 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc Safety Management System		Doc No:	RISKASSMT
			Initial Issue Date	10/16/2018
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RISK ASSESSMENT			Revision No.	0
			Next Review Date:	1/31/2027
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Purpose

The purpose of this procedure is to provide guidelines for identifying, assessing and controlling workplace risks/hazards and to ensure the potential risks/hazards of new processes and materials are identified before they are introduced into the workplace.

Key Responsibilities and Involvement

- Unsafe risks/hazards must be reported immediately by all employees and addressed by their supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.
- Dee Cramer, Inc. must assess a work site and identify existing or potential risks/hazards before work begins at the work site or prior to the construction of a new work site.
- Affected employees and/or subcontractors participate in the risk identification process. Employees must be actively involved in the risk identification process. If subcontractors are performing work at the location, they should be included. Identified hazards and risks must be reviewed with all affected employees.
- The respective supervisor or project manager advises the Safety Director when additional hazards are introduced into the workplace in order to revise planning and assessment needs.

When the Risk Assessment Process is Used

Risk assessments should be performed before work begins to formally identify and assess hazards. A Job Safety Analysis (JSA), or Job Hazard Analysis (JHA), should be developed for all routine tasks. Formal workplace inspections should be performed on a regular basis. Risk assessments and JSAs/JHAs should be updated whenever changes occur to processes, equipment, and/or facilities.


The hazard identification and risk assessment process should be used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable.

The Safety Director shall conduct a baseline worksite risk/hazard assessment which is a formal process in place to identify the various tasks that are to be performed and the accompanying identified potential risks/hazards.

The results are included in a report of the results of the risk/hazard assessment and the methods used to control or eliminate the risks/hazards identified. The risk/hazard assessment report must be signed and have the date on it.

Inputs into the baseline risk/hazard identification include, but are not limited to:

- Scope of work.
- Legal and other requirements.
- Previous incidents and non-conformances.
- Sources of energy, contaminants and other environmental conditions that can cause injury.
- Walk through of work environment.

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Risks/Hazards identifications (as examples) are to include:

- Working Alone
- Thermal Exposure
- Isolation of Energy
- Hearing Protection
- Musculoskeletal Disorders
- Bloodborne Pathogens
- Confined Spaces
- Driving
- General Safety Precautions
- And any other established policy or procedure by Dee Cramer, Inc.
- Any other site-specific work scope

All identified risks/hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

Review of Risk/Hazard Assessment

Existing worksite risk/hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes before the construction of a new site or when significant additions or alterations to a job site are made.

Certification of Risk/Hazard Assessment

The Safety Director completes and signs the certification of risk/hazard assessment for the worksite risk/hazard assessment (also see PPE Program) and includes it within the site specific HSE plan. Risk/hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

Job Safety Analysis (JSA)

For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs are available from the Safety Director.


Process for Identifying Hazards

Dee Cramer, Inc. must establish procedures to identify existing and potential workplace hazards and assess the risk of associated workers injury and illness.

This program must identify processes are in place to identify potential hazards using Job Safety Analysis (JSA), daily hazard assessments, or pre-job hazard assessments, hazard workplace inspection.

Hazards are Classified and Ranked According to Risk

Dee Cramer, Inc. shall establish a formal system for classifying and ranking hazards according to risk.

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Risk may be determined by analyzing the probability of the hazard causing harm, the frequency the hazard is encountered, and the potential consequences of impact with the hazard.

A risk matrix should be developed to assist employees with risk assessment.

RISK ASSESSMENT MATRIX

CONSEQUENCE					PROBABILITY				
Severity	People	Assets	Environment	Reputation	A	B	C	D	E
					Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					

Key	Manage for continuous improvement (Low)	Incorporate risk reduction measures (Medium)	Intolerable (High)
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Hierarchy of Controls is Used to Reduce the Risk of Harm

The program must demonstrate how identified hazards are mitigated. The hierarchy of controls should be used to mitigate hazards.

- When a hazard is identified, first attempt to eliminate the hazard. If elimination is not practicable, use engineering controls.
- If engineering controls are not practicable, implement administrative controls.
- If the hazard cannot be adequately controlled using engineering and/or administrative controls, employees must use Personal Protective Equipment.
- A combination of engineering controls, administrative controls, and Personal Protective Equipment is usually best.

