked items stable and appropriately protected from the weather?

 Are combustibles, including rags, properly stored?

**PERSONAL SAFETY AND PASSERSBY**

 Do trip hazards exist? Are ﬂoor openings covered? Are sharp objects guarded?

 How will extension cords and hoses be routed safely?

 Are dangerous areas barricaded and posted with warning signs?

 Are overhead clearances identiﬁed?

 Is anything loose on parapets or ledges? Are restraining devices or tiebacks needed?

 Can workers be caught in or between objects?

 How will pedestrians be alerted to moving vehicles? Are ﬂagmen needed?

**CHEMICAL AND ELECTRICAL**

 What hazardous substances will be brought on the work site?

 Is all electrical equipment properly grounded? Are ground- fault protected receptacles available where needed?

 Are panel covers available to cover unattended energized electrical panels?

 Is there a danger from overhead high-voltage electrical lines?

 Are workers familiar with proper procedures for installing natural gas piping?

 Is pressure testing and chemical ﬂushing of pipe installa- tions being done?

 If the work requires the use of respirators, are workers ap-proved for the work and trained to wear respirators?

**LOCKOUT/TAGOUT**

 Are personal lockout devices needed?

 Are “Out of Use” tags available?

 Are circuit breaker lockouts in place?

 Are extension cords and plugs managed to avoid trips and falls?

 Have pressure lines been bled down?

 Have valve handles been removed or chained in the “oﬀ”

position?

Have electrical sources been verified de energized?

**LADDERS**

 Are ladders in good physical condition?

 Are ladders designed for their anticipated use?

 Are workers trained?

 Ladders secured?

**HAND AND POWER TOOLS**

 Are proper tools provided?

 Are tools and extension cords in good condition?

 Are tools safety-checked before using?

**EQUIPMENT SAFEGUARDS**

 Is equipment well maintained?

 Is equipment safety-checked before being put into use?

 Are all guards in place and pinch points protected?

 Are all rotating shafts and belts guarded?

 Are compressors and other ﬁxed-place equipment anchored?

**HEAVY EQUIPMENT/EXCAVATIONS**

 Are operators maintaining adequate distance from other workers? Spoil piles 2' back?

 Is equipment in good repair? Is there rollover protection?

 Is the “Call Before You Dig!” procedure being followed?

 Are trenches properly sloped, shielded, and barricaded?

 Are loads properly secured?

 Operators have documented training?

 Competent person onsite?

 Ladders or access in use?