



Commercial, LLC

COATINGS - SEALANTS - VWC - EPOXY SYSTEMS

QC1006– Job Hazard Assessment

Quality Control / Standard Operating Procedure

1.0 PURPOSE

To ensure that projects are safe and free of hazards that could cause serious injury to QC employees. To identify potential hazards of a project and subsequently take the necessary actions to communicate those potential hazards to all QC personnel who are scheduled to work on the project being assessed. To assist in creating a job specific safety plan including Job Safety Analysis (JSA) forms to be used during daily toolbox talks.

2.0 SCOPE

QC will deploy a competent person to new projects prior to mobilizing crews and equipment. The competent person will perform a jobsite specific hazard assessment using the tools and forms outlined in this procedure. The competent person shall be well versed in QC's general operations, work scope, and capabilities. The competent person must possess a thorough working knowledge of the following company procedures, project specific work scope & requirements, and OSHA regulations & training.

- 2.1 Material requirements and QC material submittals
- 2.2 Customer provided material specifications
- 2.3 Inspections, including all forms and records
- 2.4 Training requirements for employees and supervisors
- 2.5 Customer provided work scope
- 2.6 Job Safety Analysis procedure
- 2.7 Proposed heavy equipment schedule
- 2.8 General understanding of the other trades involved and their associated activities
- 2.9 OSHA 30-Hour Construction Safety certified

3.0 REFERENCES

- 3.1 QC1018-x Submittals and SDS
- 3.2 QC1019-x Corrective Action
- 3.3 QC1011-x Job Safety Analysis
- 3.4 QC1020-x Inspections
- 3.5 F1056-x Job Hazard Assessment Checklist



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4.0 PROCEDURE

- 4.1 Prior to performing a job hazard assessment, obtain all project specific documentation available, including customer provided bid documents. These documents will usually include floor plans, material specifications, work scopes, environmental and safety policy, project schedule, and the customer's jobsite contacts.
- 4.2 Assemble all pertinent QC documentation as it relates to quality, safety, and project specific work scope requirements. This will usually include bid form, RFIs, inspection checklists, man power projections, equipment schedule and costs, and material submittals with Safety Data Sheets and Technical Data Sheets, and a copy of this procedure.
- 4.3 Once the assessment has been scheduled with the customer's project manager or site superintendent, take all of the documents compiled and proceed to the project to perform the inspection. Use Form F1056-x to record all inspection findings and comments. If it is determined ahead of time that additional items need to be checked, prepare a job specific inspection form to supplement the F1056 form.
- 4.4 Using the appropriate forms as guidelines, perform the job site inspection. Ensure that every category and line item is addressed. It is important that the inspector not feel rushed to complete the inspection. Take adequate time to observe any current operations that are taking place. Pay special attention to detail and record anything that could possibly present a safety hazard.
- 4.5 Once the inspection is complete, review the findings with the management of QC. If any major safety hazards or potential OSHA violations are found, these items must be addressed immediately with QC management and the safety representative from the project's construction manager, i.e., QC's customer. An investigation and corrective action must be performed anytime a major non-conformance is observed that could potentially lead to personal injury or work stoppages.
- 4.6 Data from the F1056 form, and any supplemental inspection forms, will be used to develop daily JSAs. Any and all potential hazards shall be communicated to all QC personnel scheduled to work onsite. All necessary precautions will be documented and implemented as part of the overall quality and safety planning. Management will ensure that all safety tools and equipment, including the appropriate PPE, will be supplied to the job prior to commencement of work.

REVISION TABLE

Version	Date	Changes
1	04-19-08	Original Draft
2	12-12-11	Minor Revision to Procedure

APPROVAL

QC Commercial, LLC Company	Russ Phillips Print Name	 Signed	12-12-11 Date
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