



Job Safety Analysis

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1.0 ACTIVITY DESCRIPTION

- 1.1. The purpose of a Job Safety Analysis (JSA) program is to mitigate or eliminate hazards associated with performing specific job tasks. The JSA program provides a process and tool to identify, evaluate, discuss, mitigate, and document potential hazards and appropriate control measures. JSAs are vital to an organization's overall safety program because they encourage operational prioritization of safety, integrate safety as part of the work task for high risk and/or novel activities, and encourage safety communication at the crew level.
- 1.2. The purpose of this document is to describe guidelines for the preparation and communication of task specific JSAs. A JSA, sometimes called a Field Level Hazard Analysis (FLHA), may be discussed, or included with other processes such as a Job Hazard Analysis (JHA), Site-Specific Safety Plans (SSSP), and Toolbox Talks. It is important that workers know that the previously listed items are all jobsite safety-related tools, and each plays a different role. For these guidelines, the following definitions will be used:
 - 1.2.1. Job Safety Analysis (JSA) – JSAs are prepared for a specific work activity that will be performed. JSAs are performed to identify hazards (real and potential) that are, or may be, present at the specific work location under current environmental conditions (weather, external impacts, etc.) and to prescribe the appropriate mitigation of the identified potential hazard(s), before commencing a work activity. JSAs should be updated when activities scope of work, or conditions (weather, soil conditions, etc.) change during performance of the task.
 - 1.2.2. Field Level Hazard Analysis (FLHA) – FLHAs are equivalent to JSAs.
 - 1.2.3. Pre-Job Brief (PJB) – PJBs are equivalent to JSAs.
 - 1.2.4. Job Hazard Analysis (JHA) – A JHA is a document that identifies the general hazards of and mitigation measures for common construction activities or tasks, such as excavation, stringing pipe, lowering-in, welding, tie-ins, bending, etc.
 - 1.2.5. Site-Specific Safety Plan (SSSP) – An SSSP is a document that is developed for each specific project, identifying its safety hazards and how to mitigate them. A SSSP can be important source material for creating JSAs.
 - 1.2.6. Toolbox Talks – Toolbox talks are utilized for a wide variety of topics (e.g., safety, task review, environmental, landowner considerations, etc.). Toolbox talks are particularly useful to communicate “good



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catches” or incidents that have happened within a company or they can be lessons learned that have been shared in our industry (e.g., refer to the INGAA Foundation Lessons Learned Database).

- 1.3. The basic JSA described in this document is most often prepared by the Crew Leader or Foreman (or other personnel as assigned or designated by the Foreman), with ACTIVE input and participation from the crew members, and used to stimulate substantive conversation regarding task steps or sequencing, specific hazards, and the corresponding control measures.
- 1.4. The guidelines in this document are not meant to supersede or replace regulatory requirements, nor are they intended to be all-inclusive of the applicable contractor/owner company safety protocols or regulatory requirements. Instead, these guidelines are intended to support and complement existing requirements.

2.0 HAZARD ASSESSMENT

- 2.1. Hazard assessments are performed as part of the JHA (routine activities) or the JSA (site-specific) development process.
- 2.2. Hazard assessments should be performed to identify potential hazards associated with work activities commonly performed on natural gas pipeline construction projects. Hazards may be ranked based on risk (e.g., probability multiplied by severity).

3.0 ROLES AND RESPONSIBILITIES

- 3.1. **Management Responsibilities** (*includes all personnel with a supervisory role*)
 - 3.1.1. Provide the mechanism for adequate training of all applicable personnel to identify hazards associated with the tasks they may perform and to designate the appropriate control measures.
 - 3.1.2. Empower applicable personnel with the ability to mitigate or make recommendations on appropriate control measures for site-specific hazards and potential hazards.
 - 3.1.3. Verify that applicable employees are trained in the JSA process.
 - 3.1.4. Confirm that Frontline Supervisors are trained on communication of JSAs.
 - 3.1.5. Actively participate in and support the JSA process/activity while visiting a site/project (where applicable).



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3.1.6. Perform objective assessments on the quality of JSAs preparation and communication, specifically but not limited to the effectiveness of Frontline Supervisor preparation and communication of JSAs. Provide recommendations and support to continuously improve their effectiveness (where applicable).

