

As an employee, you have the **right** and **responsibility** to understand the hazards associated with your work. Please pause or stop work if you have a question or if the situation is unsafe.

BYU has polices/programs relating to many areas of workplace safety. Contact Risk Management for more information about any of the following:

Animal Safety	Hearing Conservation
Asbestos	Hot Work
Blood Borne Pathogens	Machine Safe Guarding
Confined Spaces	Laboratory Safety
Crane/Hoist Safety	Ladder Safety
Electrical Safety	Lockout Tagout
Excavation	Mobile Elevated Work Platforms
Fall Protection	Radiation Safety
Fire Extinguisher	Reproductive Health
Fork Lift Safety	Respiratory Protection
HAZCOM	Pesticide Safety



<http://risk.byu.edu/safety>
<http://risk.byu.edu/training>

Work Area Assessment

Most injuries occur because of...

- Performing new/unfamiliar task,
- Failure to recognize hazards,
- Unsafe behavior

Prior to beginning work, please answer the following questions:

1. What are the **hazards** of this area?
2. What can I do to **protect myself**?
3. How can this task be **performed safely**?
4. How can I help others **behave safely** while completing this task?

For Assistance Please Contact:
Risk Management, Safety, and Compliance

801-422-4468 or 104 RMB

PRE-TASK SAFETY ASSESSMENT

104 RMB, Provo, UT 84602



Brigham Young University

PRE-TASK SAFETY ASSESSMENT

(Job Hazard Analysis)

For BYU Employees,
Students, and Contractors

Take a few minutes to recognize the hazards of the task at hand.

Names: _____

Task being performed: _____

**Consider the following.
Which items apply to you?
Need help? Call Risk Management
801-422-4468**

Identify Hazards:

- ☐ Hazardous Materials
(Physical and/or Health Hazards)
- ☐ Hazardous Atmosphere
(IDLH, oxygen deficient, etc.)
- ☐ Hazardous Energy
(Electromagnetic, pneumatic, high-pressure, reduced-pressure, etc.)
- ☐ Readiness to work
(Fatigue, stress, distractions, etc.)
- ☐ Fire/Steam/Hot Work
- ☐ Blood Borne Pathogens & Infectious Agents
- ☐ Pinch Points/Sharp Edges
- ☐ Rotating Equipment
- ☐ Flying Debris/Particles
- ☐ High Noise
- ☐ Slips/Trips/Falls
- ☐ Lift/Move/Transport
- ☐ Confined Space
- ☐ Crushed/Caught In
- ☐ Animal Handling
- ☐ Other: _____

Mitigate Hazards:

- ☐ Substitution/Elimination
(Use less hazardous alternatives or eliminate the hazard completely)
- ☐ Engineering Controls
(Mechanical safety devices)
- ☐ Administrative Controls
(Safety Policies and Procedures)
- ☐ Personal Protect. Equip.
(Goggles, Gloves, Apron, Face Shield, Respiratory Protection, Hearing Protection, Fire-Resistant Apparel, Safety Shoes, etc.)
- ☐ Documented Safety Plan
(Emergency Plan, Standard Operating Procedures, Safety Data Sheets, etc.)
- ☐ Proper Authorization
- ☐ Training/Supervision
- ☐ Increased Awareness
- ☐ Appropriate Scale/Scope
- ☐ Machine Guarding
- ☐ Time/Shielding/Distance
- ☐ Barriers/Cones/Tape
- ☐ Chemical Storage
- ☐ Waste Management
- ☐ Guardrails/Fall Arrest
- ☐ Lock Out Tag Out
- ☐ Confined Space Permit
- ☐ Defensive Driving
- ☐ Other: _____



Pre-Task Inspections:

- ☐ Work Area - Housekeeping
- ☐ Equipment/Tool Condition
- ☐ Emergency Equipment
(Fire extinguisher, safety shower, eyewash, spill kit, first-aid kit, etc.)
- ☐ Manufacturer's Recommendations

Training for the Task:

☐ **ALL** necessary training is **COMPLETED BEFORE** work begins

1. Use the **TRAINING MATRIX** to determine the minimum required training

(risk.byu.edu → Training → Training Guide)

2. Talk with your **supervisor** about additional required or in-house trainings
3. ...Check online to see and sign up for available trainings
(training.byu.edu)
4. ...Join a monthly **CIRCUIT TRAINING** or **SCHEDULE** a training at (801) 422-4468