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Pre-Task Risk Analysis: Identifying Hazards, Analyzing Risks and Means of Protecting Ourselves Before Performing Work

1. Introduction

There are multiple pre-task risk assessment formats and systems utilized across the industry all aimed at proactively reducing risk. With a quickly changing workforce with less experience, it is more important than ever to teach employees how to recognize, control & mitigate hazards before an undesired outcome occurs. This goal of this paper is to assist building proactive safety passion, purpose and energy toward an injury free production environment custom tailored to an ever-changing workforce. This paper covers:

- Risk assessment templates for pulp and paper, wood products, woodlands operations and electrical work.
- Risk assessment training.
- When a risk assessment is required to be completed.
- What to do with the risk assessment information that was collected.
- Auditing the risk assessment process for effectiveness and quality.

This guideline will provide the framework for a robust pre-job risk assessment system recognized as a better practice across the industry. Note that the intent of this TIP is to augment any pre-task risk assessment systems already in use by the individual organization.

2. Scope

The purpose of this standard is to organize and provide information supporting the need for pre-task risk assessments and offers better practice examples for use. Beyond the development, and execution of pre-task risk assessments, following up on identified opportunities is key. It is recommended that organizations use this guideline as a foundation for building a new pre-task risk assessment process or improving their existing pre-task risk assessments if they already have one. The objective is to use risk assessment results to mitigate and control workplace risks.

3. Safety precautions

There are no safety precautions to reference for this guideline as the topic is safety focused in nature.

4. Limitations

Very few limitations exist with respect to sharing safety related information with wide application across the many aspects of the industry. Detailed, company specific safety results will not be shared.

5. Information sources

The basis for this standard consisted of multiple meetings with qualified safety professionals and seasoned industry professionals from all sections of the industry. Input was also gathered in collaboration with PPSA on a November, 2024 joint webinar named “PPSA/PIMA Pre-Task Risk Assessment “. Additional information was gathered during the May 2025 “Pre-Task Risk Assessment” presentation at TAPPICON in Minneapolis.

6. Requirements

As the industry workforce transitions toward less experience with high turnover rates, proactive risk reduction is critical to maintaining a safe, and efficient business. Training employees proactively to mitigate and control risk during routine and upset conditions is critical toward getting employees home the way they came to work.

Key aspects of Pre-Task Risk Assessments are illustrated in detail, including completed examples for multiple business areas. Information gathered during the November 2024 “Pre-Task Risk Assessment” webinar and May 2025 “Pre-Task Risk Assessment” presentation at TAPPICON have been included in this standard.

6.1 Data Supporting Effectiveness:

Completing the Pre-Task Risk Assessment is very quick and easy process. This should take two to five minutes, and it is worth every second getting a worker to focus on the task at hand, the hazards they will be exposed to and what measures should be put in place to reduce the risk of those hazards. Don’t be intimidated by the number of questions or the boxes on the form. This tool has been refined over the years to make it intuitive, easy to use and make us think about the hazards of the upcoming task.

The tool flows from the starter questions to specific questions on the type of work being performed. It acts as a reminder checklist to anticipate the hazards and risks of the work to be performed.

The following sections contain the content from the May 2025 *Pre-Task Risk Assessment* TAPPICON presentation. Users are encouraged to tailor pre-task risk assessments to their specific operational context, including maintenance, production, operations, and other functional areas. Expanded application of pre-task risk assessments beyond traditional production environments can also provide significant value—for example, in technical or laboratory settings, prior to vehicle operation, or even in personal activities at home with family and friends.

Presentation agenda included the following in preparation for utilization of the My Risk Analysis 360 Process and Booklet:

- Multiple formats are available including Pulp and Paper, Wood Products, Electrical.
- When a 360-pre-task risk assessment is required to be completed.
- Review of the audit process.
- When to complete risk assessment training:
 - New hire new and refresher training and retraining.
 - Job or task certification.
 - When gaps are noted during a 360-risk assessment.
 - When an incident, near miss, injury or first aid occurs and the 360 does not state the hazards.
 - When hazards are identified, controls listed but employees did not follow that stated controls.
 - What you do with the risk assessment information that is collected on the forms.

Mindset is critical to making this process as effective as possible proactively reducing risk. We must teach employees how to recognize, control and mitigate hazards before they happen with passion, purpose, and energy on the production floor. Consider changes in the workforce and the need for simple, yet effective and comprehensible safety systems like the pre-task risk assessment. Build accountability into training as a foundational step toward a safe and sustainable workforce with a continuous improvement mindset.