3.1.7. Stop Work Authority/Responsibility – Immediately stop and correct perceived unsafe or hazardous activities.

3.2. Frontline Supervisor Responsibilities

3.2.1. Review the more general JHAs that are applicable to the work/project.

3.2.2. Assess and evaluate applicable on-site personnel to ensure that they understand the JSA process.

3.2.3. Prepare comprehensive and detailed JSAs.

3.2.4. Encourage crew involvement in preparation of JSAs.

3.2.5. Communicate the JSA before the scheduled tasks are performed.

3.2.6. Conduct appropriate reviews and revisions to JSAs and communicate changes to pertinent field personnel.

3.2.7. Stop Work Authority/Responsibility – Immediately stop and correct perceived unsafe or hazardous activities.

3.3. Health & Safety (H&S) Professional Responsibilities

3.3.1. Provide technical support for preparation and communication of JSA guidelines.

3.3.2. Develop, coordinate, conduct and/or approve JSA training.

3.3.3. Evaluate the effectiveness of the JSA program and make recommendations for improvement (when necessary).

3.3.4. Review completed JSAs to evaluate thoroughness and/or the appropriate level of communication and control measures/mitigations.

3.3.5. Stop Work Authority/Responsibility – Immediately stop, report, and correct perceived unsafe or hazardous activities.

3.3.6. Actively participate in and support the JSA process/activity while visiting a site/project (where applicable).

3.4. Employee Responsibilities

3.4.1. Follow the procedures described in these guidelines.



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- 3.4.2. Complete the JSA-related training associated with job assignments and responsibilities.
- 3.4.3. Participate in the development and communication of JSAs, as applicable to assigned tasks and job responsibilities.
- 3.4.4. Report to the Supervisor any recognized hazard that cannot be immediately corrected.
- 3.4.5. Review JSAs when conditions change (e.g., weather, scope of the task, nearby activity), and make appropriate changes to potential hazards and/or control measures.
- 3.4.6. Immediately stop and correct perceived and actual unsafe or hazardous activities.

4.0 EQUIPMENT AND SUPPLIES

Not Applicable

5.0 HAZARD MITIGATION

- 5.1. There are three basic steps in preparing a JSA:
 - 1. Identify the job, task, and steps.
 - 2. Identify real and potential hazards or potential incidents that may be associated with each task and step.
 - Reference general JHAs pertinent to the task/work activity and/or the SSSP.
 - Consider potential impacts from site-specific conditions (weather conditions, ground surface slope, landscape, other nearby activities, etc.).
 - 3. Describe mitigation and control measures applicable to the potential hazards identified in Step 2.
- 5.2. **JSA Format and Content**
 - 5.2.1. The JSA form lists common hazards identified that can be reviewed and checked with the crew. The form should also provide blank areas that can be used to add any site-specific hazards and mitigations of those hazards.
 - 5.2.2. The form should include fields for all individuals to sign after each review, the date, and time of review.
 - 5.2.3. Examples of information the JSA form could include, but are not limited to:



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- Identification of task(s) to be performed, associated potential hazards, and corresponding mitigations required to perform the task safely;
- Resources to be used (equipment, shoring, materials, etc.);
- Controls required prior to work (signs, barricades, goalposts, etc.);
- Person responsible for each task (training required, spotters needed, etc.);
- Work location (site address or equivalent);
- Current weather;
- Identification of short-service employees;
- Proper PPE;
- Required permits (e.g., hot work, lock-out/tag-out);
- Muster point
- Warnings/alerts – How to communicate in the event of an emergency;
- Address/Phone Number of nearest medical facility. (Pre-printed on JSA for each project/location)
- Emergency contact information/Names of First Aid CPR trained personnel;
- “Competent Person(s);”
- Signature of Owner/Operator Representative; and
- Security concerns or considerations.
- Reminder of Obligation to exercise Stop Work Authority (SWA) if conditions warrant.

5.2.4. Refer to Appendix A for example JSA forms.

5.3. Identifying Hazards and Control Measures

5.3.1. A JSA is an important tool in the effort to identify hazards and outline effective mitigation or controls. To improve the effectiveness of identification and control efforts, the following suggestions are offered:

It is important for JSA authors/facilitators to consider adjacent activities. JSAs can be too focused on the tasks they are scoped for, overlooking nearby hazards that could have an impact on the immediate task.

