COMPANY SAFETY AND HEALTH MANAGEMENT SYSTEM

EVALUATION FORM

MODULE 3: JOBSITE SAFETY SPECIALIST

Program Date: _____ Program Location: _____

The objective of this evaluation is to find out your perception of the value of this program. Please circle the number that most closely reflects your perception with 1 indicating strong agreement and 5 indicating strong disagreement.

I	Program Format					
	a. This program was about the right length	1	2	3	4	5
	b. The day of the week was appropriate	1	2	3	4	5
	c. The time of day was appropriate	1	2	3	4	5
	d. The class was about the right size	1	2	3	4	5
	e. The quality of the facility enhanced the learning experience	1	2	3	4	5
II	Program Content					
	a. The learning objectives were clearly stated	1	2	3	4	5
	b. The learning objectives were achieved	1	2	3	4	5
	c. I have a clear understanding of what a CSHMS is	1	2	3	4	5
	d. The workshop activities provided the skills necessary to implement a CSHMS on my job.	1	2	3	4	5
	e. Based on this program, I will move forward to implement the CSHMS for my job.	1	2	3	4	5
	f. I have a clear understanding of how to implement the CSHMS for my job.	1	2	3	4	5
	g. I feel I have the understanding and skills necessary to complete the work I began in class	1	2	3	4	5
III	Instructor Effectiveness					
	a. The instructor has a mastery of the subject	1	2	3	4	5
	b. The subject was delivered in an interesting way	1	2	3	4	5
	c. The instructor was successful in elaborating on important points	1	2	3	4	5
	d. The instructor adequately addressed questions	1	2	3	4	5
	e. The instructor provided adequate opportunity for interaction	1	2	3	4	5
	f. The instructor was accessible throughout the program	1	2	3	4	5

IV Additional Comments:

_____

_____

_____

_____

Name (optional): _____

COMPANY SAFETY AND HEALTH MANAGEMENT SYSTEM

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	d. The instructor adequately addressed questions	1	2	3	4	5
	e. The instructor provided adequate opportunity for interaction	1	2	3	4	5
	f. The instructor was accessible throughout the program	1	2	3	4	5

IV Additional Comments:

_____

_____

_____

_____

Name (optional): _____

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Workshop Exercise – JSS 1: The Site Safety Plan

Your company has made a commitment to implement a Company Safety and Health Management System (CSHMS), has developed such a system and has chosen your project to implement a site safety execution plan. Your Safety Officer has developed a draft safety execution plan for your job. Alternatively review the example draft safety plan.

The objectives of this exercise are to:

1. Familiarize you with the draft safety execution plan for your job
2. Give you and your team members a chance to improve it
3. Give you a chance to review the safety execution plans of the other group members.

a. Review the General Guidelines for Team Activities

b. Select one of the group members to start the process

c. Review the draft site safety plan for the first group member and comment on the following.

   1. What strengths do you think the plan has?
   2. Are there opportunities for improvement in the plan? If so identify them.
      - Is anything left out?
      - Are all potential hazards identified
      - Are all "routine" activities like documentation, reporting and tool box talks covered?
   3. What will be difficult to implement? Discuss ways to facilitate implementation.

d. Repeat the process for each team member.

e. Report back to the class on such items as:

   1. Are the plans complete?
   2. What difficulties will there be in implementing them?

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

NOTES:

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Workshop Exercise – JSS 2: Job Safety Analysis

Description of Job:

The assignment for your team is to analyze the safety steps needed to protect workers on a large concrete pour for a large courtyard in an apartment complex. The complex is located on a busy through street with two side streets running perpendicular to the main street. There is limited space for concrete batch trucks to come onto the site, since the only access is through a narrow alleyway running parallel to the main street. There are overhead power lines in the vicinity. The job is in the central part of the site, and there are many different craft workers in the area. It has been determined that the best time to make this pour is at night to avoid the congestion that is going on during the day. There have been some bad experiences in recent months on other jobs with truck rollovers, and there have been problems on other jobs with communication among drivers, chute operators, and workers placing concrete

Your job is to identify the tasks and hazards and list recommendations for safety, specifically for the first pour that is going to take place on Wednesday night, using your Worksheet.