3 /Pre-Task Risk Analysis: Identifying Hazards, Analyzing Risks and Means of Protecting Ourselves Before Performing Work

TIP 1502-02

The following slides provide pre-task risk assessment training detail, as well as detailed examples of the My Risk Analysis 360-risk assessment format which is available to employees in a pocket sized book form.



Figure 1.

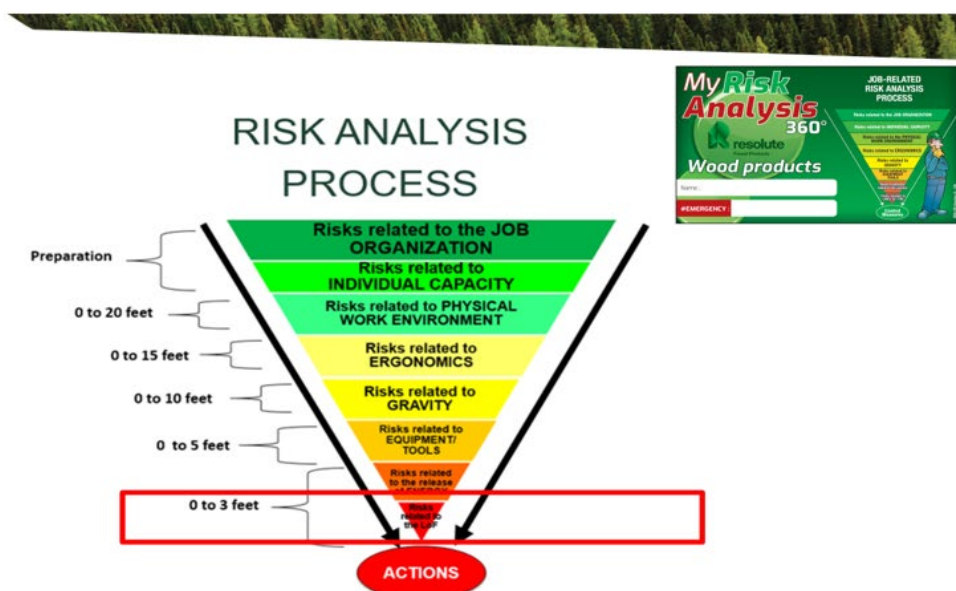


Figure 2.

The funnel diagram above is a key part of the risk assessment training process. It shows the steps in the task planning process and what questions to ask at each step. The top of the inverted triangle is where the planning starts, and the worker is furthest from the hazards. The questions at the top are broad, as one gets closer in, the questions become more specific to the hazards and the work environment. The questions funnel the worker down a path until they perform the task. For example, in the preparation stage, they'll ask, the following questions:

- Am I competent, do I have the right training?
- Do I have the right mindset?
- Am I fatigued?
- Then, is there a procedure for this task, do I require help to complete this task?

- Do I have the right tools for the task?
- As they get closer - what are the actual hazards and are there controls in place?

The funnelling principle of the risk assessment process is often overlooked. This diagram and the sequence of the questions in the pre-task risk assessment tool aim to get the worker focused on the right aspects at the right time and as they zero in on the task at hand.

Additional training objectives and definitions are provided below focusing on the importance of proactive risk identification and control.

Training Objectives

At the end of this training, participants will be able to:

- See how the Pre-Job Risk Analysis (360° PJRA) approach can help us achieve zero injury / person / day / job.
- Understand the booklet and form.
- Recognize the 7 Reflexes / Stop-Job Triggers.
- Recognize the “lines of fire” and assess “risk factors” in work situations.
- Complete a 360° PJRA in accordance with the process.

Definition of Hazard

Hazard:

A hazard is an **aggressing agent** whose properties are likely to alter the health or physical integrity of a person, and threatens or compromises the existence of a person or thing.

- ❖ Electric power
- ❖ Heavy load suspended to a lifting device
- ❖ Height of a rooftop or any work >4 ft from ground
- ❖ Wood or cement dust
- ❖ Moving mechanical parts
- ❖ Chemicals

Figure 3.

What is a 360° PJRA?

It is a 5-step process where one must:

1. Think about the job at-hand and do a **360° Analysis**
2. Identify hazards and complete a **full Risk Analysis**
3. Assess risks and hazards
4. **Apply corrective actions before starting work**
5. Perform the job **safely**

It is a proactive means to:

- Identify hazards and analyze risks each of us must deal with.
- Identify means to protect ourselves before starting to work.

It is a **personal tool** that we use **for ourselves** and for the crew.

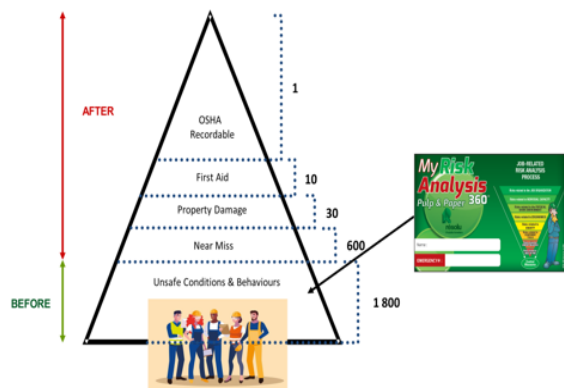
It is a **means** to give ourselves time to think before acting.

Objectives of the 360° RA

- ☐ Purpose of the 360° RA process is to ensure employees **stop, analyze and act** so all jobs are performed safely.
- ☐ The 360° RA prevents incidents where it is determined that obvious factors (facts) resulted in such incidents simply because they were not taken into account or because nothing was done to correct the situation.

Figure 4.

What Does the 360° RA Address?



When to Complete a 360° PJRA?

- ☐ Before performing any job, routine or non-routine.
- ☐ Before any Maintenance job.
- ☐ When job at-hand is new or unusual.
- ☐ When anything changes in the job as it was planned.
 - Apply the 7 Reflexes / Stop-Job Triggers
- ☐ When we don't feel at our best.
- ☐ When we're feeling overwhelmed by events.
- ☐ When we just want to, or feel the need for it.

Figure 5.

Definitions

Routine Jobs: Tasks at each workstation that are performed several times a day, are an integral part of the operating process, and are covered by a documented **AWM, SOP** or **JSA** (e.g. taking jumbo reels to Winders, threading sheets at the Dryer Section; process inspection tours, clearing simple jams on log conveyors from a catwalk; sorting/removing pieces of wood on chains; operating/accessing mobile/forest equipment; wrapping packages of finished product, walking on felling areas in Woodlands, installing/removing chains on lumber trucks, etc.).

Non-Routine Jobs: Tasks that are only performed occasionally (less than 2-3 times/day); all Maintenance jobs (**except for those performed several times a day in Maintenance Shops ONLY**); any job that exposes a person to a risk of potentially severe injury if not controlled (e.g. clearing a process jam-up requiring lock out, handling parts requiring use of Level 5 CR gloves, jobs involving line breaking/confined space entry; jobs requiring use of Level 1.5 PPE; working at heights, arc flash potential, etc.); OR any job that is not included in a Department's list of routine jobs.

Appropriate Work Method (AWM) / Standard Operating Procedure (POS) / Job Safety Analysis (JSA) – Controlled documents that define every step of a job, potential exposure to hazard at each step, and control measures for every identified risk.

Figure 6.

		360° Questions		Yes	No
Name: _____ Equipment #: _____ Job: _____ Date: _____ Time: _____ Classification: #1 ☐ #2 ☐ #3 ☐					
360° Questions		Yes	No		
1. Am I conscious and competent (personal state and adequately trained) to do this job?		☒	☐		
2. Is there anything different today (new worker(s), unusual operating conditions, exceptional weather)?		☐	☒		
3. Do I have the proper tools, equipment and a spill kit close at hand, and are they in good condition?		☒	☐		
4. Do I have all required PPE for the job to be done, and is it in good condition?		☒	☐		
5. Does my job require controlling energy sources or equipment containing gas or liquid that could require a Lockout ?		☐	☒		
6. I confirm that I have visually validated that the equipment/process on which I am about to work is properly lock out and at zero energy (validate equipment # vs. Lockout Sheet).		☒	☐		
7. Does my job require locking out a nuclear source ?		☐	☒		
8. Could my body end up in a line of fire (splash, loss of balance, tool slipping, contact (struck by/against), sharp object around me)?				☐	☒
9. Is there any risk of falling while doing this job (slippery floor/ground, clutter, work at heights, absence of guardrails)?				☐	☒
10. Will I have to move/guide a suspended load using an overhead crane or lifting equipment?				☐	☒
11. Is jobsite clean and uncluttered (no hoses, parts, tools, lumber, pulp or paper, liquid on the ground)?				☒	☐
12. Is my job controlled by a documented reference (AWM, procedure, regulation or work permit)?				☒	☐
13. Will I need to use heavy or mobile equipment (inspection and operating condition)?				☐	☒
14. Does any load to be lifted weigh more than 25 kg /55 lb ?				☐	☒
15. Is work done near a watercourse, structure (process/storm sewer), or location (door, non-confined space) that could allow any spilled product to get into the environment (water, air, ground) or effluent treatment?				☐	☒
16. Does my job involve working with equipment, tanks or other vessels containing chemicals (liquid, solid or gas) or petroleum products that could spill out?				☐	☒
17. Will any equipment need to be drained , or will my job generate waste ?				☐	☒

Figure 7. BLANK 360 Risk Assessment Booklet – First Page

PERMITS	☐ Lockout ☐ Line Breaking ☐ Warehouse Access ☐ Electrical Safety ☐ Overhead Crane Access ☐ Confined Space ☐ Hot Work ☐ Lifting/Moving Heavy Parts ☐ Ladders & Stepladders ☐ Other										
	1- POTENTIAL LINE OF FIRE	2- LOCATION (ENERGY SOURCE)	3- INJURY RISK SCENARIO (HOW AN ENERGY RELEASE COULD HURT ME)								
1-	2-	3-									
4- Control Measure :											
1-	2-	3-									
4- Control Measure :											
1-	2-	3-									
4- Control Measure :											
OTHER HAZARDS/RISKS		RISK CONTROL MEASURES									
POTENTIAL LINES OF FIRE											
- Struck by - Striking against - Pinched in/on/between		- Object falling from above - Falling from upper level - Slipping/tripping		- Use of excessive force - Pulling/pushing on - Dust/particles		- Contact with chemicals - Splashed by - Exposure to gas/smoke	- Contact with sharp object - Contact with electricity - Contact with extreme temp.				
Signature :		H&S Quality Criteria	1	2	3	4	5	6	Environm. Quality Criteria	1	2
Co-signature :			Total Score /18							/6	

Figure 8. BLANK 360 Risk Assessment Booklet – Second Page

Classification & Monitoring (Operations)				Classification & Monitoring (Maintenance/Electrical/Contractor)			
	Class 1	Class 2	Class 3		Class 1	Class 2	Class 3
Job Performer	Trained employee	Employee in training at the workstation	Employee doing a Class 3 job	Job Performer	• Trained employee • Permanent contractor	• Employee in training • Regular contractor	• Employee doing a Class 3 job • Occasional contractor • New contractor
Job Location	• On operating floor • Regular station • In control room	• In a hot zone • Inside locked out equipment • In co-activity	• In a confined space	Job Location	• In workshop • On operating floor	• In a hot zone • On locked out equipment • In co-activity • In warehouses • In the presence of gas	• In a confined space • In a sub-station - High Voltage • Maintenance on overhead crane
Level of Job Knowledge	Employee regularly performs job (has the skills/qualifications)	Employee occasionally performs job (has all the skills/qualifications)	• Employee does not have all the skills and qualifications • Physical/emotional personal condition	Level of Job Knowledge	Employee regularly performs job (has the skills/qualifications)	Employee occasionally performs job (has all the skills/qualifications)	• Employee does not have all the skills and qualifications • Physical/emotional personal condition
Job Criticality	• Routing operating job • Inspection tour • Cleaning/washing • Work with air hoses • Roll handling • Make an order change	• Perform a lockout tour • Work at heights (≥4 ft) • Light/medium work at high temperatures • Chemical/petroleum product transportation and handling (≥1,000 L)	• Line breaking work • Hazmat chemical response • Work on energized equipment • Jam clearing outside control parameters • Work that could result in a major spill • Installation of a piece of clothing • Use of high pressure (≥3,000 psi) • Heavy work at high temperatures	Job Criticality	• Regular maintenance • Lubrication / oil • Inspection • Hot Work (in workshop)	• Hot Work in the Mill • Use of a scissor lift • Use of a man basket • Heavy parts handling in workshop • Use of an angle grinder • Work on nuclear source • Chemicals/petroleum product transportation and handling (≥1,000 L)	• Line breaking work • Use of a crane • Assembly/disassembly with a hydraulic jack • Work on energized equipment • Live electrical diagnosis (30V and +) • Heavy machine parts change in the Mill • Use of high pressure (3000 psi and +) • Installation of a piece of clothing
Job-Related Risk Control Requirements	JSA completed by involved worker alone	Jobsite tour + co-signature by operator or a Department co-worker	• Jobsite tour + co-signature by Supervisor or employer-designated person, and • Signature of job-specific work permit (e.g. confined space, line breaking, etc.)	Jobsite Tour & Cosigners	JT completed by the worker involved only	Jobsite tour + co-signature by operator or a Department co-worker	• Jobsite tour + co-signature by Supervisor or employer-designated person, and • Signature of job-specific work permit (e.g. confined space, line breaking, etc.)

Figure 9. Inner cover fold – with guidance on Job Classes to determine Risk Level and need for co-worker or supervisor review.

On the inside cover fold of the booklet there is a description of the different job classes based on the risk level of the task. There are some slight differences for operators or for maintenance.

What the classes do is they define and categorize the complexity or potential risk level of the task helping the user to determine if they require a cosigner or a superior to review the results of their risk assessment prior to starting work. This ensures that tasks with more risk (Class 2) get a second pair of eyes on the assessment results to increase the quality of the assessment, bringing in another point of view or expertise. That second individual signs off on the risk assessment to confirm they looked it over. A Class 3 task requires review of someone with more experience or expertise such as a supervisor or manager. This ensures the high-risk tasks get a senior employee's review and being in their experience and knowledge. New employees automatically fit into the Class 2 (co-signer) requirement as they develop their risk assessment skills.

360° Questions		Yes	No
Name : <u>Assigned employee</u> Equipment # : <u>Pump # 9898</u> Job : <u>Change hot stock circulation pump</u> Date : <u>Nov. 36,2067</u> Time : <u>2 pm</u> Classification : #1 ☐ #2 ☐ #3 ☒			
360° Questions			
1. Am I conscious and competent (personal state and adequately trained) to do this job?	☒	☐	
2. Is there anything different today (new worker(s), unusual operating conditions, exceptional weather)?	☐	☒	
3. Do I have the proper tools, equipment and a spill kit close at hand, and are they in good condition?	☒	☐	
4. Do I have all required PPE for the job to be done, and is it in good condition?	☒	☐	
5. Does my job require controlling energy sources or equipment containing gas or liquid that could require a lockout?	☒	☐	
6. I confirm that I have visually validated that the equipment/process on which I am about to work is properly lock out and at zero energy (validate equipment # vs. Lockout Sheet).	☒	☐	
7. Does my job require locking out a nuclear source?	☒	☐	
8. Could my body end up in a line of fire (splash, loss of balance, tool slipping contact (struck by/against), sharp object around me)?	☒	☐	
9. Is there any risk of falling while doing this job (slippery floor/ground, cluttered work at heights, absence of guardrails)?	☒	☐	
10. Will I have to move/guide a suspended load using an overhead crane or lifting equipment?	☐	☒	
11. Is jobsite clean and uncluttered (no hoses, parts, tools, lumber, pulp or paper, liquid on the ground)?	☒	☐	
12. Is my job controlled by a documented reference (AWM, procedure, regulation or work permit)?	☐	☒	
13. Will I need to use heavy or mobile equipment (inspection and operating condition)?	☒	☐	
14. Does any load to be lifted weigh more than 25 kg /55 lb?	☐	☒	
15. Is work done near a watercourse, structure (process/storm sewer), or location (door, non-confined space) that could allow any spilled product to get into the environment (water, air, ground) or effluent?	☒	☐	
16. Does my job involve working with equipment, tanks or other vessels containing chemicals (liquid, solid or gas) or petroleum products that could spill out?	☒	☐	
17. Will any equipment need to be drained, or will my job generate waste?	☒	☐	

Figure 10. Completed 360 Risk Assessment First Page

PERMITS		☒ Lockout ☐ Confined Space		☒ Line Breaking ☐ Hot Work		☐ Warehouse Access ☐ Lifting/Moving Heavy Parts		☐ Electrical Safety ☐ Ladders & Stepladders		☐ Overhead Crane Access ☐ Other																																							
1- POTENTIAL LINE OF FIRE			2- LOCATION (ENERGY SOURCE)			3- INJURY RISK SCENARIO (HOW AN ENERGY RELEASE COULD HURT ME)																																											
1- Splashed by / Burns			2- Residual hot stock			3- When dismantling the inlet / outlet conduits																																											
4- Control Measure : Perform Line Breaking Procedure / Wear 1,5 Protective PPE until confirmed « Zero Energy State »																																																	
1- Struck by / Pinch fingers			2- On pump / Equip. Frame			3- If the « ratchet Box Key » slips																																											
4- Control Measure : Confirm Box Key adherence / Pull instead of pushing / Validate absence /presence of surrounding structures																																																	
1- Struck by / Pinch hand			2- Between H Beam and pump			3- When moving pump with hoisting device																																											
4- Control Measure : Do not use hands. Use pole or cable to guide suspended load / pump.																																																	
OTHER HAZARDS/RISKS				RISK CONTROL MEASURES																																													
Heat Stress				Wear cooling vest / Frequent breaks / ventilation / Drink a lot of water																																													
Strain / Sprain				Do not lift >55lbs / Ask for help / Good posture / Bend knees / Don't over extend																																													
Contact with sharp object				Wear long sleeves / Cover sharp edges with styro-foam protectors																																													
Slip / Trip				Keep hoses rolled up / Keep floor free of debris / Pass hoses & cables overhead																																													
Struck-by / Co-activity				Keep a distance of 3ft between myself and work being performed by surrounding co-workers																																													
POTENTIAL LINES OF FIRE																																																	
- Struck by - Striking against - Pinched in/on/between				- Object falling from above - Falling from upper level - Slipping/tripping				- Use of excessive force - Pulling/pushing on - Dust/particles				- Contact with chemicals - Splashed by - Exposure to gas/fume				- Contact with sharp object - Contact with electricity - Contact with extreme temp.																																	
Signature : Affected Employee				HRS Quality Criteria				<table border="1"> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>Environm. Quality Criteria</th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th> </tr> <tr> <td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td> </tr> <tr> <td colspan="6">Total Score</td> <td colspan="6">18/18</td> </tr> </table>				1	2	3	4	5	6	Environm. Quality Criteria	1	2	3	4	5	6	3	3	3	3	3	3	3	3	3	3	3	3	3	Total Score						18/18					
1	2	3	4	5	6	Environm. Quality Criteria	1	2	3	4	5	6																																					
3	3	3	3	3	3	3	3	3	3	3	3	3																																					
Total Score						18/18																																											
Co-signature : Supervisor																																																	

SUPERVISOR WILL ENTER QUALITY AUDIT SCORE HERE

Figure 11. Completed 360 Risk Assessment Second Page

The 7 Reflexes and Stop-Job Condition portion of the risk assessment process is an additional tool for employees and supervisors to assess their individual capability prior to and during any task. For example, if conditions are different than expected, or if you don't have the right tool for the job, or unsure or feel like you should take shortcuts to complete the task, the employee should stop and take a step back. Reassess the situation, ask for help, and revise the plan before proceeding. The goal is to have the natural reflex to stop when unsure.

7 REFLEXES & STOP-JOB CONDITIONS

WOOD PRODUCTS DIVISION

WORKING IN HEIGHTS (≥ 4 FEET)

FEBRUARY 2022

APPLYING THE 7 STOP-JOB CONDITIONS.

When completing your 360 pre-task analysis, you perform a visual inspection of the fall arrest equipment necessary for the job. By validating the equipment tag, you realize that the inspection due date for the equipment has expired.

STOP THE TASK and notify your supervisor to reassess the situation and the means of control to be used.

In order to perform my task, only a 14ft "Little Giant" platform stepladder is available. Although this would be the best tool, as it provides a level 3.2 Risk Control as per RFP Directives I have not been trained on its safe deployment.

STOP THE TASK Notify your supervisor or find help from a co-worker who has already passed the safe use training (control of hand/finger lines of fire during adjustment) specific to this equipment.

You're outside making a repair in a scissor-lift and the wind is starting to pick up.

STOP THE TASK and reassess the risks, weather conditions, etc. before resuming. If unsafe notify your supervisor and ask to postpone the work.

During the pre-use inspection of the Level 3.1 platform stepladder (for work ≤ 4 feet) that you have to use to perform your task, you notice that the guardrail around the platform is broken / missing.

SK tag-it out of service and find other equivalent or better working order and notify your supervisor.

7 PREVENTION REFLEXES

RISK AWARENESS: RISKS RELATED TO INDIVIDUAL CAPABILITY

1 IF A NON-ROUTINE JAM OCCURS... 2 IF CONDITIONS ARE DIFFERENT FROM WHAT WAS PLANNED IN THE "360"... 3 IF NEW RISKS ARE DISCOVERED DURING THE TASK... 4 IF YOU DON'T HAVE THE RIGHT TOOL FOR THE TASK... 5 IF THE TOOL DOESN'T WORK OR YOU HAVE TO USE MANUAL FORCE TO MAKE IT WORK... 6 IF YOU DON'T KNOW HOW TO CARRY OUT THE TASK AT HAND... 7 IF YOU NEED TO TAKE SHORTCUTS TO GET YOUR TASK DONE ON TIME...	STOP AND ASK FOR HELP BEFORE CONTINUING. STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP. STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP. STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP. STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP. STOP AND ASK FOR HELP. STOP AND ASK FOR HELP.
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STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP!

Figure 12. 7 Reflexes and Stop-Job Conditions

		RISK PREDICTION FORM					
IDENTIFY (1)	ADMINISTRATION						
	1. Date: _____						
	2. Work Order Number: _____						
	3. Equipment Name: _____						
	4. Area _____ 5. Work Area Prepped for Task? Yes ☐ No ☐						
	6. Work Description: _____						
	7. LOTO Required ☐ Yes ☐ No Lock Box Location _____						
	8. Permit valid from: _____ to _____ (24 hours max)						
	9. Issued To: a) Maintenance ☐ b) Contractor ☐ c) Operations ☐						
	10. Evacuation Route Identified Yes ☐ No ☐ 11. Safety Shower Identified? Yes ☐ No ☐ Safety Shower # _____						
	12. Employee and Contractor Names - Contractors must supply phone number: (please print) _____						
	TYPE OF WORK (Check all that applies)						
	13. a. ☐ Hot Work Permit b. ☐ Confined Space Permit c. ☐ Line Break d. ☐ Clothing Change e. ☐ Mechanical f. ☐ Instrumentation g. ☐ Excavation h. ☐ Electrical i. ☐ Work at Heights j. ☐ Rail Track k. ☐ Rope Change l. ☐ Mobile Equipment m. ☐ Roll Slabbing n. ☐ Other _____						
PLAN (P)	HAZARD IDENTIFICATION (Check all that applies)						
	14. a. ☐ Chemical (contact, inhalation) l. ☐ Fall Protection b. ☐ Pressure (liquid, hydraulic, spring, pneumatic) m. ☐ Radiant (welding arc, radiation source, magnetic field) c. ☐ Electrical (shock, arc) n. ☐ ERGO (lifting, limited access, twisting) d. ☐ Thermal (spark, hot surface, flame, steam, hot liquid) o. ☐ Noise (ambient, tools & equipment) e. ☐ Mechanical (rotating equipment) p. ☐ Biological (gases, water/sewage, blood) f. ☐ Line of Fire q. ☐ Balance/Traction/Grip g. ☐ Explosive gas (Chlorine, Nitrogen, Oxygen) LEL: _____ r. ☐ Spill Protection s. ☐ Environment - Metal Fatigue Due to Corrosivity t. ☐ Restricted Access (low head room, head bump risk, limited space)						
	h. ☐ Chemical/Material lost in equipment (environment): _____ N/A ☐						
	i. ☐ Other Hazards & Controls (asbestos, lead paint): _____ N/A ☐						
	j. ☐ Design Safety Review: _____ N/A ☐						
	k. ☐ Isolate work area, caution tape, danger tape: _____ N/A ☐						
	l. How will the identified hazards be mitigated? _____						
	PERSONAL PROTECTIVE EQUIPMENT (Check all that applies)						
	15. a. ☐ Hearing Protection, Safety Glasses, Steel Toes e. ☐ Electrical Gear j. ☐ Face Shield (chemical, welding) b. ☐ Gas Monitor f. ☐ Insulated Tools k. ☐ Dust Mask c. ☐ Respirator (half mask/escape) g. ☐ Chemical Goggles l. ☐ Harness (Fall Protection) d. ☐ Coveralls h. ☐ Hard Hat m. ☐ Chemical Suit i. ☐ Gloves _____ ; Type _____ n. ☐ Others: _____						
	AUTHORIZATION						
Name		Signature		Date	Time		
17. Form Completed By:							
18. Area Owner:							
COMPLETION & REVIEW							
		Yes	No	N/A			
19. Job Complete?		☐	☐	☐			
20. All borrowed tools / equipment returned/PPE?		☐	☐	☐			
21. Permits / Plans Returned? (Hot, Confined, Fall, Excavation)		☐	☐	☐			
22. Workplace Cleaned?		☐	☐	☐			
23. Locks & Tags Removed		☐	☐	☐			
24. All valves returned to original position?		☐	☐	☐			
25. Equipment Ready to Start?		☐	☐	☐			
26. Did any injuries or problems occur? Explain: _____							
27. Can anything be done to improve the process? Explain: _____							
28. What was dumb, dangerous, difficult, or different about the task? Explain: _____							
29. Does the SOP or written instruction need to be updated? _____							
30. What went well with the job? _____							
SIGN-OFF VERIFICATION							
Name		Signature		Date	Time		
31. Form Completed By:							
32. Area Owner:							

Figure 13.

