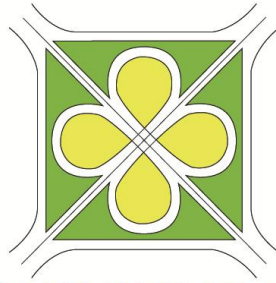




**UNITED CONSULTING ENGINEERS**  
Engineers, Geotechnical, Construction Material Inspection & Testing



**UNITED CONSULTING ENGINEERS**  
Engineers, Geotechnical, Construction Material Inspection & Testing

EMPLOYEE  
**SAFETY MANUAL**





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## **COMPANY POLICY LETTER**

### **SAFETY AND HEALTH POLICY FOR UNITED CONSULTING ENGINEERS, INC.**

The purpose of this policy is to develop a high standard of safety throughout all operations of **United Consulting Engineers, Inc.**

We believe that each employee has the right to derive personal satisfaction from his/her job and the prevention of occupational injury or illness is of such consequence to this belief that it will be given top priority at all times.

It is our intention here at United Consulting Engineers to initiate and maintain complete accident prevention and safety training programs. Each individual from top management to the working person is responsible for the safety and health of those persons in their charge and coworkers around them. By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel.

---

**Kenneth J.Gruca Sr.**  
Project Manager



# Safety Program Outline

## United Consulting Engineers, Inc.

**Element 1 - Safety Orientation:** Each employee will be given a safety orientation by the **Project Manager** when first hired. The orientation will cover the following items:

### **A description of the accident prevention program:**

- We have a formal written accident prevention program. It consists of this safety orientation, safety meetings as described in Element 2, Self-inspections as outlined in Element 3 and the UCE Radiation Safety Program as described in Element 4.
- We also have basic safety rules that all employees must follow. They are:
- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or foreman. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

### **How and when to report injuries, including first aid kits and their locations:**

- If you are injured or become ill on the job, report this to the **Project Manager**.
- We require all supervisors to have first-aid/CPR training.
- We have first aid qualified workers here but we do not have “designated” first-aiders. First aid at the job site is done on a Good Samaritan basis.
- If first aid trained personnel are involved in a situation involving blood, they should:



- Avoid skin contact with blood/other potentially infectious materials by letting the victim help as much as possible, and by using gloves provided in the first aid kit.
- Remove clothing, etc. with blood on it after rendering help.
- Wash thoroughly with soap and water to remove blood. A 10% chlorine bleach solution is good for disinfecting areas contaminated with blood (spills, etc.).
- Report such first aid incidents within the shift to supervisors (time, date, blood presence, exposure, names of others helping).
- **First aid kit locations at this jobsite include:**
  - **Company Vehicle Cab**
  - **Office Testing Laboratory**

## Temperature Extremes

Workers subjected to temperature extremes, radiant heat, humidity, or air velocity combinations which, over a period of time, may produce physical illness. Protection by use of adequate controls, methods or procedures, or use of protective clothing will be provided to employees working in these conditions. Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress.

Heat related illness (HRI) and cold-induced illnesses (Hypothermia/frostbite) are well known, recognized workplace hazards. All work operations involving exposure to

Temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing heat stress and heat related illnesses or cold stress resulting in frostbite or hypothermia, therefore, **United Consulting Engineers** has developed a policy to address these issues. All employees will receive training relating to the causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related illnesses. Each employee will be provided with training and materials that include but are not limited to:



- The chosen method or methods to assess the risk for HRI or cold stress.
- A section covering training elements to provide employees information on what the employer will do when working in extreme weather conditions.
- A section on first aid including how to identify HRI symptoms and cold stress systems. The proper first aid application for an individual that is suffering from HRI or cold weather illness, and procedures for summoning medical aid personnel.
- A section identifying where and how adequate drinking water will be supplied.

### **What to do in an emergency including how to exit the workplace:**

- An evacuation map for the building is posted in the Reception Area. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

### **Fire Emergency**

- A fire extinguisher or fire extinguishers will be covered as part of this orientation.
- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

### **Identification of hazardous chemicals used at this location:**

- Safe use and emergency actions to take following an accidental exposure.
- We use a limited number of chemicals. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

### **Use and care of required personal protective equipment (PPE):**

- Some tasks in our company require an employee to wear PPE to protect against injury.
- You will be instructed by the **Project Manager** using the manufacturer's instructions on how to use and care for these PPE.