JOBSITE SAFETY SPECIALIST

WORKSHOP EXERCISES

Job Safety Analysis Worksheet

Name of Project: _____ Project No. _____

Address: _____

Specific Job: _____

Location on Site: _____

Date When Work Will be Performed: _____

1. Description of Work: _____

2. Sequence of Basic Job Steps: _____

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

3. Potential Hazards: _____

4. Safety Recommendations: _____

Additional Considerations: _____

Team Members:

Accepted by (Crew Leader): _____ **Supervisor:** _____

Date: _____ **Route to:** _____

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Workshop Exercise – JSS 2:

Answer Sheet

(*To be handed out after teams have completed work)*

Some of the points made on the JSA should include, but not be limited to, the following:

Sequence of basic job steps:

1. Setting up of lights for night work;
2. Inspection of route for batch trucks
3. Making sure forms are set in place
4. Transporting Concrete
5. Pouring, placing, and finishing
6.
7.
8.

Potential Hazards:

1. Electrical
2. Traffic on surrounding streets and traffic pattern on site
3. Trip hazards
4. Rollovers
5. Danger working around chutes
6. Cement dermatitis
7.
8.

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Safety Recommendations:

1. Check grounding, cords, plugs, insulation
2. Warning signs and barricades
3. Adequate lighting---information to workers on risks of night work
4. Make sure paths on which trucks will travel and sit are as level as possible, not close to trenches or loose soil
5. Set up communication training and signal system for driver, chute operator, and workers as follows
    a. Designate chute operator(s). Obey his or her signals at all times.
    b. Driver/chute operator should communicate with each other on what needs to be done;
    c. Workers should never walk underneath chutes (can weigh about 1000 pounds with concrete);
    d. When operating a chute, make every effort to stay clearly visible to the drive (blind spot behind driver 12 feet);
    e. Driver should not assume that chute should be lowered or raised when dispensing concrete unless directed to do so by the chute operator;
    f. Lock or unlock chute when operator gives command (watch out for other employees on sloped areas)
    g. Avoid a swinging chute. Stay clear when driver leaves the area.
6. Rubber gloves for concrete work/hand cleaners
7.

