



Job safety is dealer's responsibility

SAFETY hazards exist with every job. Equipment dealers have the responsibility to minimize these hazards and provide a safe environment for their employees and customers.

An effective way to manage safety hazards is through job safety hazard assessments. A job safety hazard assessment is an important loss prevention activity that identifies hazards associated with a specific job and should be completed for all of the different types of work (assembly, repair, maintenance, etc); pieces of equipment (tractors, harvesters, swathers, etc.); and/or location of work (shop, yard, field, etc.) prior to the work being done. When a job safety hazard assessment has been completed, the information should be well documented and communicated to all employees. **Only when employees are aware of the hazards can they take steps to minimize or eliminate them.**

As part of your overall risk management program, you should implement a policy that requires a job safety assessment be completed for all jobs, regardless of the size, frequency, or difficulty. Identifying hazards for each assembly, repair, type of equipment, or location will heighten awareness for the types and severity of hazards that are faced on a daily basis and help to create a culture of safety in your dealership.

The assessment can be completed by following these steps:

- **Basic job steps** – Break the job down into steps. Each step should accomplish a major task. Each step in the job should be listed.
- **Hazards** – Identify the actual and possible hazards with each step.
- **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, and
- as an accident inspection tool.

Hazard Assessment Checklist

Equipment: Type of Work: Assembly - Location: Your Shop -
 Repair - Your Yard -
 Maintenance - Customer's Field -
 Other - Customer's Yard -
 Other - Other -

Severity: 1 Immediate Danger (death, disaster)
 2 Serious (major injury or damage)
 3 Minor (non-serious injury or damage)
 4 Negligible (first aid or less)
 5 Not Applicable

Probability: A Probable (immediately or soon)
 B Reasonably Probable (eventually)
 C Remote (could at some point)
 D Extremely Remote (not likely)

Item #	Identified Hazard	Hazard Ranking	Control
1	Lock Out/Tag Out		
2	Disassembly		
3	Confined Space		
4	Hazardous Materials		
5	Welding		
6	Flammables		
7	Electrical Hazard		
8	Ladders		
9	Work at Heights		
10	Hoisting -		
11	Reassembly		
12	Assembly		
13			
14			
15			
16			
17			
18			
19			
20			

Notes:

To aid in your safety management efforts, please review the sample *Hazard Assessment Checklist* above. ■

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 are designed to reduce the risk of loss, but should not be construed as eliminating any risk or loss.

RICHARD FROST is loss prevention consultant, National Accounts and Associations, at Federated Insurance in Canada. For more information, contact our Loss Prevention Department at 1-800/665-1934 or visit our web site at www.federated.ca.