### **On-the-job training about what you need to know to perform the job safely:**



- Before you are first assigned a task, the **Field Technician Supervisor** will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

## **Safety Meetings, Self-Inspections and Radiation Safety Program**

- **Element 2 - Employee Safety Meetings**
  - At the beginning of each job and at least weekly thereafter.
  - Review of any walk-around safety inspections conducted since the last safety meeting.
  - Review of any citation to assist in correction of hazards.
  - Evaluation of any accident investigations conducted since the last meetings to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
  - Document attendance and other subjects discussed.
  - Records will be maintained for one year
- **Element 3 – Self-inspections**
  - At the beginning of each job, and at least weekly thereafter.
  - Include one member of management and one employee, elected by the employees, as their authorized representative.
  - Document walk-around safety inspection.
  - Records will be maintained until the end of the job.
- **Element 4 – Radiation Safety Program**

### **PERSONNEL MONITORING**

United Consulting Engineers (UCE) will provide all gauge users with personnel monitoring devices supplied by a processor that is accredited by the National Voluntary Laboratory Accreditation Program (NVLAP) and exchanged at the frequency recommended by the processor.

All personnel will wear a personnel monitoring device, such as a TLD badge, to measure radiation exposure when using or transporting gauges. The badges shall be exchanged at



intervals not to exceed three months. Dosimetry badges shall be provided by a vendor accredited by the National Voluntary Laboratory Accreditation Program (NVLAP).

## **SEALED SOURCE LEAK TESTING**

Leak tests will be performed at intervals not to exceed 12 months using an approved kit, such as Troxler Leak Test Kit (Model 3880), in accordance with the kit supplier's instructions. Leak test samples will be analyzed by an organization authorized by the NRC or Agreement State to provide leak test services, such as Troxler Electronic Laboratories, Inc. (North Carolina license No. 031-0182-1).

## **MATERIAL RECEIPT AND ACCOUNTABILITY**

Records of receipt, transfer, and disposal of gauges will be maintained for at least three years. Physical inventories of sealed sources will be conducted at intervals not to exceed six months. Gauge utilization and physical inventory logs will be used, an example of each is shown in Appendix A and Appendix B, respectively.

## **PUBLIC DOSE**

UCE will ensure that gauges are used, transported, and stored in such a way that no member of the public receives a dose of more than 100 mrem in one year.

UCE will ensure that the dose in unrestricted areas does not exceed two mrem in any one hour.

UCE will control and maintain constant surveillance over gauges that are not in storage and secure gauges from unauthorized use or removal.

## **OPERATING PROCEDURES**

1. Always wear assigned personnel dosimetry devices (e.g., TLD badge) when using or transporting the gauge.
2. Never wear another person's dosimeter.
3. Never store a dosimeter near the gauge or other radiation source.





4. Before removing the gauge from its place of storage, ensure that in gauges with movable source rods, the rod is locked in the shielded position, and the transport case is locked.
5. Sign out the gauge in a logbook, stating the date(s) of use, name(s) of authorized user(s) who will be responsible for the gauge, and the temporary job site(s) where the gauge will be used.
6. Block and brace the gauge to prevent movement during transport and lock the gauge in or to the vehicle. Follow all U.S. Department of Transportation requirements when transporting the gauge.
7. Use the gauge according to the manufacturer's instructions and recommendations.
8. Do not touch the end of the source rod with your fingers, hands, or any part of your body or place any part of the body in the radiation field of the unshielded source.
9. Unless absolutely necessary, do not look under the gauge when the source rod is being lowered into the ground. If you must look under the gauge to align the source rod with hole, keep all body parts as far from the unshielded source as possible to minimize radiation exposure.
10. After completing each measurement in which the source is unshielded, immediately return the source to the shielded position.
11. Always maintain constant surveillance and immediate control of the gauge when it is not in storage or secured in the transport vehicle. Never leave the gauge unattended. Protect the gauge and yourself from danger of moving heavy equipment.
12. Always keep unauthorized persons away from the area where the gauge is being used.
13. Perform routine cleaning and maintenance according to the manufacturer's instructions and recommendations.
14. When the gauge is not in use at a temporary job site, place the gauge in a secured storage location (e.g., locked in the trunk of a car or locked in a storage shed).
15. Prior to transporting the gauge, ensure that each gauge source is in the fully shielded position. Ensure that the source rod is locked in the shielded position and that the gauge is placed into the case and lock the case. Block and brace the gauge to prevent movement during transportation. Lock the case in or to the vehicle.
16. Return the gauge to its proper storage location at the end of the work shift.
17. Log the gauge into the daily use log when it is returned to storage.
18. If gauges are used for measurements with the unshielded source extended more than 3 feet below the surface, use piping, tubing or other casing material to line the hole from the lowest depth to 12 inches above the surface. If the piping, tubing, or other casing material cannot extend 12 inches above the surface, cap the hole liner or take other steps to ensure that the hole is free of debris (and it is unlikely that debris will enter the cased hole), so that the unshielded source can move freely (e.g., use a dummy probe to verify that the hole is free of obstructions).
19. After making changes affecting the gauge storage area (e.g., changing the location of gauges within the area, removing shielding, adding gauges, changing the occupancy of adjacent areas,



