

# DOAS Loss Control Bulletin

## December 2011

### Topic of the Month... You've been SET UP!

Have your worker's been properly prepared for the job they are performing? Have you ever gone to make a repair and gotten to the location with your tools only to find the job is fifteen feet up and no one told you? Or have you or your worker's been set up to fail by not getting the proper training, proper equipment, or proper materials for the job? **Red lights** should go off when you have to "rig up something" to get the job done. Many of these situations can be avoided by conducting a brief Job Hazard Analysis (JHA) before starting a task. Each worker needs to understand the Hazards and the Exposures of the job before starting. When a worker is using a knife, the sharp edge is the hazard but the exposure depends on how long the blade is available to do its job of cutting. The exposure time can be reduced by retracting or properly storing the blade. Understanding the tasks at hand, identifying the hazards and exposures, and what controls are in place are the basics of a JHA. A job hazard analysis is a technique that focuses on job tasks as a way to identify hazards and implement controls before an injury can occur. Before starting a job, review it briefly to see if you have everything you need, not just equipment but knowledge of the hazards and how to control or eliminate the hazard during the tasks by following the steps below:



1. Plan the Job by identifying the tasks to be performed;
2. Identify the Hazards of the Job;
3. Determine the Controls/Preventive Measures necessary to safely perform the Work;
4. Perform the Work utilizing the prescribed Control.

To help identify potential hazards, you may use questions such as these (this is not a complete list):

- Can any body part get caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Can I make harmful contact with moving objects?
- Is there a slip, trip, or fall possibility?
- Are you putting yourself 'Into the Line-Of-Fire' if a slip occurs?
- Is there a potential for strain from lifting, pushing, or pulling?
- Is exposure to extreme heat or cold an issue?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Is harmful radiation a possibility?
- Can contact be made with hot, toxic, or caustic substances?
- Are there dusts, fumes, mists, or vapors in the air?



If you have these exposures, what controls are in place? Many hazards can be eliminated by taking a few simple steps, such as cutting off the electricity or removing the flammable liquid. For those that can't be eliminated, is a guard in place? The last resort is the availability and use of proper personal protective equipment. Whether documented or not, conducting a brief JHA prior to job start can prevent many injuries. Use the JHA tool to ensure you are properly set-up to do the job rather than be set-up to fail and injure yourself or worse someone else!

Then take the next step in Loss Prevention and turn the JHA into a Safe Operating Procedure so that it becomes the standard and not just a general practice. It will also assist in training efforts as well as accident investigations and trend analysis.

**Thanks for your time. Let's work together to make Georgia a safer place to work.**