Formula for a JSA

Brainstorming + Documenting the Plan + Working the Plan + Teamwork=

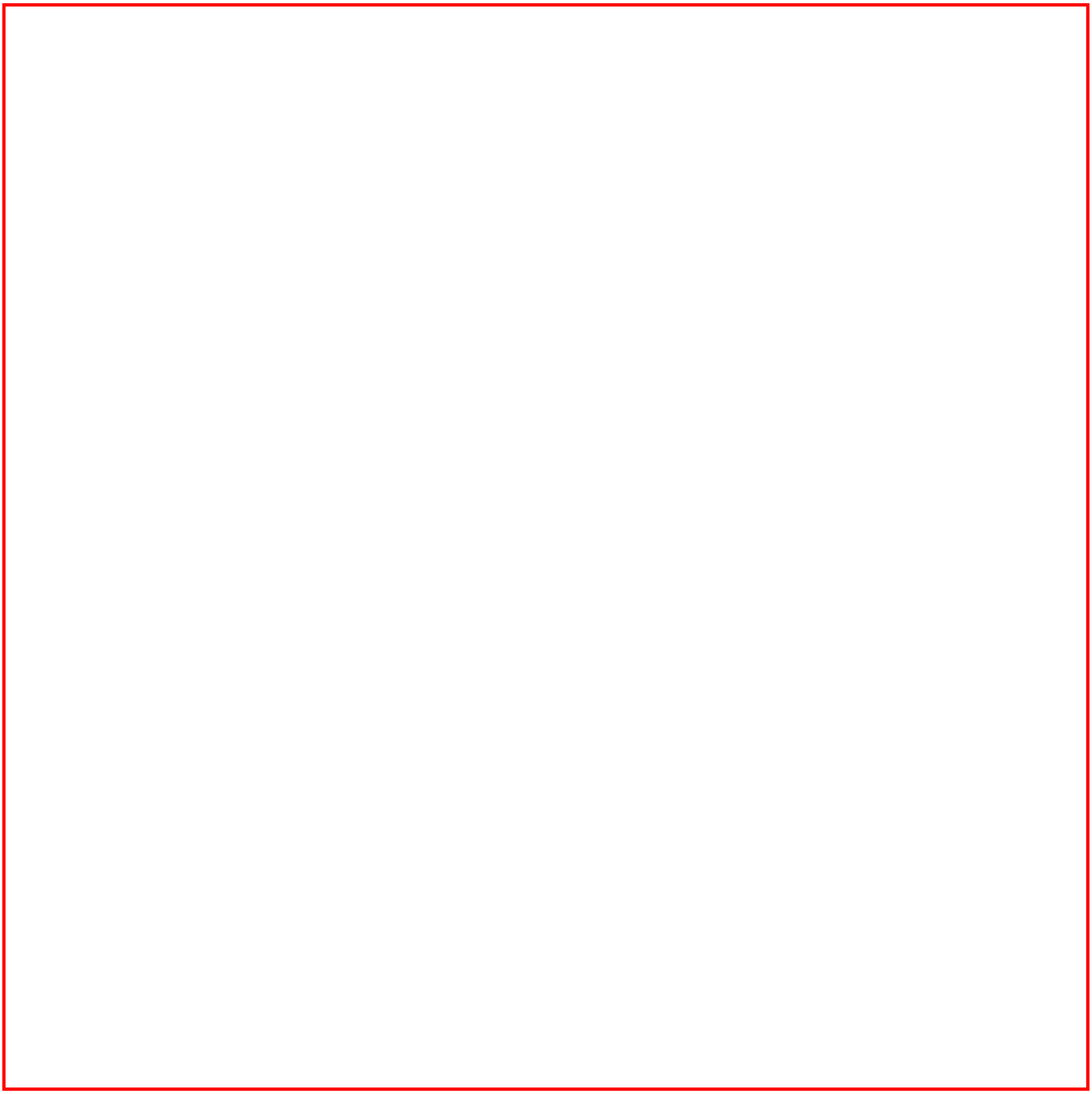
A Safe Job

Corollary: Don't forget flexibility

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

WORKSHOP EXERCISE – JSS 3a: RECOGNITION

Identify 25 Safety Hazards from the following figure



JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Write down the identified hazards

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
22.
23.
24.
25.

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

WORKSHOP EXERCISE – JSS 3b: EVALUATION

Analyze the Hazards shown in the following photograph

From the figure, what is the -

- Level of Risk?

- Magnitude of Risk?

- Imminence of Risk?

NOTES:

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

WORKSHOP EXERCISE – JSS 3c: CONTROL

What Control Strategies might work in the following situation?

- Engineering Controls?

_____

_____

- Administrative Controls?

_____

_____

- Personal Protective Equipment?

_____

_____

NOTES:

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Workshop Exercise – JSS 4: Emergency Response

The purpose of this exercise is to simulate an emergency situation and evaluate the response of the participants.

After forming groups, the instructor will assign an emergency scenario and the group is to list the steps in their response. They will be given only 5 minutes to identify and organize the emergency steps they need to carry out. After the 5-minute time period has elapsed (timed by the instructor), each team will be asked to go through their steps. Discuss if they are the right steps and if they are in the right order. What would have better prepared them to have responded more effectively. After all group responses have been discussed, the instructor will review the responses provided with the course.

Three example scenarios have been prepared and the required workshop assignment worksheets are included in the following pages.

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Scenario – 1: A spark from a welding torch above just landed in a pile of boxes and started a fire in your work area.

YOUR RESPONSE

Scenario – 2: A worker installing high bay lights just fell from a 20-foot high scissors lift.

YOUR RESPONSE

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Scenario – 3*:* A 6-foot deep trench in which a worker is laying conduit just caved in and buried the worker up to his waist.

YOUR RESPONSE

Response guidelines are provided for these scenarios to help instructors evaluate the group responses.

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WORKSHOP EXERCISES

Workshop Exercise – JSS 4: Proper Emergency Responses

Workshop Exercise Answer Guidelines for Instructors

Proper Emergency Response

Provided by Vincent Miller, Safety Director - Washington, D. C. Chapter of NECA

The following are appropriate response steps for the three safety scenarios suggested in the Instructor Notes.

Scenario 1: Fire

1. Activate the Emergency Response system. Make the individual responsible aware that there is a fire. (Note that in most cases, external response to a site requires 8-12 minutes. This is sufficient time for a fire to build to devastating proportions.)

2. Employees should grab fire extinguishers and go to the affected area. They should assist in "incipient stage" fires only. Anything larger requires personal protective equipment and appropriate training. Extreme care must be taken even in small or incipient stage fires, as the by-products of incomplete combustion and plastics have been known to cause respiratory complications and cancers.

3. Have someone greet the external (or customer) emergency brigade and escort them to the location for prompt response or checks to clear the area for further work.

Scenario 2: Fall

1. Activate the Emergency Response system. This will allow external response time to be shortened and direct. It also allows for on-site first-aid/CPR by qualified individuals to provide assistance. Contractors are bound by a 3-4 minute rule for applying first-aid/CPR in life threatening issues and up to 15 minutes for other less immediate injuries. (See explanation below.)

2. Do not move the employee. Follow the rules for injury taught in first-aid courses. Acquire any necessary rescue equipment if used locally. Remember the time lines for first-aid/CPR.

3. Have someone greet the external (or customer) emergency brigade and escort them to the location for prompt response or checks to clear the area for further work.

Scenario 3: Trench collapse

1. Activate the Emergency Response system. (This will allow external response time to be shortened and direct. It also allows for on-site first-aid/CPR qualified individuals to provide assistance. We are bound by a 3-4 minute rule for applying first-aid/CPR in life threatening issues and up to 15 minutes for other less immediate injuries. (See explanation below.)

2. Secure the area!! (A cave-in is usually followed by additional ground movement.)

3. Shore the area to prevent further deterioration if possible. Acquire any necessary rescue equipment if used locally.

4. If the area is secure, access for rescuers is provided and no further cave-in is possible, then rescuers may start hand digging the trapped victim out. NOTE: This can only be done in stages to allow a slow entry of body fluids into the effected body areas so as not to cause the employee to lose consciousness or have a heart attach. Employees performing this task must remember that they are at risk and must be trained in the proper methods for rescue.

5. Have someone greet the external (or customer) emergency brigade and escort them to the location for prompt response or checks to clear the area for further work.

In all 3 scenarios, OSHA is quite open about rescue, fire and first-aid. The above refers to "trained rescuer". Too many people are killed or severely injured trying to rescue a fellow worker because they are not properly trained in rescue methods.

Effective pre-task planning considers "what-if" situations in case something goes wrong and allows for quick response alternatives.

By way of explanation of the response times, OSHA has an interpretation on the web (http://www.osha-slc.gov/OshDoc/Interp_data/I19961211.html) that specifically states that they want a 3-4 & 15 minute response time for medical aid to injured victims. This is why contractors are required to have someone who is FA/CPR trained on the site. In the event of a fall, the application of first aid or CPR is further delayed by the fact that the fall victim must be rescued prior to being treated for injuries. To explain the 3-4 minute rule, ask a participant to hold their breath while you keep talking and watch the time. They end up exhaling at about 1 – 1.5 minutes into the exercise. That illustrates how important it is to have someone immediately available to give the breath the body needs to keep alive. The second part is related to the fact that the body pools liquids after 15 minutes resulting in loss of limb use due to cramps, tingling, dizziness, etc.

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Workshop Exercise – JSS 5: The Toolbox Talk

Regular toolbox safety talks are a requirement on all jobs. Yet it is difficult to maintain interest and a sense of urgency in these meetings. They become routine.

The objectives of this exercise are to:

1. Understand the valuable opportunity provided by toolbox talks
2. Recognize barriers to realizing the value from toolbox talks
3. Develop means to create interest in and gain the value from toolbox talks.

After returning to your groups:

1. Discuss common attitudes of workers toward toolbox talks
2. Identify ways to increase the interest of workers in toolbox talks by discussing the following questions:
    a. How can we get workers to look forward to toolbox talks?
    b. How can we get workers to take toolbox talks seriously?
    c. How can we get workers to participate in toolbox talks?
    d. How can we get workers to retain what they have learned in toolbox talks?
    e. How can we get workers to put into practice what they learn in toolbox talks?
3. Come up with a list of practical ways to improve toolbox talks.
4. Share the results with the class.

NOTES

JOBSITE SAFETY SPECIALIST
WORKSHOP EXERCISES

Workshop Exercise – JSS 6: Development of Documentation

Documentation is of critical importance to a safety program. Much of that documentation is developed by the Jobsite safety Specialist. Examples of documentation discussed in this training program include:

- Documenting safety training
- Documenting hazards
- Documenting incidents and near misses
- Standard reporting

General discussion question:

Which field safety documentation gives you the most trouble? Why?

Activity:

a. Please return to your groups.
b. Pick one of the more troublesome types of documentation.
c. Enumerate why this reporting is troublesome. For instance:
    - Is the information hard to obtain?
    - Is there too much information required?
    - Is there little incentive to document this information?
    - Is there no easy way to record the information?
d. Identify specific requirements for the documentation, such as:
    - What must be recorded (itemize specifically)?
    - Would additional information be of value beyond that which is required?
    - When must it be recorded
    - How is the information distributed and used?
e. As a team, develop a standard reporting form that will minimize the effort required, maximize the accuracy of the information and facilitate easier recording.
    - Can some information be provided in a check-off format?
    - Can standard fields be created for filling in simple data?

- Can suggested responses be provided?
- Can references be incorporated to other documentation for more detail?

When finished, we will share the new forms with others in the class.

NOTES

COMPANY SAFETY AND HEALTH MANAGEMENT SYSTEM
TEAM ANALYSIS

GENERAL WORKSHOP ACTIVITY GUIDELINES

These are general guidelines for team discussion exercises. They are intended as a help to your team in efficiently addressing the topic at hand. They are not intended to be restrictive.

Your team is to deal with the assigned topic, discussing its relevance and impact in relation to the occupational responsibilities and the diversity of experience of each of the team members. At the end of the discussion period, each team will be given an opportunity to report any conclusions back to the full class. You may follow the outline below to work through an assigned topic.

- If this is a new team, **reintroduce** yourselves, **briefly** telling who you are, what your responsibilities are, and on what project(s), if any, you are currently working.
- Choose a **team leader** who will *facilitate* the discussion, a **recorder** who will take notes on the discussion and a **reporter** who will report back to the total class.
- Review the assigned discussion topic until you each feel you understand what is being requested.
- Discuss the topic. Some questions will be included with each discussion topic statement, but they are provided only as a guide to help stimulate discussion. In no case should they be considered as restrictive of discussion.
- Prepare a summary report for the full 1class.

The facilitator will give you 5 minutes notification before the allotted time has expired to prepare this summary.

SITE SAFETY PLAN

Project Name:	Big Box Store		
Site Location:	1700 Lead Ave. SE		
Project Duration:	September 1st 2004 To December 15th 2004		
Prepared By:	Example Name	Date Prepared:	xx/xx/xxxx
Designation:	Safety Officer	Phone No:	xxx-xxxx-xxxx

1. Introduction:

The purpose of this Site Safety Plan (SSP) is to set forth, in an orderly and logical fashion, appropriate health and safety procedures to be followed during onsite construction activities at the above-identified project. During the performance of the task to be performed, this plan identifies potential hazards which Example Corp. personnel may be exposed to. Example Corp. personnel shall not participate in this task with out having read this plan in its entirety.

This safety plan complies with, but does not replace applicable state and federal health and safety regulations, as set forth in 29 CFR 1910 & 1926. This plan is to be used by example corp., personnel as a supplement to these rules, regulations and guidance.

The Company Safety Officer will make modifications to this plan as necessitated by changing and/or unanticipated site/job conditions. Under no circumstance will modifications to this plan conflict with Federal, State or other governmental health and safety regulations.