moving the storage area to a new location), reevaluate compliance with public dose limits and ensure proper security of gauges.

## EMERGENCY PROCEDURES

The following procedures apply when the source fails to return to the shielded position (as a result from damage or the source becomes stuck below the surface) or if any other emergency or unusual situation arises (such as the gauge is struck by a moving vehicle or is in an accident involving a vehicle):

1. Immediately secure the area and keep people at least 15 feet away from the gauge until the situation is assessed and radiation levels are known. However, perform first aid for injured individuals and remove them from the area only when medically safe to do so.
2. If any heavy equipment is involved, detain the equipment and operator until it is determined there is no contamination present.
3. Gauge users and other potentially contaminated individuals should not leave the scene until emergency assistance arrives.
4. Visually inspect the gauge to determine the position of the source rod (exposed or shielded), and the position of the source shutter (open or closed), and the extent of damage, if any, to the source housing and/or shielding.
5. Notify the persons in the order listed below:

<b>Name</b>	<b>Work Phone Number</b>	<b>Home Phone Number</b>
Emdadul Haque (RSO)	773 465-8200	773 430-9984
Kenneth J. Gruca Sr.	773 465-8200	630 793-4051

6. Follow the directions provided by the person contacted above.
7. RSO and licensee management must:
  - a. Arrange for a radiation survey to be conducted as soon as possible by a knowledgeable person using appropriate radiation detection instrumentation (such as a survey meter). This person could be a licensee employee or a consultant. The person must be competent in use of the instrument.
  - b. Make necessary notifications to local authorities as well as the NRC or Agreement State licensing agency as appropriate.



c. Reports to the NRC or Agreement States must be made within the reporting timeframes specified in the regulations. Reporting requirements are found in 10 CFR 20.2201-2203 and 10 CFR 30.50 or corresponding Agreement State regulations.

## **MAINTENANCE**

UCE will implement and maintain procedures for routine maintenance (cleaning and lubrication) of our gauges according to the manufacturer's recommendations and instructions and will send the gauge to the manufacturer to perform non-routine maintenance or repair operations that require removal of the source or source rod from the gauge.

## **TRANSPORTATION**

UCE will implement and maintain safety programs that ensure gauges are transported in compliance with DOT regulations.

## **AUDIT PROGRAM**

UCE will review the content and implementation of their radiation safety programs annually to ensure the following:

We will be in compliance with applicable NRC, state, and DOT regulations and the terms and conditions of the license.

Doses to workers and members of the public are As Low As Reasonably Achievable (ALARA). An audit of the radiation safety program content and implementation will be performed and documented annually. Records of audits will be maintained for at least three years. Corrective actions will be taken promptly to prevent recurrence of deficiencies.

# **Safety Disciplinary Policy**

**United Consulting Engineers** believes that a safety and health Accident Prevention Program is unenforceable without some type of disciplinary policy. Our company believes that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties



required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder. Time off without pay (3 day minimum).
3. A third time violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.

## **General Safe Work Practices for Construction**

### **Personal Protective Equipment**

- Suitable clothing must be worn; long pants, at least short-sleeved shirts and adequate foot wear.



