

## JOB HAZARD ANALYSIS / PROJECT SAFETY WORK PLAN

IIPP-2 (Rev. 5/01)

| FOR: <input type="checkbox"/> PROJECT <input type="checkbox"/> WORK AREA <input type="checkbox"/> JOB SAFETY CLASS<br>DESCRIPTION:   | Project Supervisor:  | DATE PREPARED:   | PAGE OF |
|--|--|--|---------|
| MAJOR STEPS / TASK DESCRIPTION   | POTENTIAL HAZARDS  | HAZARD PREVENTION STEPS  |         |
| Projects: List the work steps in the order they will occur.<br>Work Areas: List tasks associated with the work area.<br>Job Safety Class: List tasks associated with employee classification.  | After each step or task list the possible hazards created by equipment, environment and/or people. | After each hazard, note precautions to be taken. Include safe work conditions, safe work practices, and personal protective equipment. |         |
| Empty space for user input   | Empty space for user input   | Empty space for user input   |         |
| <input type="checkbox"/> Hazard Prevention Steps (column 3) have been used to develop a Code of Safe Practices (IIPP-3).<br><input type="checkbox"/> Code of Safe Practices (IIPP-3) or ( ) Job Hazard Analysis (IIPP-2) is used to train employees before they perform the work.<br><input type="checkbox"/> Job Safety Surveys (IIPP-4) are used to evaluate employee safety performance in accordance with this document. |  | _____<br>PROJECT SUPERVISOR SIGNATURE DATE   |         |

## **INSTRUCTIONS**

This form may be used to prepare a job hazard analysis for a general work area or for a particular classification of employees. It may also be used to prepare a safety work plan for a multi-step project.

1. In column #1 list typical tasks associated with the general work area or the employee classification. For project safety work plans list the major steps in the order of occurrence.
3. Survey the work area(s) and, opposite each task or project step in column #1, list all real or potential hazards in column #2.
4. Opposite the hazards identified in column #2, list methods for preventing or controlling hazards in column #3. Consider safe work conditions, work practices, and personal protective equipment.
5. Use safety reference materials to develop hazard prevention steps:
  - USFS Health and Safety Code Handbook
  - Title 8 Safety Orders
  - CDF Health and Safety Procedures Handbook 1700
  - State Comp Insurance Fund Materials
6. After completing the Job Hazard Analysis / Project Safety Work Plan, discuss it with workers and ask them for suggestions to improve the hazard prevention steps.
7. The Hazard Prevention Steps (column 3) may be used to develop a Code of Safe Practices [IIPP-3] for the general work area, employee classification, or project. Use the IIPP-2 or the IIPP-3 to provide safety training or orientation to employees. Document training or orientation on CDF Form IIPP-6 or IIPP-7.
8. Make work assignments according to the ability and training of each employee.
9. Ensure that necessary tools and equipment are available and in good working order, and that employees receive adequate instructions in their safe and proper use.
10. Use the IIPP-3 or column 3 of the IIPP-2 to develop a Job Safety Survey [CDF Form IIPP-4]
11. To ensure compliance, periodically inspect employee work practices and document on the Job Safety Survey [IIPP-4].
12. Ensure that a copy of this document is available to employees at the worksite. Keep on file for a minimum of three years.

CHECKLIST OF THINGS TO CONSIDER  
IN DEVELOPING JOB/PROJECT HAZARD ANALYSIS

**TYPES OF HAZARDS**

- Atmospheric - dusts, vapors, mists, gases, fumes
- Physical - noise, puncture, radiation, weight, illumination, strike, fall
- Electrical
- Hazardous liquids or substances
- Insects and animals

**PERSONNEL**

- Physical Condition - workers warmed up to perform arduous work
- Adequate Personnel to perform identified tasks.
- Adequate supervision
- First aid facilities/materials available

**PERSONAL PROTECTIVE EQUIPMENT**

- Gloves
- Eye Protection
- Chaps
- Hearing Protection
- Hard Hats
- Thermal Protective Clothing
- Chemical Protective Clothing
- Approved Respirators
- Lifelines or Harnesses
- Special Equipment

**WORKING ENVIRONMENT**

- Housekeeping - clear work areas, storage facilities
- Perimeter Controls - barricades, covers, flagging, posting
- Adverse Weather Precautions
- Ladders, Shoring, or Scaffolding
- Security - after hours or overnight
- Sanitary Facilities - washing, cleaning, drinking
- High Voltage Lines - identified, de-energized
- Adequate Lighting
- Fire Extinguishers

**TOOLS, EQUIPMENT, and MATERIALS**

- Proper tools and equipment available
- Electrical tools properly grounded
- Tools and equipment in good operating condition