2. Safety Personnel (Roles & Responsibilities):

Project Manager (PM): Example Name Phone No: xxx-xxxx-xxxx

The PM has the responsibility and authority to direct all work operations and bears ultimate responsibility for proper implementation of the plan outlined in the following sections. Specific responsibilities of PM include:

- Coordination of Safety & Health functions with Jobsite Safety Specialist (JSS).
- Overseeing and monitoring the performance of JSS.
- Ensuring effective emergency response.

Jobsite Safety Specialist: Example Name Phone No: xxx-xxxx-xxxx

The JSS is responsible for field operations and reports to PM. Specific responsibilities include:

- Conducting/Organizing Toolbox talks at least once a week and/or when required by changing conditions.
- Ensuring site work compliance with the requirements of this plan.
- Coordinating any safety issues/concerns with the Project Manager.
- Recognizing employees for appropriate safety behavior.
- Ensuring all employees have received adequate training in order that they can perform their assigned duties safely.

Employees:
All employees associated with this project are responsible for:

- Taking all reasonable precautions to prevent injury to themselves and to their fellow employees.
- Performing only those tasks that they believe they can do safely.
- Reporting any incidents or unsafe conditions to JSS immediately.
- Implementing the procedures set forth in this plan and reporting any deviations from the procedures described in this safety plan.
- Notifying PM and/or JSS of any special medical problems (i.e. Allergies).
- Reviewing SSP and acknowledging that in writing.

3. Job Safety Analysis (JSA):

Prior to executing any task with a high potential for incidents, a Job Safety Analysis will be conducted by the Jobsite Safety Specialist and the Foreman together with all the employees associated with the task. Job Safety Analysis will be executed based on the procedure outlined and by using the appropriate forms attached to this plan. Make as many copies as required. As JSA's have been used, they should be kept on file as reminders when similar jobs are undertaken in the future.

Procedure for JSA:

A four-step process:

1. **Identification of the Task**:

   Identify the task for Job Safety Analysis. Priority should be given to the tasks –

   - With highest injury or illness rates;
   - With the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents;
   - In which one simple human error could lead to a severe accident or injury;
   - That have undergone changes in processes and procedures; and
   - Jobs complex enough to require written instructions.

2. **Outline the steps**:

   List the sequence of steps needed by workers to perform the task with out getting overly detailed.

3. **Identification of Potential Hazards**:

   Identify and list all the potential hazards associated with each step 0equired to perform the task.

   To perform a Job Safety Analysys, you would ask:

   - ***What can go wrong****?*
   - ***What are the consequences?***

- ***How could it hippeo?***
- ***Whau are the contributing factors?***
- **How likely is it t|at the hazard will occur?**

Note:

Miscuss with all employees the hazards they know exist in their current work and surroundings. Brainstorm with them for ideas to eliminate or control those hazards. ***If any hazard exist that pose an immediate danger to an employee's life or health, take immediate action to protect the worker.***

4. **Recommended Safe Job Procedures:**

Develop recommended job procedures for safely executing the task. Contact the company safety officer if you require assistance in developing the safe procedures.

Job Safety Analysis Worksheet

Name of Project: _____ Project No. _____

Address: _____

Specific Job: _____

Location on Site: _____

Date When Work Will be Performed: _____

1. Description of Work: _____

2. Sequence of Basic Job Steps: _____

3. Potential Hazards:

4. Safety Recommendations:

Additional Considerations:

Team Members:

Accepted by (Crew Leader): **Supervisor:**

Date: **Route to:**

4. Emergency Preparedness:

This section of the Site Safety Plan outlines the procedures to be followed in the event of a site emergency. These procedures are to be reviewed during the onsite safety briefings conducted by the JSS.

Procedure:

- Your JSS will be the emergency plan coordinator for this project. He will survey and assess existing and potential hazards, evacuates personnel as needed, and contains the hazard. He is also responsible for taking up necessary follow up actions that includes repairing or replacing damaged equipment, and documenting the incident.
- All emergencies will be reported to the Project Manager, JSS and the client.
- In the event of a fire or any other emergency that requires evacuation, all employees on the jobsite will be alerted by the sounding of an alarm. Upon the notification of an emergency, all employees should evacuate by means of the nearest possible exit. Once clear of the site, all employees will gather at the designated points and reports to immediate supervisor.

  Designated point(s) on this Job: Example
- In the event of fire/emergency, all employees shall evacuate the facility, unless specifically identified in this plan for performing necessary critical operations or shutdowns.
- No employee is authorized to use portable fire extinguishers that may be present to fight with the fires, unless identified in this plan.
- In the event of a fire or medical emergency, the emergency numbers identified in the included Emergency Contact List should be called for assistance.
- A well-stocked and properly maintained First Aid kit is available on the jobsite at Example.
- No employee is allowed to provide First Aid or any other medical assistance unless authorized or trained to do so.

IN CASE OF AN EMERGENCY CALL 911

EMERGENCY CONTACTS			
Name	Designation	Office Phone	Cell Phone
Fire			
Police			
Hospital			
Ambulance			
Contractor			
Example	Project Manager	xxx-xxxx-xxxx	xxx-xxxx-xxxx
Example	Field Safety Rep.	xxx-xxxx-xxxx	xxx-xxxx-xxxx
Onsite First Aid/CPR Trained Personnel			
Example	Foreman	xxx-xxxx-xxxx	xxx-xxxx-xxxx
Example	Foreman	xxx-xxxx-xxxx	xxx-xxxx-xxxx
Other Emergency Contacts			
Example	Emergency Shut off	xxx-xxxx-xxxx	xxx-xxxx-xxxx
Example	Emergency Shut off	xxx-xxxx-xxxx	xxx-xxxx-xxxx

5. Tool Box Safety Talk:

E X C A V A T I O N
(Excerpt from AGC of America, Construction Safety Tool Box Talks)

Introduction:

1. Review any incidents or "near misses" from the past week.
2. Describe the hazards of the work as they relate to your project. Explain or show the SAFE way of doing the job.
3. Ask for ideas about preventing incidents.
4. Note: if an idea is not practical, explain the reason why.
5. Give the TOOL BOX SAFETY TALK.

Toolbox Safety Talk:

1. Every year, workers are **KILLED** by collapsing excavations.
2. There are several questions you should ask about excavations.
    - **WHAT ARE THE SOIL CONDITIONS?** Classify the soil and act accordingly.
    - **WHAT IS THE DEPTH OF YOUR EXCAVATION?** This will assist you in determining your protective system.
    - **ARE THERE ANY OVERHEAD HAZARDS?** Are there any lifts or materials being handled over the excavation in which the work is being performed?

- **HOW NEAR ARE YOU TO PRIOR EXCAVATIONS AND HEAVY EQUIPMENT?** Previously disturbed soil or heavy equipment use may cause a new excavation to collapse.
- **WHAT PROTECTION IS REQUIRED?** Protection includes shoring, sloping, or shielding.

3. Follow these guidelines when using ladders in excavations:
    - Ensure that workers are never more than 25 feet from exit ladders or steps.
    - Make sure that ladders extend at least 36” above the landing being served and are secured at the top and bottom.
    - If ladders are job-built, make sure they are constructed according to safety regulations. (When in doubt, check the requirements.)
    - Do not use metal ladders, which are conductors of electricity, where the excavation is near underground or overhead power sources.
    - Make sure that ladders are in good condition. Ladders with broken cleats should be repaired, tagged out of service or replaced. Inspect ladders **BEFORE THEY ARE USED**.

<u>REMINDER</u>: WORK SAFELY IN EXCAVATIONS.

Attendees:

Organized By	Signature	Date

6. Documenting Hazards or Near misses:

The following form will be used for reporting any hazards or near misses on this jobsite. Make as many copies as needed.

Hazard/Near Miss No. _____ Date: _____

Department: _____

Location: _____

Description of Hazard/Near Miss: _____

_____

_____

_____

Person who discovered hazard: _____

Supervisor Actions:

Root Cause (s): _____

_____

Control (s): _____

_____

Date Corrected: _____ Reviewed by: _____

CC:

Company Safety Officer

Project Manager

Document Control

HAZARD/NEAR MISSES TRACKING LOG

Hazard No.	Description	Reported By	Date Reported	Corrected By	Responsible Supervisor	Date Corrected