- Hard hats, safety glasses or goggles must be used when a potential hazard exists. (Safety glasses must be ANSI Z87 or Z87.1 approved).
- Hearing protection (earplugs or earmuffs) must be used in high noise areas.
- Gloves (as needed).

## Housekeeping

- Always store materials in a safe manner. Tie down or support materials if necessary to prevent falling, rolling, or shifting.
- Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- Do not block aisles, traffic lanes, fire exits, gangways, or stairs.

## Other general safe work practices

- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to material.
- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- Know the correct use of hand and power tools. Use the right tool for the job.

## Fall protection

- Fall hazards of 10 feet or more will be outlined and addressed in our jobsite fall protection work plan.



- Fall hazards of less than 10 feet will be protected by covers, guardrails or other methods and will be addressed in our self-inspections and safety meetings.
- Standard guardrails must be erected around all floor openings and open-sided surfaces. Contact your supervisor for the correct specifications.

## **Electrical**

- Ground-fault circuit interrupters (GFCI) will be used whenever possible.
- Electric cords will be inspected daily and repaired or replaced as necessary.
- Do not operate any power tool or equipment unless you are trained in its operation.
- Use tools only for their designed purpose.

## **Ladder safety**

- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.

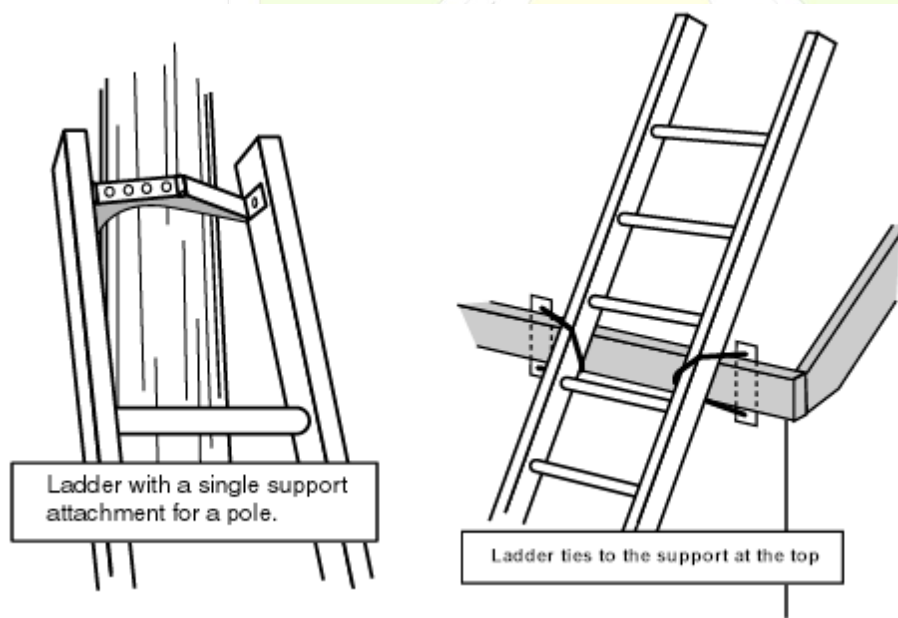


## Step ladders

- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

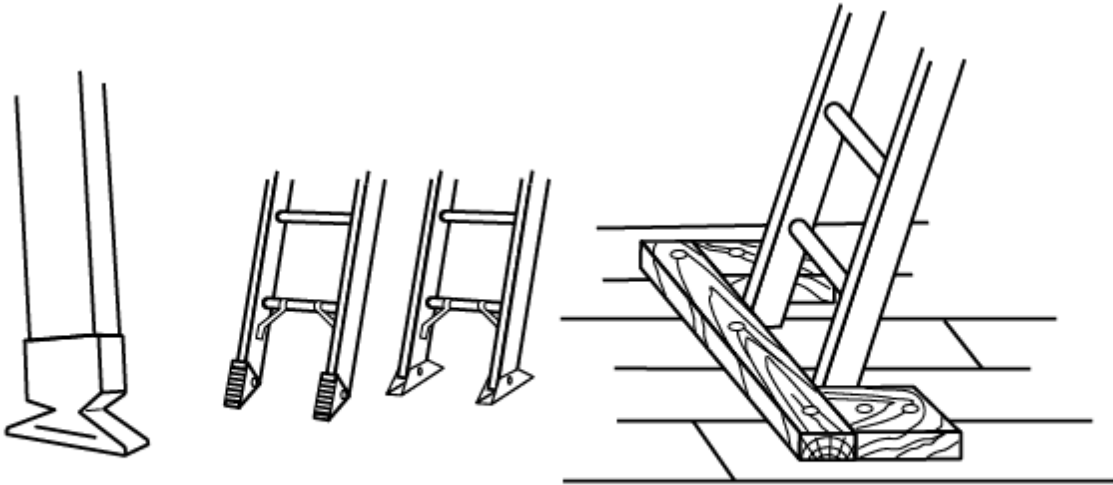
## Straight type or extension ladders

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.





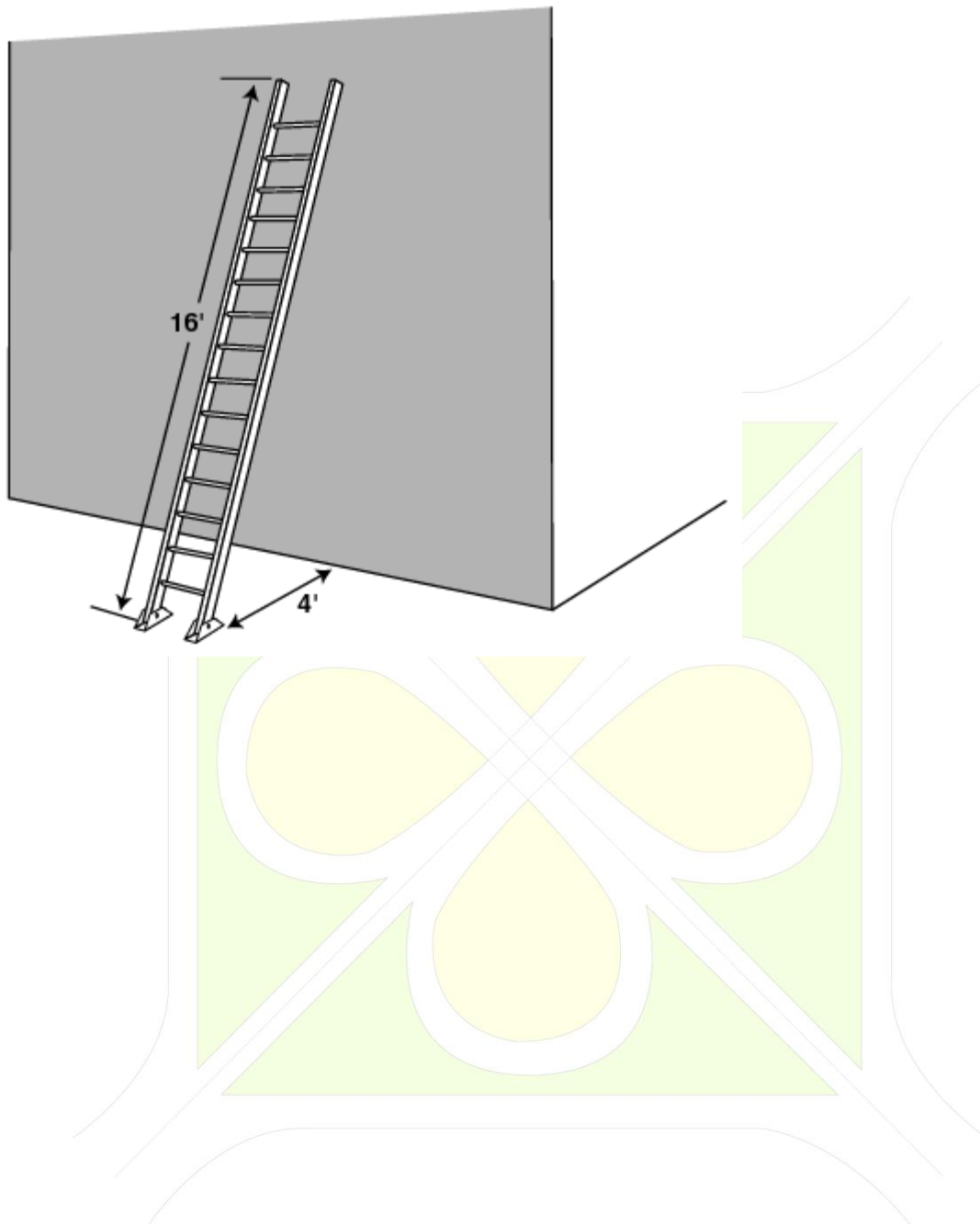
- All ladders must be equipped with safety (non-skid) feet.



