

3. Worksite Analysis

Objective – *Keep worksite SAFE. Identify hazards.*

A. Survey Site

Responsibility – OSHA Standard – Hazard Communication Standard, Title 29 Code of Federal Regulations (Sec 3. F1)

Existing Hazards – Objectively identify existing hazards using Safety Inspection Checklist or consultation.(Sec 3. F2)

Potential Hazards – Objectively identify potential hazards using Self Inspection Checklist, common sense, standards, or consultation. (Sec 3. F3)

Material Safety Data Sheet – Responsibility & Training (Sec 3. F4)

B. Information

Material Safety Data Sheets – All you should know about the product from the manufacturer (Sec 3. F5)

Master List – What is it? Where is it? How much is it? (Sec 3. F6)

Identifies, records, consolidates, provides safety information, A MUST HAVE! (Sec 3. F7)

Industry – Associations, Newsletters, Web Sites, Publications, Standards and Practices

OSHA – Web Site, Publications, Media, Standards and Practices

New Jersey – EPA & Consultation Standards and Practices. What does the LAW require, NJSBDC Web Site

C. Periodic Review

Schedule – Plan to make scheduled inspections at least 2 times a year. Calendar or event trigger (Sec 3. F8)

Jobs – Look at what is routinely done and why. Practice, ignorance, training, by the book, as per instructions, read the directions, or shortcut

Team – Taking a good look for the sake of the business and fellow workers

Equipment – Under warrantee, out of warrantee, upgrade, replace

D. Self Inspection

Process – What are you looking at? What is it measured against? Is it a problem now? Will it be a problem later?

Identify & communicate – What was found? How can it be fixed? Can it be fixed? *CORRECTIVE ACTION NEEDED!!!* Document the problem. When are you going to fix it, and what will it cost?

E. Employee Feedback

Encourage and Promote communication with employees regarding working conditions, processes, equipment, materials, and the Plan

F. Investigate

Injuries – What happened? Why did it happen? Was it reported according to the Plan? (Sec 3. F9)

Sicknesses – Is it job related? Does it require medical attention? What is responsible?

Reoccurrence – Has it happened more than once? Was it the same thing? Why was it not addressed the first time?

G. Historic Reviews

Records Analysis – Pattern, practices, processes, actions taken, and trends

Handouts

Job Hazard Analysis (OSHA Publication #30710)