- Scanning the worksite for energy sources (potential energy, mechanical energy, thermal energy, etc.) has been a technique



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demonstrated to improve hazard identification effectiveness. *Refer to Appendix B for Energy Wheel Hazard Assessment Tool.*

- It is more helpful to be specific than general when identifying hazards. For example, broadly citing “trip hazards” is not as effective as citing the “trip hazards from the cable trays in the Northeast corner of the site.”
- Finally, JSAs are most valuable when they focus on substance over form. When done in a way in which the quality of the conversation is held to more importance than the format of the written, JSAs, encourage vital scenario-building, brainstorming and high engagement among field staff.

5.3.2. Refer to the applicable JHAs and SSSP as the starting point to identify and mitigate potential hazards of each activity. Then expand or customize the JSA to incorporate actions or considerations based on site-specific conditions.

5.3.3. Once the task-related jobsite hazards are identified, designate control measures per the hierarchy of hazard control (i.e., elimination, substitution, engineered controls, administrative controls, PPE).

5.4. JSA Communication and Presentation

5.4.1. Effective JSAs are a process that integrates safety and health principles into a particular task. JSAs are more than a form.

5.4.2. The keys to success of the JSA process are twofold: 1) careful planning; and 2) effective communication via crew involvement.

5.4.3. Include the entire crew assigned to a job activity in the JSA process to ensure all employees conducting a task understand the hazards and how to mitigate them.

- The JSA should be communicated verbally and in detail with all crew personnel onsite, and then subsequently to any/all other individuals who visit or perform work on that site, before engaging in the work activity.
- Encourage the field personnel to openly discuss the JSA. By giving applicable field personnel a way to participate in safety decisions, their engagement can lead to improved hazard awareness and understanding of safe work practices.



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- Frontline Supervisors should encourage the crew to actively participate. Asking questions and seeking input from crew members helps to create an environment where the entire crew is actively engaged in the JSA process.

- 5.4.4. Front-line supervision (Crew Leaders or Foremen) are the key individuals responsible for the success of crew safety, compliance, quality, and production. Therefore, they should have the ability to communicate and engage their crew in developing, communicating, and executing safe work plans. The ability of the Crew Leader to perform this task well will define the success of the program.
- 5.4.5. After the Crew Leader explains in detail the task that is to be performed, encourage team members to point out the potential hazards and their proposed mitigation or control measures. This encourages crew engagement and communication.
- 5.4.6. Be mindful of the primary language(s) of the field personnel. Training, presentations, daily communications, forms, handouts, etc. need to be communicated so that all field personnel understand.
- 5.4.7. During the JSA discussion, give field personnel an opportunity to share examples of good catches, near misses, etc. to learn from experience and prevent potential reoccurrence.

5.5. JSA Reviews

- 5.5.1. The JSA MUST be reviewed by all personnel entering the active work area, including but not limited to, field personnel, contractor management, owner company representatives, inspection staff, vendors, guests/visitors onsite, etc.
- 5.5.2. The initial review shall take place prior to the start of any work task.
- 5.5.3. A recommended Best Management Practice (BMP) is to review the JSA again after any break or interruption (e.g., weather, stop work, conditional change, lunch etc.) \geq 30 minutes.
- 5.5.4. Reviews should also take place any time conditions or work activities change, for example:
 - If the equipment sustains damage;
 - After a safety related incident (e.g., injury, accident, or near miss);
 - When the job is altered; or
 - Upon identification of a new hazard(s).



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5.6. JSA Documentation and Recordkeeping

- 5.6.1. All JSAs should be signed by all applicable crew members and visitors.
- 5.6.2. All JSAs should be turned in on a daily basis.
- 5.6.3. Remember "If it's not documented, it didn't happen."

6.0 TRAINING

- 6.1. All employees should receive awareness training on the JSA process.
- 6.2. Contractor's employees and/or on-site employees must have appropriate training to identify hazards and understand the information presented in a JSA. All employees must be trained on recognition of hazards by associated energy types.

7.0 REFERENCES

- 7.1. Refer to Appendix C for Construction Safety Research Alliance (CSRA) Pre-Job Safety Scorecard <https://www.csra.colorado.edu/>

8.0 HISTORY OF REVISIONS

| Revision | Date | Description |
|----------|-----------|--|
| 0 | 6/16/2017 | Initial Issue |
| 1 | 3/29/2022 | Updated per continuous improvement cycle |



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Appendix A – Example JSA Forms



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JOB SAFETY ANALYSIS WORK SHEET

| Tasks to be performed/critical steps to be taken (Check all that apply to job) | Potential Hazard (Check all that apply to tasks/steps from column 1) | Recommended Safe Job Procedures (Check all protective measures that apply to hazards identified in column 2) |
|---|--|---|
| <input type="checkbox"/> Driving | <input type="checkbox"/> Traffic hazards (vehicular & pedestrian) | <input type="checkbox"/> Designate a person for a specific task such as confined space attendant, fire watch, etc. |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Working on rough/uneven terrain | <input type="checkbox"/> Use hearing protection |
| <input type="checkbox"/> Manual Digging | <input type="checkbox"/> Exposure to loud noise | <input type="checkbox"/> Use Lock out / Tag out procedures |
| <input type="checkbox"/> Mechanical Digging | <input type="checkbox"/> Overhead Utilities / Underground Utilities | <input type="checkbox"/> Utilize one call and pole/daylight existing utilities BEEF/ORE excavating |
| <input type="checkbox"/> Manual Lifting | <input type="checkbox"/> Suspended Loads / Swinging Loads | <input type="checkbox"/> Inspect excavations & complete report |
| <input type="checkbox"/> Mechanical Lifting (Crane) | <input type="checkbox"/> Heavy Objects / Back Injuries | <input type="checkbox"/> Barricade or mark areas of excavation |
| <input type="checkbox"/> Welding / Cutting / Grinding | <input type="checkbox"/> Heavy Lifting Equipment | <input type="checkbox"/> Utilize protective systems (shoring/sloping) |
| <input type="checkbox"/> Hauling Equipment/Materials | <input type="checkbox"/> Heavy Earthmoving Equipment | <input type="checkbox"/> Nobody permitted to enter unsafe excavations (ensure access/egress is provided) |
| <input type="checkbox"/> Setting/Moving Timber/Mats | <input type="checkbox"/> Trenches/Excavations (Equipment/collapse) | <input type="checkbox"/> Walk with small steps, take time & watch footing |
| <input type="checkbox"/> Coaling | <input type="checkbox"/> Asphyxiation / confined space hazards | <input type="checkbox"/> Never park a vehicle next to heavy equipment |
| <input type="checkbox"/> Sandblasting | <input type="checkbox"/> Slip, trips & falls - rough/sloppy working surfaces | <input type="checkbox"/> Wear appropriate PPE at all times |
| <input type="checkbox"/> Rigging | <input type="checkbox"/> Possible back/crushed by moving trucks or equipment | <input type="checkbox"/> Use taglines where appropriate |
| <input type="checkbox"/> Line-ups | <input type="checkbox"/> Slings, Cables, Chains could break/fall | <input type="checkbox"/> Stay a minimum of 25 ft. from loads and equipment |
| <input type="checkbox"/> End-lifting/Gawling | <input type="checkbox"/> Exposure to gamma emitting sources & x-ray | <input type="checkbox"/> Use proper lifting techniques (lift with legs) |
| <input type="checkbox"/> Climbing to High/Low Levels | <input type="checkbox"/> Abrasive materials (eye irritation/abrasions) | <input type="checkbox"/> Stay clear of equipment when in operation |
| <input type="checkbox"/> Backfilling | <input type="checkbox"/> Multiple pinch/crush points | <input type="checkbox"/> Never stand/walk between two pieces of working equipment |
| <input type="checkbox"/> Set up traffic control / flagging ops | <input type="checkbox"/> Compressed Gases | <input type="checkbox"/> Stay a minimum of 10 ft. from all power lines |
| <input type="checkbox"/> Cell Phone use | <input type="checkbox"/> Heat Stress/Hypothermia (Hot/Cold weather) | <input type="checkbox"/> Utilize goal post system and spotters |
| <input type="checkbox"/> Use of ladders | <input type="checkbox"/> Uninclement Weather (Lightning/Rain/Snow/Icy conditions) | <input type="checkbox"/> Flashback arrestors must be in place |
| <input type="checkbox"/> Road Crossing | <input type="checkbox"/> Falls from an upper level | <input type="checkbox"/> Ensure proper ventilation |
| <input type="checkbox"/> Loading/Offloading equipment/Materials | <input type="checkbox"/> Without proper communication drill string can turn inadvertently causing pinched by struck by | <input type="checkbox"/> Wear sunscreen and appropriate clothing |
| <input type="checkbox"/> Installing shoring/french box | <input type="checkbox"/> Poisonous plants (Contact Dermatitis) | <input type="checkbox"/> Never lift with the teeth of buckets |
| <input type="checkbox"/> Break connections apart to install or remove rods at tooling | <input type="checkbox"/> Worn or damaged heads could cause shock or property damage | <input type="checkbox"/> Visually inspect the leads as they are being run out |
| <input type="checkbox"/> Pumping | <input type="checkbox"/> Unsecured or bulky loads | <input type="checkbox"/> Ensure spill kit is readily available |
| <input type="checkbox"/> Lowering-in product | <input type="checkbox"/> Unsecured or bulky loads | <input type="checkbox"/> Ensure hoses are properly connected and whip-checks are in place |
| <input type="checkbox"/> Relieving | <input type="checkbox"/> Environmental release/spill | <input type="checkbox"/> Inspect wear points on hoses/HOPE and replace damaged/worn sections |
| <input type="checkbox"/> Boring/Directional Drilling | <input type="checkbox"/> Overloading equipment - equipment failure | <input type="checkbox"/> Ensure fall protection (lead-off/guard rail/hand rails) are in place |
| <input type="checkbox"/> Pipe Entry | <input type="checkbox"/> Welding, cutting, burning jobs (Fire Hazard) | <input type="checkbox"/> Erect barricades and ensure personnel are kept clear of test area |
| <input type="checkbox"/> Hydrotest product line | <input type="checkbox"/> Chemical Burn/Thermal Burn | <input type="checkbox"/> Do not place hands in the box or on the ends of the drill string |
| <input type="checkbox"/> Changing out hydraulic components | <input type="checkbox"/> Relieving tooling, pinched by, struck by | <input type="checkbox"/> Communicate with the railroad and ensure flagger protection is provided if necessary - don't work within 25 feet without flagger protection! |
| <input type="checkbox"/> Making wire connections | <input type="checkbox"/> Grinding tools - Flying Sparks and Debris | <input type="checkbox"/> Stop work and take cover in incident weather |
| <input type="checkbox"/> Pre-heating | <input type="checkbox"/> Cuts / Abrasions | <input type="checkbox"/> Never step or reach over railing stand-by |
| <input type="checkbox"/> X-Raying | <input type="checkbox"/> Electrical Shock Hazards / Induced Voltage | <input type="checkbox"/> Position trailer on level terrain if possible |
| <input type="checkbox"/> Pugging (links) | <input type="checkbox"/> Safety Latch on rigging inoperable/misusing | <input type="checkbox"/> Set parking brake on vehicles & equipment when not in use |
| <input type="checkbox"/> | <input type="checkbox"/> Working near live railroad tracks (train traffic) | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> Accidental ignition | <input type="checkbox"/> |

TAILGATE SAFETY MEETING MINUTES

Date: _____ Job # _____ Location: _____

Company: _____ Foreman/Supervisor: _____

First Aid Personnel: _____

NEAREST CLINIC: _____ Phone # _____

CLOSEST MAJOR INTERSECTION: _____ Address _____

FOR LIFE THREATENING INJURIES OR EMERGENCIES - DIAL 911

In Crew: _____ # Attending: _____ Current Weather: _____

Competent Person(s) (if applicable): _____

Who Will Transport Injured Personnel? _____

Work To Be Performed: _____

Topics Discussed: _____

Potential Site Hazards: _____

Safety Recommendations: _____

Attendance (use additional paper if necessary)

Print Sign Print Sign



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JOB SAFETY ANALYSIS (JSA)

| Job Safety Analysis (JSA) | | | | | | | | | |
|---|-------------|-------------------|----------------|-----------------------|----------------|----------|----------|------------|----------|
| Location | Job Number | JSA Ticket | Date | First Aid/CPR Contact | Superintendent | Temp. 18 | Wind | Conditions | Weather |
| Task Description: (Remove, Carriage Protection, Strength Test, etc.) | | | | | | | | | |
| Required PPE: | Hard Hat 12 | Safety Glasses 12 | Safety Vest 12 | Hard Hat 12 | Other 12 | Other 12 | Other 12 | Other 12 | Other 12 |
| The team has appropriate resources (tools, equipment, and/or tasks) to do the job safely. A Group solution (if applicable) has been verified and demonstrated. | | | | | | | | | |
| Potential Hazards (What could go wrong?) | | | | | | | | | |
| Task (What are you doing?) | | | | | | | | | |
| Hazard Control (How can it be prevented?) | | | | | | | | | |
| Master Point #1 | | | | | | | | | |
| Master Point #2 | | | | | | | | | |




Visitor Signatures

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Appendix B – Energy Wheel Hazard Assessment Tool

Hazard Identification Tool




Gravity

Gravitational energy is the force caused by the attraction of all other masses to the mass of the Earth.
Examples: a falling object, a collapsing roof, a body tripping or falling




Motion

The change in position of objects or substances.
Examples: vehicle, vessel or equipment movement, flowing water, wind, body positioning, lifting, straining, or bending




Mechanical

The energy of the components of a mechanical system, i.e., rotation, vibration, or motion within an otherwise stationary piece of equipment or machinery.
Examples: rotating equipment, compressed springs, drive belts, conveyors, motors




Electrical

The presence and flow of an electric charge.
Examples: power lines, transformers, static charges, lightning, energized equipment, wiring, batteries




Pressure

Energy applied by a liquid or gas which has been compressed or is under a vacuum.
Examples: pressure piping, compressed cylinders, control lines, vessels, tanks, hoses, pneumatic and hydraulic equipment




Temperature

Temperature is the measurement of differences in the thermal energy of objects or the environment, which the human body senses as either heat or cold.
Examples: open flame and ignition sources, hot or cold surfaces, liquids or gases, friction, general environmental conditions, steam, extreme and changing weather conditions




Chemical

The energy present in chemicals that inherently, or through reaction, has the potential to create a physical or health hazard to people, equipment, or the environment.
Examples: flammable vapors, reactive hazards, carcinogens or other toxic compounds, corrosives, pyrophorics, combustibles, inert gas, welding fumes, dusts




Biological

Living organisms that can present a hazard.
Examples: animals, bacteria, viruses, insects, blood-borne pathogens, improperly handled food, contaminated water




Radiation

The energy emitted from radioactive elements or sources and naturally occurring radioactive materials.
Examples: Lighting issues, welding arc, X-rays, solar rays, microwaves, naturally occurring radioactive material (NORM) scale, or other non-ionizing sources



Sound

Sound is produced when a force causes an object or substance to vibrate—the energy is transferred through the substance in waves.
Examples: impact noise, vibration, high-pressure relief, equipment noise



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Hazard:

A condition or action that has the potential for an unplanned release of, or unwanted contact with, an energy source that may result in harm or injury to people, property, or the environment.

Identify hazards at your workplace, analyzing each energy source with the Hazard Identification Tool.



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Appendix C – Pre-Job Safety Meeting Scorecard

| | Statement | Weight | True=1 False=0 | Weighted Score |
|----|--|----------|-------------------|----------------|
| | EXAMPLE | 2 | 0 | 2*0=0 |
| 1 | Everyone performing the job was present at the meeting | 4 | | |
| 2 | The discussion was held as close to the work as reasonably possible. | 4 | | |
| 3 | Work steps required to complete the job were identified and discussed. | 4 | | |
| 4 | Necessary tools and equipment were identified and discussed. | 3 | | |
| 5 | Hazards associated with the job were identified and discussed. | 5 | | |
| 6 | Hazards posed by the environment or surrounding work were identified and discussed. | 4 | | |
| 7 | Controls for each hazard were identified and discussed. | 5 | | |
| 8 | All life-threatening hazards and their controls were emphasized. | 5 | | |
| 9 | Hazards and necessary controls were documented. | 3 | | |
| 10 | All required permits were obtained and reviewed. | 3 | | |
| 11 | Potential changes were identified and discussed and a plan to address change was created. | 4 | | |
| 12 | The importance of stopping work to address and unexpected change, disruption, or hazard was discussed. | 4 | | |
| 13 | Emergency response plans were reviewed, including individual roles and responsibilities. | 3 | | |
| 14 | Crew actively demonstrated their understanding of their work steps, hazards and controls. | 3 | | |
| 15 | All crew members participated in the discussion by identifying hazards and controls. | 3 | | |

Total Weighted Score (sum weighted scores for items 1 through 15)

Guidance on using this scorecard and rating a pre-job safety meeting follows.