Training

Employees are provided training on hazard identification and risk assessment. All employees should be trained on the hazard identification and risk assessment process.

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WORKSITE RISK/HAZARD ASSESSMENT FORM

CERTIFICATE OF RISK/HAZARD ASSESSMENT STATEMENT FOR form shall be signed SITE

I certify a worksite risk/hazard assessment was performed for this facility on date by the Dee Cramer, Inc. Safety Director. (*Signature on File*)

Task: Indicate Task Group (Additional Tasks shall be listed in each site specific HSE plan)

TASKS	RISK LEVEL	RISKS/HAZARDS	ENGINEERING OR ADMINISTRATIVE CONTROLS	PPE (Refer to PPE Matrix)
<i>List individual task</i>	<i>Use Risk Matrix</i>	<i>Identify risks/hazards associated with task</i>	<ul style="list-style-type: none"> <i>List procedures that apply</i> <i>List appropriate engineering controls</i> <i>List procedures or other administrative controls</i> 	<i>List appropriate PPE</i>
<u>Example:</u> Washing Parts	MED	Chemical Exposure (Skin, Eyes, Body)	<ul style="list-style-type: none"> Dee Cramer, Inc. PPE Procedure No smoking; 	Chemical gloves, splash proof goggles chemical apron
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INSTRUCTIONS FOR COMPLETING THE JOB SAFETY ANALYSIS FORM

Select an employee to help you with the JSA: someone who is experienced in the job, willing to help and a good communicator. The employees play an important role in helping you identify job steps and hazards. In summary, to complete this form you should consider the purpose of the job, the activities it involves, and the hazards it presents. In addition, observing an employee performing the job, or “walking through” the operation step by step may give additional insight into potential hazards. Here’s how to do each of the three parts of a Job Safety Analysis:

SEQUENCE OF BASIC JOB STEPS	POTENTIAL HAZARDS	RECOMMENDED ACTION OR PROCEDURE
<p>Examining a specific job by breaking it down into a series of steps or tasks, will enable you to discover potential hazards employees may encounter.</p> <p>Each job or operation will consist of a set of steps or tasks. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. To determine where a step begins or ends, look for a change of activity, change in direction or movement.</p> <p>Picking up the box from the conveyor and placing it on a hand truck is one step. The next step might be to push the loaded hand truck to the storage area (a change in activity). Moving the boxes from the truck and placing them on the shelf is another step. The final step might be returning the hand truck to the receiving area.</p> <p>Be sure to list all the steps needed to perform the job. Some steps may not be performed each time; an example could be checking the casters on the hand truck. However, if that step is generally part of the job it should be listed.</p>	<p>A hazard is a potential danger. The purpose of the Job Safety Analysis is to identify ALL hazards – both those produced by the environment or conditions and those connected with the job procedure. To identify hazards, ask yourself these questions about each step:</p> <p>Is there a danger of the employee striking against, being struck by, or otherwise making injurious contact with an object?</p> <p>Can the employee be caught in, by or between objects? Is there a potential for slipping, tripping, or falling?</p> <p>Could the employee suffer strains from pushing, pulling, lifting, bending, or twisting?</p> <p>Is the environment hazardous to safety and/or health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?</p> <p>Close observation and knowledge of the job is important. Examine each step carefully to find and identify hazards – the actions, conditions, and possibilities that could lead to an accident. Compiling an accurate and complete list of potential hazards will allow you to develop the recommended safe job procedures needed to prevent accidents.</p>	<p>Using the first two columns as a guide, decide what actions or procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury or occupational illness.</p> <p>Begin by trying to: (1) engineer the hazard out; (2) provide guards, safety devices, etc.; (3) provide personal protective equipment; (4) provide job instruction training; (5) maintain good housekeeping; (6) ensure good ergonomics (positioning the person in relation to the machine or other elements).</p> <p>List the required or recommended personal protective equipment necessary to perform each step of the job.</p> <p>Give a recommended action or procedure for each hazard.</p> <p>Serious hazards should be corrected immediately. The JSA should then be changed to reflect the new conditions.</p> <p>Finally, review your input on all three columns for accuracy and completeness with affected employees. Determine if the recommended actions or procedures have been put in place. Re-evaluate the job safety analysis as necessary.</p>