

Safety Newsletter

April, 2013.

This Month's Topic: Job Safety Analysis Checklist

Your personal safety is very important. Please take a moment to prepare yourself for any emergency while performing any task. Remember emergencies are often not what you expect, so being prepared ensures your personal safety and the safety of others.

Our goal is to extend a "safety first" attitude across all business platforms. The key to achieving this goal is consistency across the board. To attain this system-wide consistency, it is recommended that before starting a new task, use *Alisto's Job Safety Analysis Form (see attached document)* to perform a comprehensive site/task safety, environmental and health evaluation.

Project tasks as defined by the project scope will determine the type of safety hazard(s) that could be faced in a work environment/particular jobsite. To ensure appropriate identification and characterization of hazards as well as possible mitigation procedures, please consult OSHA manuals, MSDS, and/or contact Alisto safety officer, Larry Buenvenida.

Also, this form as-is, is not task specific. Rather, its intent is an all-inclusive safety hazards evaluating and documentation form that is subject to revisions. Please be sure to obtain the most current version of the aforementioned form before starting your safety analysis.

After completing the first section with project information, date, PM/Supervisor, job location and description, client, required or recommended personal protective equipment (PPE) and other necessary information, proceed to the second section to legibly and accurately document the tasks, type of hazard if any, and recommended protection or mitigation procedure. Use the following general guide to complete the form:

No Hazards

In the case that there are no hazards, clearly indicate that they are no physical, chemical, or biological hazards associated with the task. Confirm your findings with your supervisor/Safety officer upon completion of the form.

Qualifications

Certification and training are required in some instances to perform specific tasks. It is very important to only perform tasks that you are qualified and certified to perform. If you have questions or need information on how to register for a safety class, take a safety lesson, or other certification related questions, please contact Larry Buenvenida. Typically, upon completion of a safety course, you will be given a certificate as proof of competency in that safety procedure. It also signifies that you can safely perform the functions of the job without endangering yourself or others.

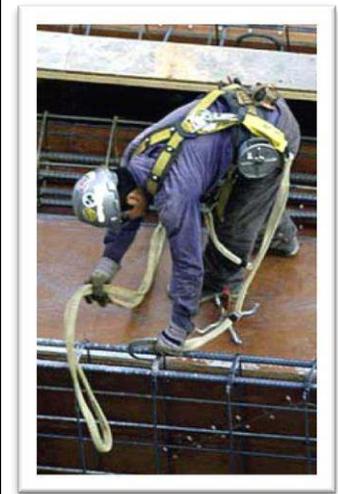
For your information, the next Alisto employee CPR/First Aid Certification and Confined Space Courses are scheduled for Tuesday, April 16, 2013 in Conference room 01. Contact the receptionist at (925) 279 - 5000 for more information.

Examples of required certifications are:

- ◆ Qualified Observer
- ◆ Forklifts
- ◆ Explosive
- ◆ Cranes

Security

Depending on the jobsite, you may have restricted or open access to the work area. Since the type of access could impact your emergency action plan /communications, in your safety analysis, indicate the level of security access required for the task. For instance, escorted by sponsor-inspector, keys, vehicle access, and parking.



What is a job hazard analysis?

A job hazard analysis is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level. - OSHA

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Electrical Hazards

Be sure to conduct a comprehensive analysis of all hazard types including electrical hazards. Exposure to high voltage without the appropriate PPE could have an instantaneously devastating effect, up to and including fatality. Specify if clearance will be required to enter a facility, state if it is an underground or overhead utility and any overhead obstruction should also be incorporated in your findings.

General Health Hazards

General health hazards include but are not limited to chemicals, confined space, noise, lead and Asbestos. Cal/OSHA, government regulations and Industry standards provide detailed classifications and discussions of health hazards.

Environmental Management and Hazards

Indicate environmental requirements identified during initial project environmental screening and/or review. Hazardous materials and waste management, Federal Energy Regulatory Commission (FERC) license or other permit requirements should also be documented.

Seasonal and location specific environmental hazards such as bees, snakes, heat exhaustion, weather conditions, wasps and spiders should be duly noted.

Public Safety

Please ensure that if vehicles will be used in the task, that vehicle operating license is stated as "a must have" prior to performing functions associated with the task. Provisions/allowances for pedestrians should also be considered and documented.

Personal Protective Equipment

And lastly, list the appropriate personal protective equipment recommended by OSHA and existing regulations for that particular task.

References

1. <http://www.osha.gov/Publications/osha3071.html>



Construction's "Fatal Four"

- ◆ Falls – 251 out of 721 total deaths in construction in CY 2011 (35%)
- ◆ Electrocutions – 67 (9%)
- ◆ Struck by Object – 73 (10%)
- ◆ Pinch points (Caught-in/between) – 19 (3%)

"Even if we think we have identified no hazards, we have to remember there is always some hazard on any job site. Common safety hazards such as trips and falls are ever present. As soon as we get complacent, that's when someone gets hurt."

- Mathew Whitaker, Corrosion Technical & Computer Support, Alisto Engineering Group