

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____
Meeting Leader _____ Title _____
Date Held _____ Place _____ Time _____
Subject of Meeting _____ IDENTIFYING HAZARDS _____

The Job Hazard Analysis requires the identification of hazards. Every hazard that exists for each task must be identified. Once hazards are identified they can be controlled.

Hazards are sometimes classified into six categories. By asking certain questions in each category it is easier to identify existing hazards. It is important to remember that these questions may not identify all the hazards present. These basic questions are designed to help identify many of the hazards you may encounter.

CATEGORY #1 – CONTACT WITH

Will the task put you in contact with hazardous energy or hazardous materials such as electricity, chemicals, heat, cold, radiation, gases or fumes, water, steam, or poor air quality?

CATEGORY #2 – STRUCK BY

Can you be struck by moving objects, flying objects or falling material?

CATEGORY #3 – STRIKE AGAINST

Can you strike your body against stationary objects, moving objects, protruding objects, sharp or jagged objects?

CATEGORY #4 – CAUGHT IN, ON, OR BETWEEN

Can you be caught in, on, or between anything? Look for pinch points, protruding objects, moving and fixed objects.

CATEGORY #5 – SLIPS, TRIPS OR FALL

Can you slip, trip or fall? Will the fall be to the same level or a lower level?

CATEGORY #6 – OVEREXERTION (LIFTING, PULLING, PUSHING)

Does the task involve lifting, pulling or pushing? Is there a possibility for over exerting or straining yourself? Is the job highly repetitive?

EMPLOYEE RESPONSIBILITY

Even though our management is ultimately responsible for safety, they're rarely the ones who are involved in accidents. Each of you must take safety into your own hands to help protect yourselves. Some of your safety responsibilities are:

- To follow all established work rules
- To notify the employer of safety problems to their work areas
- To use all equipment in the manner it was intended, including safety guards and personal protection equipment

A common misconception is that management is the only one who's responsible for safety in our work place. After all, OSHA rarely picks on you even if you're the one violating a safety regulation. Instead they opt to fine our business. But each of you has as much responsibility for your own safety as we do, which only makes sense. The president of the company can't be standing behind you every hour of every day in an attempt to ensure safety. Not only would that be impossible, but also which of you would want such scrutiny? It pays to remember that following established safety rules can prevent most accidents.