CONGREGATION JOB HAZARD ANALYSIS

(See the reverse side for examples of potential hazards. Please read *Congregation   
Job Hazard Analysis Instructions* [DC-85i] carefully before completing this report.)

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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 Person Responsible** |
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| **Prepared by:** |  | **Date:** |  |
| **Reviewed by:** |  | **Date:** |  |

Potential Hazards and Conditions

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| ACCIDENT-PREVENTION Have appropriate points from *Working Together Safely* (DC‑82) been reviewed with all workers? EMERGENCY RESPONSE Are emergency phone numbers for medical, fire, chemical, and electrical emergencies posted on a wall or other known location? Do workers know whom to call?  Have emergency evacuation procedures been discussed?  Are first-aid supplies available?  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, contact the LDC and obtain specific approval and instructions before proceeding.  Confined space?  Energized electrical work permit?  Hot work?  “Call Before You Dig!”?  Fireguard report?  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 vibration?  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 safety lines and harnesses required?  Is scaffolding needed for the tasks? Are handrails, guardrails, and toeboards in place, if needed?  Are there dangers for persons below? | WORKER HABITS AND ACTIONS Have safety responsibilities been reviewed with all workers?  Are workers given adequate training for their jobs?  Has provision been made for rotating repetitive tasks?  Are proper hoisting/lifting techniques being used?  Are material handlers properly trained?  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 plywood or acrylic panels 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 installations being done? | PERSONAL PROTECTIVE EQUIPMENT Are hard hats, safety glasses, appropriate footwear, and gloves being used by all workers?  Are cotton respirators, face shields, and protective clothing available?  Is hearing protection used as needed? Are welding helmets and aprons worn as needed?  If the work requires the use of respirators, are workers approved 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 secured in the “off” position? LADDERS Are ladders in good physical condition?  Are ladders designed for their anticipated use?  Do workers understand ladder-safety as outlined in *Working Together Safely* (DC‑82)? 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 Are operators maintaining adequate distance from other workers?  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? |