

3rd Section

STEP 2: DETERMINE LEVEL OF RISK (Before & after controls are put in place)

Probability and Severity of Injury

Probability Severity	Probable (3)	Possible (2)	Remote (1)
Catastrophic (3)	9	6	3
Serious (2)	6	4	2
Minor (1)	3	2	1

Risk Prior to Additional Controls: ☐

List Additional Controls Needed:

Risk After Controls Established: ☐

Actions Required:

- 1-3 Proceed with caution
- 4-6 Conduct thorough safety assessment before beginning and throughout task
- >6 Transfer or terminate task

PROBABILITY Guideline

- **Remote** – Incident unlikely to occur
- **Possible** – Incident may occur
- **Probable** – Incident likely to occur

SEVERITY Guideline

- **Minor** – Potential to result in incident requiring first aid.
- **Serious** – Potential to result in Recordable Incident (e.g. requiring medical treatment beyond first aid, restrictions in work or motion, days away from work for recovery, or loss of consciousness).
- **Catastrophic** – Potential to result in Multiple Injuries or Fatality.

5th Section

STEP 4: POST TASK DEBRIEF

- ☐ Post Job Clean-up Complete
- ☐ All Permits Closed Out
- ☐ Energy Control
- ☐ Confined Space
- ☐ Hot Work
- ☐ Excavation
- ☐ Other: _____
- ☐ Other: _____

Opportunities for future improvement:

Safe Work Plan close-out signatures

Crew Leader: _____
 Supervisor: _____
 Operations Manager: _____

Date Safe Work Plan Closed: _____

Emergency Information

In case of injury, potential injury, or environmental release on this job:

1. Seek immediate medical attention,
2. Immediately call SUEZ 24-Hr Incident Reporting Service at (888) 853-7284.

Local Emergency Numbers:

1st Section



SAFE WORK PLAN

My Plan for a Safe Job

Today's Date: _____

Time: _____

Lead Person Name: _____

My Supervisor: _____

Task Location: _____

Expected Task Duration: _____

Short Task Description:

This task is a:

- ☐ Routine Task (performed at least once/wk)
- ☐ Non-Routine Task

The most junior person on the crew has been employed with United Water for:

- ☐ Less than 90 days
- ☐ Between 90 and 1 Year
- ☐ Between 1 and 2 Years
- ☐ Between 2 and 5 Years
- ☐ Greater than 5 Years

Names of all persons employed less than 1 year:
 Name: _____

Step 1: IDENTIFY THE HAZARDS

- ☐ Work involves suspended loads & overhead hazards (Life Saving Rule #1)?
- ☐ Work involves moving vehicles or moving equipment - Trucks or heavy equipment, working in traffic, conveyors, rotating shafts or parts (Life Saving Rule #2)?
- ☐ Work involves working at a height where a fall could occur over 4 feet (Life Saving Rule #3)?
- ☐ Work involves an excavation (Life Saving Rule #4)?
- ☐ Work involves a Confined Space or other potential atmospheric hazard (Life Saving Rule #5)?
- ☐ Work involves Hot Work - Equipment that produces a spark or open flame; welding, cutting (Life Saving Rule #6)?
- ☐ Work involves stored energy - Electrical, tension, air hydraulic, gas, steam, water pressure, gravity (Life Saving Rule #7)?
- ☐ Work involves the potential use of a cell phone while driving (Life Saving Rule #8)? No communication device use allowed while driving, unless in hands-free mode.
- ☐ Alcohol/Drugs - No alcohol or drug use allowed in the workplace (Life Saving Rule #9).
- ☐ Work involves one or more vehicles which could turn or need to back up (Life Saving Rule #10)?

Other Potential Hazards:

- ☐ Housekeeping / Jobsite Conditions
- ☐ Ergonomic
- ☐ Hazardous Chemical & Materials
- ☐ Hand or Power Tools or Equipment
- ☐ Contact with Objects or Equipment
- ☐ Environmental Factors - Severe weather, extreme hot/cold, wind, potential of lightning.

Step 3: IDENTIFY HAZARD CONTROLS and PERFORM PRE-JOB CHECK

Suspended Loads & Overhead Hazards

Rule #1: Do not walk or stand under a suspended load.