Rubber Safety Feet	Spikes	Cleats Nailed to the Floor
Ladders with supports on the bottom.		

- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.





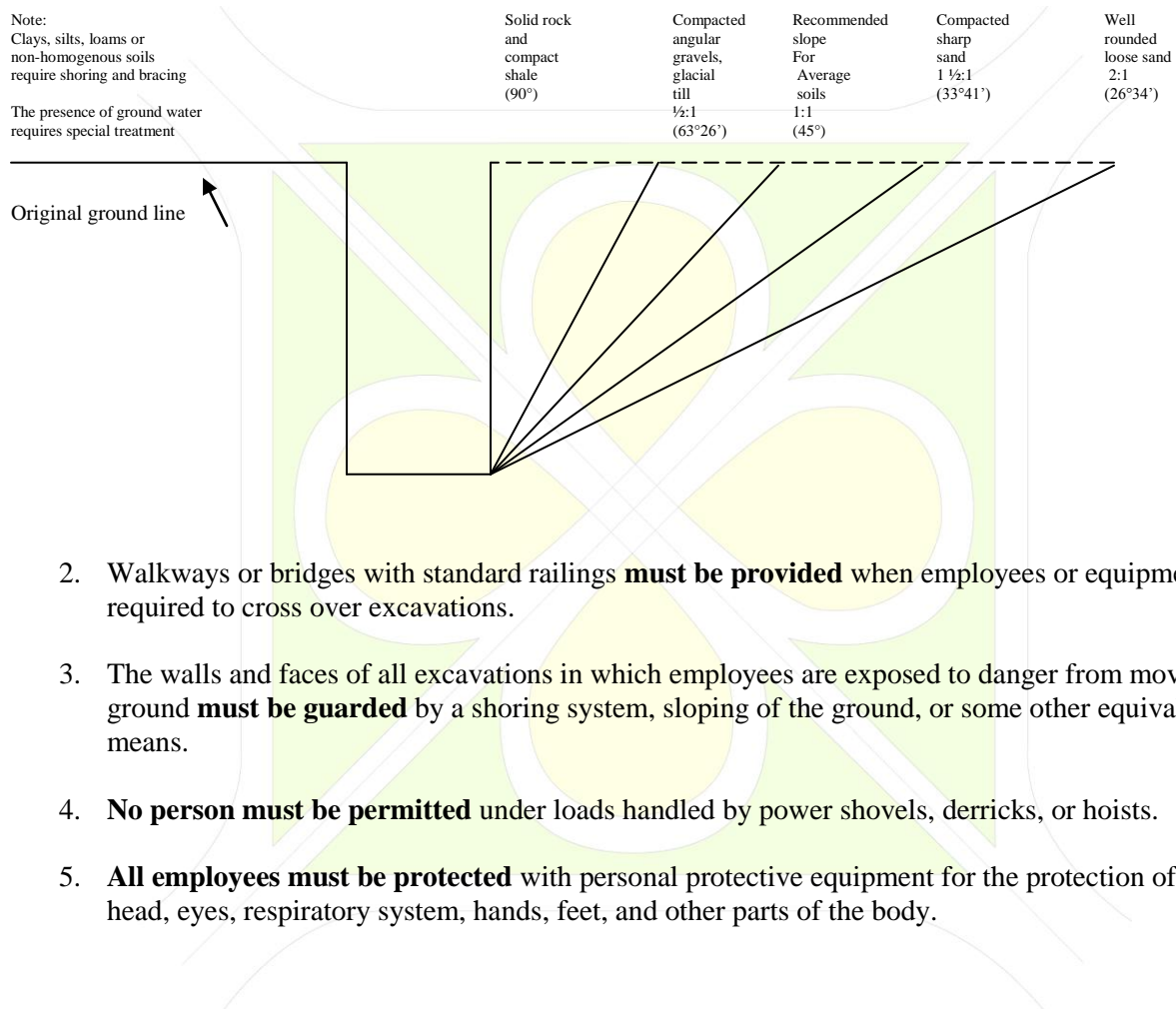
## **Trenching and Excavating**

1. The determination of the angle of repose and design of the supporting system shall be based on careful evaluation of pertinent factors, such as:



