



5 Steps to Safety Success

- 1 - Pre-Plan Your Steps
- 2 - Identify Hazards
- 3 - Communicate Hazards
- 4 - Audit & Inspect
- 5 - Lessons Learned

STEPS
1 – PREPLAN YOUR WORK

S	<p>Summarize the Critical Steps of your job:</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
A	<p>Anticipate potential errors with each step.</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
F	<p>Foresee the worst case scenario. What is the worst thing that could happen?</p> <ol style="list-style-type: none"> 1. 2. 3.
E	<p>Evaluate your controls and defenses. What do you need to do to prevent the potential injury?</p> <ol style="list-style-type: none"> 1. 2. 3.

SAFE STEPS
2 – IDENTIFY HAZARDS

Check the box that may apply to the work you are performing. Use the Orientation Book as a reference to see what is required for the category that you check.

<input type="checkbox"/> Potential Category	<input type="checkbox"/> Potential Category
<input type="checkbox"/> Aerial Lifts	<input type="checkbox"/> Material Storage
<input type="checkbox"/> Bloodborne	<input type="checkbox"/> Mobile Equipment
<input type="checkbox"/> Concrete	<input type="checkbox"/> Power Tools
<input type="checkbox"/> Confined Space	<input type="checkbox"/> PPE
<input type="checkbox"/> Cranes/Hoist	<input type="checkbox"/> Respirators
<input type="checkbox"/> Electrical	<input type="checkbox"/> Rigging
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Scaffolding
<input type="checkbox"/> Fire Prevention	<input type="checkbox"/> Shop Equipment
<input type="checkbox"/> Flying Objects	<input type="checkbox"/> Signs & Barricades
<input type="checkbox"/> Hand Tools	<input type="checkbox"/> Steel Erection
<input type="checkbox"/> Haz Com	<input type="checkbox"/> Suspended Platforms
<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> High Pressure	<input type="checkbox"/> Trenching
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Vehicles
<input type="checkbox"/> Ladders	<input type="checkbox"/> Walking Surfaces
<input type="checkbox"/> Lead	<input type="checkbox"/> Welding
<input type="checkbox"/> Lockout	<input type="checkbox"/> Slips Trips
<input type="checkbox"/> Machine Guarding	<input type="checkbox"/> Hand Safety

SAFE STEPS
3 – COMMUNICATE HAZARDS & CONTROLS

You have identified potential hazards & controls. The next step is to communicate the safe way to do the job.

<input type="checkbox"/>	Communication Method
<input type="checkbox"/>	Training – Provide required training on the hazards that you have identified.
<input type="checkbox"/>	Safety Tool Box Talk – Conduct a safety topic based on the hazards you identify.
<input type="checkbox"/>	JSA – Talk about the hazards & controls listed in your Job Safety Analysis.
<input type="checkbox"/>	TSA – Talk about the hazards & controls in your daily task safety assessment – FOCUS on the task!
<input type="checkbox"/>	Approach Others – If you see someone at risk, approach them and tell them about the hazard.
<input type="checkbox"/>	Mentor – Coach and mentor new employees on the hazards & controls that you identified.
<input type="checkbox"/>	Signage & Barricades – Post the proper warnings and tell people what they mean.
<input type="checkbox"/>	Ask Questions – One of the best forms of communication is to ask questions!
<input type="checkbox"/>	Informal – Make the topics a part of informal discussions about safety. Remind people!

SAFE STEPS
4 – AUDIT & INSPECT

You work in a dynamic environment. Things change quickly and it is critical that you audit & inspect your area and work. If you see something, CORRECT IT!

<input type="checkbox"/>	SAMPLE Focused Audits & Inspections
<input type="checkbox"/>	Inspect fall protection harnesses.
<input type="checkbox"/>	Inspect mobile equipment.
<input type="checkbox"/>	Inspect your PPE.
<input type="checkbox"/>	Inspect your electrical equipment.
<input type="checkbox"/>	Verify compliance with all Orientation Topics.
<input type="checkbox"/>	Inspect housekeeping.
<input type="checkbox"/>	Inspect your tools.
<input type="checkbox"/>	Inspect your ladders.
<input type="checkbox"/>	Inspect rigging equipment.

SAFE STEPS
5 – REVIEW LESSONS LEARNED

In step 5, review what you have learned. You can improve safety every day you come to work if you learn from what you experienced the day before. How would you rate your personal performance in these 4 areas?

<input type="checkbox"/>	Scale of 1 to 5
<input type="checkbox"/>	Pre-Planning – How well did you plan, anticipate, and control the risk?
<input type="checkbox"/>	Hazard Identification – Did you identify all of the hazards and controls?
<input type="checkbox"/>	Communication – Did you communicate the hazards and controls to everyone?
<input type="checkbox"/>	Audits & Inspections – Did you inspect and audit your area? Did you correct it?
<input type="checkbox"/>	What did you learn? Were there any surprises? Comments: