



TAILGATE/TOOLBOX SAFETY MEETINGS



Safety Services Company-Safety Meeting Division, PO Box 78402, Corona, CA 92877 Toll Free (866)204-4786

Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 33: Hazard Assessment (Job Hazard Analysis)

Introduction: A job-site hazard poses potential for harm. In practical terms, hazards are a condition or activity that, if left uncontrolled, can result in an injury or illness. Workplace injuries and illnesses can be prevented by looking at workplace operations, establishing proper job procedures, and ensuring that all employees are trained properly. Identifying hazards and eliminating or controlling them as early as possible will help prevent injuries and illnesses. A hazard assessment or job hazard analysis is a technique that focuses on identifying hazards before they occur. Hazard assessment focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after hazards are identified, steps will be taken to eliminate or reduce the hazard to an acceptable risk level.



A job hazard analysis can be conducted on virtually any area of the workplace with priority going to the following types of jobs:

- ① Operations with the highest injury or illness rates
- ② Tasks with the potential to cause severe or disabling injuries or illness
- ③ Procedures complex enough to require written instructions
- ④ Situations in which one simple human error could lead to a severe accident or injury
- ⑤ Jobs that are new to the operation or have undergone changes in processes and procedures



Involve all employees — It is very important to involve employees in the hazard analysis process. Workers have a unique understanding of their job, and this knowledge is invaluable for finding hazards. Involving employees will help minimize oversights, ensure a quality analysis, and get all personnel to “buy in” to the solutions.

Conduct a preliminary job review of the known existing hazards in the current work surroundings and ways to eliminate or control those hazards.

Review the worksite's history of accidents and occupational illnesses that needed treatment, losses that required repair or replacement, and any “near misses” (events in which an accident or loss did not occur, but could have). These events are indicators that the existing hazard controls (if any) may not be adequate and deserve more scrutiny.

Immediate action must be taken to protect workers if any hazards exist that pose an immediate danger to life or health.

A job hazard analysis is an exercise in detective work with the goal being to discover the following:

- What can go wrong?
- How could it arise?
- How likely is it that the hazard will occur?
- What are the consequences?
- What are other contributing factors?



To make the job hazard analysis useful, document the answers to these questions in a consistent manner. Describing a hazard in this way helps to ensure that efforts to eliminate the hazard and implement hazard controls target the most important contributors to the hazard.

Good hazard scenarios describe:

- Where it is happening (environment)
- Who or what it is happening to (exposure)
- What precipitates the hazard (trigger)
- The outcome that would occur should it happen (consequence)
- Any other contributing factors



Hazard Control Measures — Information obtained from a job hazard analysis is useless unless hazard control measures recommended in the assessment/analysis are incorporated into the tasks. Supervisors should recognize that not all hazard controls are equal, and some are more effective than others at reducing the risk.



The order of hazard control precedence is: ① Engineering Controls, ② Administration Controls, ③ and Personal Protective Equipment.

Use of one hazard control method over another higher in the control precedence may be appropriate for providing interim protection until the hazard is permanently removed. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

Conclusion: Rarely is a hazard a simple case of one singular cause resulting in one singular effect. More frequently, many contributing factors tend to line up in a certain way to create the hazard. If there have been “near-misses” or actual accident cases, then the likelihood of a recurrence would be considered high. Regular weekly review of the workplace hazard assessment/job hazard analysis will ensure that it remains current and continues to help reduce workplace accidents and injuries.



Work Site Review

Specific Work-Site Hazards and Safety Suggestions: _____

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent, reportable, job-related injury or illness.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Foreman/Supervisor's Signature: _____

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.