- Depth and/or cut/soils classification
- Possible variation in water content of the material while excavation is open
- Anticipated changes in materials from exposure to air, sun, water, or freezing
- Loading imposed by structures, equipment, or overlaying or stored material
- Vibration from equipment, blasting, traffic, or other sources

## Approximate Angle of Repose For sloping of sides of excavations



- Walkways or bridges with standard railings **must be provided** when employees or equipment are required to cross over excavations.
- The walls and faces of all excavations in which employees are exposed to danger from moving ground **must be guarded** by a shoring system, sloping of the ground, or some other equivalent means.
- No person must be permitted** under loads handled by power shovels, derricks, or hoists.
- All employees must be protected** with personal protective equipment for the protection of the head, eyes, respiratory system, hands, feet, and other parts of the body.

## Scaffold Safety Rules

### 1. General

Before starting work on a scaffold, inspect it for the following:



- a. Are guardrails, toe boards, and planking in place and secure?
  - b. Are locking pins at each joint in place?
  - c. Are all wheels on moveable scaffolds locked?
2. Do not attempt to gain access to a scaffold by climbing on it (unless it is specifically designed for climbing – always use a ladder).
  3. Scaffolds and their components must be capable of supporting four times the maximum intended load.
  4. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened in any way, must be immediately repaired or replaced.
  5. Scaffold planks must extend over their end supports not less than 6 inches or more than 12 inches, unless otherwise specifically required.
  6. Scaffold platforms must be at least 18 inches wide unless otherwise specifically required or exempted.
  7. Where persons are required to work or pass under the scaffold, scaffolds shall be provided with a screen between the toe board and guardrail, extending along the entire opening. The screen must be made of No. 18 gauge U.S. Standard wire, ½ inch mesh or equivalent protection.
  8. All scaffolds must be erected level and plumb, and on a solid footing.
  9. Do not changes or remove scaffold members unless authorized?
  10. Do not allow workers to ride on a rolling scaffold when it is being moved. Remove or secure all materials and tools on deck before moving.
  11. Do not alter any scaffold member by welding, burning, and cutting, drilling, or bending.

## **Motorized vehicles and equipment**



1. Do not ride on motorized vehicles or equipment unless a proper seat is provided for each rider.
2. Always be seated when riding authorized vehicles (unless they are designed for standing).
3. Do not operate any motorized vehicle or equipment unless you are specifically authorized to do so by your supervisor.
4. Always use your seat belts in the correct manner.
5. Obey all speed limits and other traffic regulations.
6. Always be aware of pedestrians and give them the right-of-way.
7. Always inspect your vehicle or equipment before and after daily use.
8. Never mount or dismount any vehicles or equipment while they are still in motion.
9. Do not dismount any vehicle without first shutting down the engine, setting the parking brake and securing the load.
10. Do not allow other persons to ride the hook or block, dump box, forks, bucket or shovel of any equipment.
11. Each operator must be knowledgeable of all hand signals and obey them.
12. Each operator is responsible for the stability and security of his/her load.



## **Accident Prevention Program Summary**

The management of **United Consulting Engineers, Inc.** will provide a safe and healthy workplace for all employees and others that may visit or enter our facilities. Our firm will establish a Health and Safety Program designed to prevent injuries and disease and hold it equal to other business values. We are responsible for providing the necessary instruction in health and safety and for addressing unsafe situations in a timely manner. All workers and service contractors are required to work safely and to know and follow our company rules for safe work.



## Job Orientation Guide

Company: (Enter your Company Name)

Employee: (Enter Employee Name)

Trainer: (Enter Name of Trainer)

Hire Date: (Enter Employee's Hire Date)

Date: (Enter Date of Orientation)

Position: (Enter Employee's Job Title)

This checklist is a guideline for conducting employee safety orientations for employees new to **United Consulting Engineers, Inc.** Once completed and signed by both supervisor and employee, it serves as documentation that orientation has taken place.

	Date	Initials
1. Explain the company safety program, including:		
Orientation	_____	_____
On-the-job training	_____	_____
Safety meetings	_____	_____
Accident investigation	_____	_____
Disciplinary action	_____	_____
2. Use and care of personal protective equipment, (Hard hat, fall protection, eye protection, etc.)	_____	_____
3. Line of communication and responsibility for immediately reporting accidents.		
A. When to report an injury	_____	_____
B. How to report an injury	_____	_____
C. Who to report an injury to	_____	_____
D. Filling out accident report forms	_____	_____
4. General overview of operation, procedures, methods and hazards as they relate to the specific job	_____	_____
5. Pertinent safety rules of the company	_____	_____
6. First aid supplies, equipment and training		
A. Obtaining treatment	_____	_____
B. Location of Facilities	_____	_____
C. Location and names of First-aid trained personnel	_____	_____
7. Emergency plan		
A. Exit location and evacuation routes	_____	_____
B. Use of firefighting equipment (extinguishers, hose)	_____	_____
C. Specific procedures (medical, chemical, etc.)	_____	_____
8. Vehicle safety	_____	_____
9. Personal work habits		
A. Serious consequences of horseplay	_____	_____



# UNITED CONSULTING ENGINEERS

Engineers, Geotechnical, Construction Material Inspection & Testing

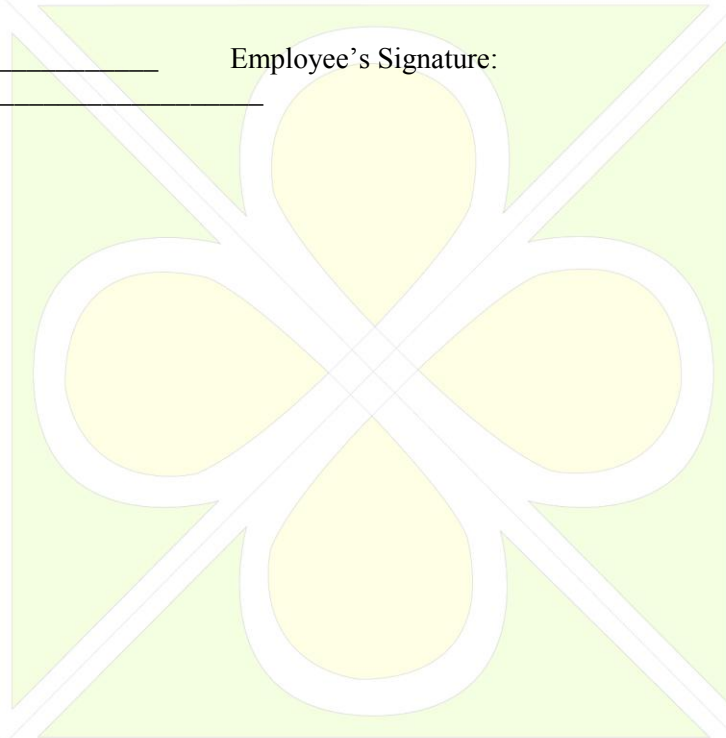
- B. Fighting \_\_\_\_\_
- C. Inattention \_\_\_\_\_
- D. Smoking policy \_\_\_\_\_
- E. Good housekeeping practices \_\_\_\_\_
- F. Proper lifting techniques \_\_\_\_\_

NOTE TO EMPLOYEES: Do not sign unless ALL items are covered and ALL questions are satisfactorily answered.

The signatures below document that the appropriate elements have been discussed to the satisfaction of both parties, and that both the supervisor and the employee accept responsibility for maintaining a safe and healthful work environment.

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_





## JOB SAFETY ANALYSIS WORKSHEET

TITLE OF JOB OPERATION: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Title of person who does job: \_\_\_\_\_

Employee observed: \_\_\_\_\_ Location: \_\_\_\_\_

Analysis made by: \_\_\_\_\_ Analysis approved by: \_\_\_\_\_

Sequence of basic job steps	Potential accidents or hazards	Recommended safe job procedures

Personal protective equipment required for this position:

Other hazards that may develop and will be addressed in our safety meetings: