



## Commercial, LLC

COATINGS - SEALANTS - VWC - EPOXY SYSTEMS

# QC1011– Job Safety Analysis

## 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 designate daily or weekly meeting times for foremen and their crew to discuss upcoming work requirements and subsequent hazards of a specific work area that is scheduled for work that same day/week. Provide timely information to, and get real-time feedback from, QC personnel assigned to a specific work area of a project.

### 2.0 SCOPE

Using the Job Safety Analysis (JSA) form as a guide, meetings with foremen and their crews shall be conducted at the start of each shift, unless conditions match those described in Section 4.6 of this procedure, in which meetings may occur less frequently. A discussion of the work scheduled for that shift should be discussed and project assignments delegated to individual workers. All potential safety hazards and the proper methods of preventing those hazards should be discussed. In addition, one random OSHA safety topic should be discussed at every meeting as part of QC's ongoing safety training policy. Feedback from field personnel is vital to providing a safe workplace for QC employees. All team members should be encouraged to participate, not just attend, in daily safety meetings. Attendance is required by every QC employee working on the project.

### 3.0 REFERENCES

- |     |          |                                     |
|-----|----------|-------------------------------------|
| 3.1 | QC1020-x | Inspections                         |
| 3.2 | QC1024-x | Personal Protective Equipment (PPE) |
| 3.3 | QC1034-x | Project Quality Assurance           |
| 3.4 | F1062-x  | JSA Form                            |

### 4.0 PROCEDURE

- 4.1 Per the JSA Form F1062-x, everyone working for QC is to review the safety hazards and proper work methods for the work being performed each day. Each worker must sign in to acknowledge receiving the proper instructions.
- 4.2 In the event the scheduled work requires special procedures, training, or permits, these special items must be recorded on Page 2 of the JSA form. Other special instructions may be included on a separate sheet if needed.



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- 4.3 All job specific information shall be discussed and recorded on the JSA, including but not limited to the following:
  - A) Hazardous materials used
  - B) Lift equipment or scaffolding requirements
  - C) Confined space entry
  - D) Close proximity to electrical or hot work
  - E) Job specific PPE
- 4.4 On Page 2 of the JSA, a description of the scheduled work, broken down by individual tasks, shall be clearly written in the appropriate space. Subsequent potential hazards for each task shall be clearly identified and written in the space next to each task. Next to each potential hazard, appropriate preventative action will be written down so that all workers can clearly read and understand the potential hazards and preventative methods required to avoid incident or injury.
- 4.5 After everyone has read, discussed, and signed the JSA form, a copy will be turned in to the construction office for filing. JSAs are to be kept on file until the project is complete and all corresponding paperwork is closed out.
- 4.6 When daily activities and the working conditions do not change from day to day, JSA forms do not have to be completed prior to each shift. In such cases where the work scope and work area do not change, less frequent meetings are acceptable, but meetings shall be held weekly at a minimum. In the event there are changes to working conditions or potential safety hazards, JSAs are to be completed and meetings conducted prior to each shift until working conditions become repetitive once again.

## REVISION TABLE

Version	Date	Changes
1	04-19-08	Original Draft
2	12-12-11	Minor Revisions
3	02-19-12	Added Page 2 of JSA Form and Procedures

## APPROVAL

QC Commercial, LLC	Russ Phillips		02-19-12
Company	Print Name	Signed	Date