



4 Point Safety
Plan

eSafetyLine

Workplace Analysis

It is the employer's responsibility to conduct a workplace analysis. However, the employees need to be part of the process. A workplace analysis is an organized look at what could cause harm to workers through their work activities or by their work environment. These analyses can be simple or very complex depending on the operation and the hazards associated with the task. To get the process started, the analysis may be done by an outside expert but once the procedure is in place, many analyses can be done by the employees.

The first step in the analysis is to go back and look at several years of your company's injury and illness issues to see if any clear patterns exist. This can be used to identify areas that need better prevention. Another source of information is any inspections that have been conducted of the workplace, either in-house or OSHA. This information is then used to find any places in the site operations or the worksite itself that have been a consistent source of injury or illness. Plans can then be put into action to help correct the situation to prevent further incidents. The prevention may come in the form of using different materials or equipment or the employees using additional types of PPE.

Since you, the employees are at the site everyday you have a large role in determining what hazards exist at a site. Each day each employee should inspect their work area for any hazards, new or old. Any tools equipment or PPE that an employee will use that day should also be inspected for any hazard, damage or defect before they're used. Any hazards or damaged equipment should be brought to the supervisor's attention so it can be properly dealt with.

No matter how strict the precautions taken may be, accidents do still happen. When an injury or illness occurs it is very important that all employees cooperate fully with the investigation into the cause of the accident. The investigation isn't to find someone to blame, it is done to gather information to find out why an accident occurred and how further incidents can be prevented to protect the employees.

Another way employees can participate in the safety program and help keep themselves safe is to assist in making and reviewing Job Hazard Analyses or JHAs whenever asked. A JHA is a step by step review of a task to try to identify any potential hazards to employees. No one will know every particular about a work task better than those individuals that perform them. By pitching in and helping to develop any JHAs, the JHAs will be much more thorough and more likely to identify any possible hazards. In the long run this will keep you and your fellow employees safer on the job.

Discussion Questions

What is a JHA and how can it keep you safe on the job?

Why is important for employees to participate in the Workplace Analysis?

MEETING / TRAINING ATTENDANCE ROSTER

COMPANY: _____

_____ SAFETY MEETING

JOB/DEPT: _____

_____ SAFETY TRAINING

DATE: ___/___/___

TIME: _____

TOPICS ADDRESSED: _____

EMPLOYEE'S SIGNATURES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYEE SUGGESTIONS AND RECOMMENDATIONS: _____

ACTION TAKEN: _____

Supervisor's Signature

_____/_____/_____
Date

Safety Coordinator's Signature

_____/_____/_____
Date