Mativ Pre-Task Risk Assessment Form

STOP	Job / Work Task:		Specific Location:		Date:	
	Before you start (check appropriate boxes) If the answer is "NO" to any of these, use Pause Work Authority and notify your Supervisor.				Yes	No
	Do you fully understand what your work task entails?					
	Do you have the correct documentation for the job? (i.e. instructions, SDS, permits, etc.) THIS CHECKLIST DOES NOT REPLACE OTHER PERMITS LIKE CONFINED SPACE, HOT WORK, LOCKOUT, ETC.					
	Do the employees match the job task in terms of knowledge, physical abilities, training, and behavior moods? (i.e. stress, high workload, time pressure, poor work guidance, first time on task, distracted, etc.)					
THINK	Where is the closest eye wash, fire extinguisher, and first aid kit?					
	Safety Assessment – What hazards are in the area? How could I get hurt? Are any of the following hazards present? Reference the back of the form for high energy hazards to mitigate. (circle all that apply – if others are not listed, add to the next section of the back of this sheet)					
	Life Critical:	Abrasion / Cuts	Ladders	Powered Industrial Vehicles		
	Confined Space	Access / Egress	Line-of-Fire	Radiation		
	Hot Work	Balance/Traction/Grip	Live Utilities	Repetitive Motions		
ACT	Hazardous Energy	Complacency	Loud Noises	Rigging		
	Electrical	Cutting / Burning	Material Handling	Rushing		
	Working at Heights	Dropping Material / Tools	Moving Machinery	Steam		
	Suspended Loads	Dust / Respiratory Exposure	Overexertion	Trips/Slips/Fall		
	PIV Traffic	Exposure to chemicals	Overhead Work	Vibration		
		Eyes not on Task	Particles in Eye	Visibility / Lighting		
		Fatigue	Pinch Points	Waste Generation		
		Fire/Explosion/Spill	Poor Housekeeping	Working in a remote location		
	Hazard Control – How are you controlling the hazards you identified? (list the hazards circled above, control measures to reduce risk, and risk rating before and after controls are in place based on the Risk Assessment Matrix)					
	Hazard		Control Measure		Risk Rating Severity X Probability	
					Before	After
Severity						
Score	Level	Explanation				
9	High	Life-altering catastrophic injury or fatality (i.e. amputation, loss of eye, death)				
3	Medium	Injury would require medical treatment beyond first aid (i.e. large laceration, broken bone)				
1	Low	First aid injury (i.e. bruised knee, small paper cut)				
Probability						
Score	Level	Explanation				
5	Very Likely	An injury from this hazard has occurred in the past or will occur in the future				
4	Likely	An injury is likely to occur, regardless of current safety measures				
3	Possible	An injury is possible without the failure of safety controls, but not very probable				

Figure 14.

EHS Form 6.1.01-03 Level B

2	Unlikely	Possible, but would require the failure of multiple safety controls
1	Very Unlikely	An injury from this has never occurred before and is nearly impossible to occur

SIGN	Employee:		Date:
	Employee:		Date:
	Employee:		Date:
	Supervisor or Manager:		Date:
	EHS Representative:		Date:

REVIEW	End of Job Review – You must inform your supervisor and EHS if the answer to <u>any</u> of the following is YES.
	Did any injuries or problems occur with this work activity? Explain:
	Can anything be done to improve the process? Explain:
	What was Dumb, Dangerous, Difficult, or Different about the task? Explain:
	Do the written instructions or JSA need to be updated? Explain:
	What went well with the job? Explain:

Gravity

Suspended Load

Motion

Mobile Equipment and Workers on Foot

Mechanical

Heavy Rotating Equipment

Temperature

Steam

Pressure

Explosion

Electrical

≥ 50 Volts

Electrical Contact with Source

Chemical / Radiation

High Dose of Toxic Chemical or Radiation

Gravity

Fall from Elevation

Motion

≥ 30 mph

Motor vehicle incident (occupant)

Temperature

≥ 150°F

High Temperature

Temperature

Fire with Sustained Fuel Source

Pressure

≥ 5'

Excavation or Trench

Electrical

Arc Flash

Figure 15.

The information included in this safety focused Technical Information Paper provides insight into a well-developed and robust pre-job risk assessment process. Having a pre-task risk assessment process that is easy to use and apply encourages workers to keep themselves safe by identifying, mitigating and controlling hazards before work starts.

Keywords

Hazard Assessment, Lockout Tagout, Confined Space, Slip, Trip, Fall, Electrical, Fall Protection, Line Break, Guarding, Personnel Training, Safety, Safety Measures, Safety Devices, Safety Engineering, Training, Training Devices, Training Equipment, Training Manuals, Locking, Interlock, Test Methods, Test Instruments, Test Machines, Servicing, Maintenance, Hazards, Conditions, Risk Analysis, Enclosure

Additional Information

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