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Job Safety Hazard Assessment

Safety Hazards exist with every job.

As business owners we have the responsibility to minimize these hazards and provide a safe environment for our employees and others that will come on to the job site. An effective way to manage safety hazards is to incorporate the practice of completing a job safety hazard assessment prior to commencing any work on the job or project. A job safety hazard assessment is an important loss prevention activity that identifies hazards associated with a specific job. Only when employees are aware of the hazards can they take steps to minimize or eliminate the hazard. A job safety hazard assessment should be completed for each job and the information should be well documented.

As part of your overall risk management program you should implement a policy that requires a job safety assessment be completed prior to starting the job regardless of the job size. The assessment should be completed at the beginning of each work day, and/or each new location and involve all employees who will be working at the site. Identifying hazards on a daily basis will provide regular reinforcement that creates a culture of safety in your organization.

The assessment can be completed by following these steps:

1. Sequence of basic job steps – break the job down into steps. Each step should accomplish a major task. Each step in the job should be listed.
2. Hazards – identify the actual and possible hazards with each step.

3. Recommended Controls or Procedures – develop controls and/or procedures that will eliminate or reduce the hazard. A recommended control or procedure should be provided for every hazard.

Once completed, job safety hazard assessments can be used:

- To inform employees of specific job hazards and the protective measures to address them.
- To clarify the job requirements and increase the awareness of related hazards
- As a guide in new employee orientation and training
- For periodic contacts and retraining of senior employees
- As a refresher for jobs that are performed infrequently
- As an accident inspection tool



Knowing your business matters.

Partners In Prevention

At Federated Insurance, we believe Loss Prevention is a critical component of your Risk Management Program. Your Risk Services Coordinator and our Loss Prevention Team are available to assist you in reviewing your specific situation and recommending loss prevention strategies that will work for you. Working together to reduce your loss exposures, ultimately impacts your bottom line! We have included with this bulletin a sample Job Hazard Assessment checklist that you can customize for your specific needs.

For more information, contact your Risk Services Coordinator, or our Loss Prevention Department at 1-800-665-1934, or visit our website at www.federated.ca

Federated provides this Loss Prevention Bulletin as a service to our policyholders and their business advisors. The information provided is intended to be general in nature, and may not apply in your province. The advice of independent legal or other business advisors should be obtained in developing forms and procedures for your business. The recommendations in this bulletin are designed to reduce the risk of loss, but should not be construed as eliminating any risk or loss.

