# CONGREGATION JOB HAZARD ANALYSIS INSTRUCTIONS

A job (or work site) hazard analysis is done to identify potential dangers before a project or a phase of a project begins. It is intended to eliminate or control anticipated hazards. The brothers assigned to oversee the project should perform such an analysis as part of planning and scheduling the job in order to prevent injuries to those working on the project.

**Performing a Work Site Hazard Analysis:** When planning each phase of a project, review the scope of the work and consider how the work can be done safely. This review may change your plan for doing the work. (Deut. 22:8) Talk with experienced tradesmen and others involved with the job to get their input.—Prov. 11:14; 15:22.

**Identifying Potential Hazards and Conditions and Taking Preventive Action:** Review the potential hazards and conditions listed on page 2 of the *Congregation Job Hazard Analysis* (DC-85) form that apply to the work to be done. Keep in mind that the analysis should not be limited to the points provided on the form. On page 1 of the form, list the potential hazards and the method being taken to eliminate or control the potential hazard(s). Identify the person(s) responsible for eliminating or controlling a certain hazard(s). Use additional forms as needed. The examples below will help you to understand the benefit of performing a hazard analysis.

- **Example 1:** Plumbers need to solder a leaking pipe in a wall. Step 1: Ask yourself: 'What potential hazards exist?' Answer: A fire. Step 2: Ask yourself: 'What preventive action should be taken?' Answer: (1) Temporarily insert protective flashing between the soldering work and any combustible materials to avoid contact between these and the flame, embers, or other heated material. (2) Appoint someone to serve as a fireguard, and keep a pail of water, a hose, or a fire extinguisher on hand. (3) Be sure that the fire watch continues for at least thirty minutes after the hot work stops to ensure that nothing starts to smolder.
- **Example 2:** It is necessary to do a roof inspection on a sloped roof. Step 1: Ask yourself: 'What potential hazards exist?' Answer: A slip, a trip, or a fall from the roof. Step 2: Ask yourself: 'What preventive action should be taken?' Answer: (1) Ensure that all workers have sufficient personal protective equipment, which in this case would consist of proper footwear. (2) Ensure that appropriate fall prevention equipment is in use, such as a safety harness that is tied to an appropriate anchor. (3) Ensure that the work is not done alone.

**Review the Form With All Workers:** Review the *Congregation Job Hazard Analysis* (DC-85) form with the workers each day that a given task is underway, since new persons may be present. Inform those performing the tasks of which hazards could not be eliminated and what personal protective equipment is required for the work site.

**Benefits of Performing a Job Hazard Analysis:** Although time and effort are required to perform a job hazard analysis, it is critical to do this so as to protect our brothers and sisters from injuries and to control potential damage. Those overseeing the work will thus be able to ensure that preventive action is being followed throughout the course of the project.