

# Job Hazard Analysis Policy

(rev 10-2016, 12-2018, 12-2019, 12-2020, 11-2021)

- 14.1 PURPOSE
  - 14.2 IMPLEMENTATION
  - 14.3 SUPERVISOR RESPONSIBILITIES
  - 14.4 INDIVIDUAL RESPONSIBILITIES
  - 14.5 TRAINING
  - 14.6 ANALYSIS/PROGRAM REVIEW
  - 14.7 "5x3" SAFETY BRIEFINGS
  - Exhibit 14A JOB HAZARD ANALYSIS CHECKLIST
  - Exhibit 14B JOB HAZARD ANALYSIS
  - Exhibit 14C ACTIVITY HAZARD ANALYSIS
  - Exhibit 14D DAILY SAFETY INSPECTION CHECKLIST
- 

## 14.1 PURPOSE

To define the work being performed, identify the sequences of work, list the expected hazards and the control measures to be implemented in order to eliminate or reduce the hazards to an acceptable level.

## 14.2 IMPLEMENTATION

An Activity Hazard Analysis (AHA) or Job Hazard Analysis (JHA) must be completed by the site, trade superintendent and trade foreman prior to the start of work. Specific documents may be required by owner, owner's representatives, or controlling contractor. If specifications do not provide specific documents, Job Hazard Analysis Checklist (Exhibit A) and Job Hazard Analysis Form (Exhibit B) will be used. The Job Hazard Analysis Checklist will be completed in order to determine work hazards. Information will be referenced for the completion of Job Hazard Analysis Form. These documents will be completed and maintained on file prior to the start of work tasks. Note: If owner, owner representative, and/or controlling contractor require completion of "their" JHA, complete of TAW JHA is not necessary unless directed.

Whenever a significant change in a work procedure occurs, it must be analyzed and added to the Job Hazard Analysis (JHA) or Activity Hazard Analysis (AHA). Large projects will require analyses for separate work areas and progressive review of tasks in order to update/amend the AHA or JHA.

**The AHA or JHA will be reviewed prior to the start of work for all employees, new employees, and employees changing position or tasks. This includes subcontractors of TAW. All employees will sign and date the AHA/JHA.**

**The first Monday of each month will serve as AHA/JHA review on dedicated sites, including MACC projects. . The site, trade superintendent and/or trade foreman will review the AHA/JHA with employees.** Employees of TAW and affected subcontractors will sign and date the AHA/JHA. The documents will be maintained on site.

### **14.3 SUPERVISOR RESPONSIBILITIES**

14.3.1 The project superintendent, trade superintendent or designated competent person is responsible for the analysis of job-specific hazards performed prior to any work activities.

14.3.2 Prior to the start of any project, it is vitally important the supervisor hold a safety meeting with all members of the crew to discuss the hazards disclosed by the analysis. The meeting will address existing and potential hazards, the safe work practices and any special equipment and tools to eliminate or control them.

Crew members will be told where the AHA/JHA will be maintained on the project. They will be encouraged to review it and provide suggestions for improvement or changes. Suggestions for changes and/or improvements will be noted by the supervisor on the AHA/JHA.

Records must be kept on the project and retained thereafter in the project's file which will be maintained at T.A. Woods Company's business office. At the completion of the project, JHA/AHA will be provide to the construction administrator for filing.

### **14.4 INDIVIDUAL RESPONSIBILITIES**

It is the responsibility of each crew member to immediately report any unsafe acts or hazardous conditions to their immediate supervisor. Crew members must also report any changes in procedure or environment that present new and unaccounted for hazards.

### **14.5 TRAINING**

14.5.1 All supervisory personnel must be trained in the proper and timely completion of the AHA/JHA and Daily Safety Inspection checklist

14.5.2 All TAW employees and applicable subcontractors must be informed of the AHA/JHA content.

14.5.3 All new personnel, TAW and subcontractors, must be similarly trained.

### **14.6 ANALYSIS/PROGRAM REVIEW**

Safety and/or project managers will conduct periodic reviews of completed JHA/AHA. The analyses should be reviewed for thoroughness, unusual hazards specific to the project and to ensure that employees have received the information. Unusual hazards will be communicated directly to Safety

## **14.7 DAILY SAFETY INSPECTION**

In an effort to promote “here and now safety”, project sites will be mandated to complete a Daily Safety Inspection checklist (Exhibit 14D). This inspection should be conducted by the project superintendent, trade superintendent, trade foreman or other designated employee trained as a competent person depending upon the size and complexity of the project. Information extracted from this document will be utilized to communicate potential hazards to employees as well as general contractors, owners, owner's representatives, and the like. Daily Safety Inspections will be maintained on site and periodically reviewed by the Safety.

## **14.8 "5x3" SAFETY/PRODUCTION MEETINGS**

Supervisors are required to hold "5X3" Safety/Production Meetings daily. Crews are to meet for 5 minutes prior to the start of the workshift, 5 minutes prior to the resuming of work after the lunch break, and 5 minutes at the end of the workday. These meetings are mandated to review and discuss safety policies, safety concerns, safety recommendations, mediation of hazards, task assignments, and production accountability. These huddles promote T.A. Woods Company’s “here and now safety” ideology.