- ☐ Overhead hazards evaluated and safe measures put in place
- ☐ Area under load delineated and restricted by personnel

Moving Vehicles or Moving Equipment

Rule #2: Stay out of the path of moving equipment.

- ☐ Proper traffic control measures in place
- ☐ Controls in place around all mobile equipment
- ☐ Guards in place around all moving equipment

Working at Heights

Rule #3: Clip on and tie-off your harness when working at height.

- ☐ Fall protection systems planned where appropriate
- ☐ Fall protection equipment identified and inspected
- ☐ Guardrail system in place where appropriate

Excavations

Rule #4: Only enter a trench if appropriate protection against collapse is in place.

- ☐ Excavation Permit in place
- ☐ Protective System used in excavations greater than 5 feet

Confined Spaces & other Potential Atmos. Hazards

Rule #5: The atmosphere must be tested safe before entering a confined space and monitored as you work.

- ☐ Space properly classified
- ☐ Confined Space Permit in place
- ☐ Entry procedures in place and understood by all
- ☐ Entrant, Attendant, Entry Supervisor utilized if required
- ☐ Calibrated Combustible Gas Meter to be used

Hot Work

Rule #6: Do not perform hot work until the fire or explosion risks have been eliminated.

- ☐ Hot Work Permit in place as required
- ☐ Work area inspected for fire hazards
- ☐ Suitable fire extinguisher and Fire Watch in place

Stored Energy

Rule #7: Verify that there is no live energy before starting work.

- ☐ Written Energy Control Procedure(s) reviewed
- ☐ Type and magnitude of energy sources identified
- ☐ Only Authorized employees performing work
- ☐ Lockout/Tagout Permits in place
- ☐ ALL energy brought to zero and locked out before start

Cell Phone Use While Driving

Rule #8: Do not handle your phone or other communication devices when driving.

- ☐ Cell phones are unauthorized while driving, unless in hands-free mode

Alcohol/Drug Use

Rule #9: No working/driving under the influence of alcohol/drugs.

- ☐ Alcohol and Drug use not allowed in the workplace

Vehicle Turning or Reversing

Rule #10: When turning or reversing a vehicle, signal, slow down and check that nobody is in your path.

- ☐ All reversing alarms working
- ☐ Spotters to be used when a vehicle is turning or reversing

Housekeeping/Jobsite Conditions

- ☐ Work area clearly delineated and footing reviewed with crew
- ☐ Clutter/debris kept minimal and picked up

Ergonomics

- ☐ Personnel understand proper lifting techniques
- ☐ Mechanical lifting devices identified for heavy loads
- ☐ Work breaks defined to prevent overexertion
- ☐ All 2-person lifting & moving tasks identified and reviewed

Hazardous Chemicals & Materials

- ☐ Proper chemicals & materials identified for job
- ☐ SDSs reviewed with crew and available
- ☐ Portable eyewash available if needed

Hand and Power Tools/Equipment

- ☐ Proper tools identified for the job
- ☐ Tools & equipment in good condition
- ☐ Ground fault protection in place
- ☐ Pinch points identified
- ☐ All machine guards in place

Contact with Objects or Equipment

- ☐ All potential contact with objects or equipment identified

Environmental Conditions & Weather

- ☐ Forecast of severe weather reviewed
- ☐ Outside temperature reviewed against duration of job
- ☐ Jobsite noise levels known or estimated
- ☐ Jobsite dust levels known or estimated

Personal Protective Equipment (PPE)

- ☐ Written PPE Hazard Assessment reviewed for task
- ☐ Required PPE to be used
- ☐ Need for goggles or face shield evaluated
- ☐ Footwear reviewed for good tread
- ☐ Standard work gloves or specialty gloves to be used
- ☐ Need for respiratory protection evaluated
- ☐ Need for hearing protection evaluated

People: Attitudes and Behavior

- ☐ Job scope understood by all
- ☐ If working alone, scope is understood and limited

Other Controls:

Verification of Understanding

I understand the scope of this task and am able to safely perform the task without increasing the risk of injury to myself or others:

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____