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This page provides example characteristics of a high-quality pre-job safety meeting. This is not a comprehensive list and the observer should use their best judgement when scoring.

| | Statement | Weight |
|---|---|---|
| 1 | Everyone performing the job was present at the meeting | <input type="checkbox"/> Everyone performing the planned task was present for the entire pre-job meeting. <input type="checkbox"/> If working alone, plans were discussed with a manager, mentor, or co-worker. |
| 2 | The discussion was held as close to the work as reasonably possible. | <input type="checkbox"/> Meeting was held at or near where the work will be performed. <input type="checkbox"/> Workspace was reviewed by the crew before starting the meeting. |
| 3 | Work steps required to complete the job were identified and discussed. | <input type="checkbox"/> Crew identified and discussed the major work steps. <input type="checkbox"/> Facilitator confirmed the major work steps and plans to address changes and provided corrections if necessary. |
| 4 | Necessary tools and equipment were identified and discussed. | <input type="checkbox"/> Crew identified and discussed tools and equipment needed to safely complete the work. <input type="checkbox"/> Facilitator confirmed that the crew had all necessary tools and equipment. |
| 5 | Hazards associated with the job were identified and discussed. | <input type="checkbox"/> Crew identified and discussed hazards associated with their tasks. |
| 6 | Hazards posed by the environment or surrounding work were identified and discussed. | <input type="checkbox"/> Crew identified and discussed the hazards created by other crews. <input type="checkbox"/> Crew discussed how hazards they create may impact other crews. <input type="checkbox"/> Crew identified and discussed hazards posed by the environment. |
| 7 | Controls for each hazard were identified and discussed. | <input type="checkbox"/> Crew identified and discussed controls or management strategies associated with each identified hazard. |
| 8 | All life-threatening hazards and their controls were emphasized. | <input type="checkbox"/> Crew emphasized all hazards with the potential to cause serious injury or fatality. <input type="checkbox"/> Crew emphasized all controls for all hazards with potential to cause serious injury or fatality. |
| 9 | Hazards and necessary controls were documented. | <input type="checkbox"/> Crew completed required pre-job documentation. <input type="checkbox"/> Facilitator confirmed that pre-job documentation is readily accessible. |



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| | Statement | Weight |
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| 10 | All required permits were obtained and reviewed. | <input type="checkbox"/> Facilitator confirmed that all required work permits were obtained and readily accessible. |
| 11 | Potential changes were identified and discussed and a plan to address change was created. | <input type="checkbox"/> Crew identified and discussed possible changes to the work and work environment. <input type="checkbox"/> Crew discussed the impacts of those changes on the safety. |
| 12 | The importance of stopping work to address and unexpected change, disruption, or hazard was discussed. | <input type="checkbox"/> Crew identified and discussed potential work conditions to use Stop Work Authority. <input type="checkbox"/> Crew discussed the protocol for using Stop Work Authority. |
| 13 | Emergency response plans were reviewed, including individual roles and responsibilities. | <input type="checkbox"/> Crew identified potential emergencies. <input type="checkbox"/> Crew discussed the protocol to address emergencies. <input type="checkbox"/> Crew discussed individual roles and responsibilities during and emergency. |
| 14 | Crew actively demonstrated their understanding of their work steps, hazards and controls. | <input type="checkbox"/> Crew verbally acknowledged the hazards and controls. <input type="checkbox"/> Crew demonstrated that they understand the safety expectations. <input type="checkbox"/> Facilitator confirmed that the crew members understand their roles and responsibilities. |
| 15 | All crew members participated in the discussion by identifying hazards and controls. | <input type="checkbox"/> Crew was active in the conversation by identifying hazards and controls, voicing comments or concerns, and providing specific details. |

Source: Construction Safety Research Alliance: <https://www.csra.colorado.edu/>