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Task Hazard Analysis

Purpose

The purpose of the Hazard Analysis is to provide a method for a supervisor and his/her crew to inspect an upcoming job, identify potential hazards related to that job, and to arrive at agreement on the development of a Safe Work Plan for completing their assignment.

Policy

It is each Hurt & Proffitt, Inc. employee's responsibility to ensure that the Safe Work Plan for the work he/she is about to do is properly developed. Before starting a job, each crew shall perform a thorough Task Hazard Analysis (THA). The THA process serves as Hurt & Proffitt, Inc. Safe Work Plan. As such, by completing the THA and signing the form, employees are indicating that they are prepared to accomplish the assigned task efficiently and safely.

In the event conditions change, the THA Form must be updated. Potential hazards, including those specific to the task and those general to the work area, must be discussed and a plan formulated to eliminate or minimize identified hazards. Each person on the crew must understand his/her role relating to the tasks at hand. When a new worker is assigned to a job in progress, the THA must be reviewed with them, and they must sign the form before beginning work.

Procedure

The assigned crew shall conduct a thorough THA at the job site, which includes, but is not limited to:


- Review all elements of the assignment.
- Identifying existing and/or potential hazards and take appropriate action to eliminate or minimize identified hazards; reaching agreement on the safest plan to complete the assigned task. Each person on the crew must thoroughly understand their role in the upcoming tasks.
- Evaluating PPE requirements and upgrading required PPE or providing additional PPE whenever necessary to provide maximum level of employee protection.
- Ensuring that all workers know and are properly trained for their assignment(s).
- Posting the completed form(s) in a conspicuous place in the work area. In the event it is not possible to post the form(s), they shall be kept readily available at the job site. The forms shall be kept in a manner that protects them from weather damage.

General Instructions

- Print and make sure the form is legible. The only place you do not print required information is when you place your signature on the form.
- Involve the entire crew in the process. The more eyes and experience used to identify hazards, the better.
- The completed THA should be reviewed for proper completion and signed by each person working on the task. If this is not possible, the form should be reviewed as soon as practical.
- When the form (s) is completed, it must be posted & readily available at the job site.

Task Hazard Analysis Form

Date - Enter the date the work will be performed.

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Site Name – Enter the name of site where work will be performed.

Location - Enter the city/state where the work will be performed.

Team Leader - Enter the name of the crew leader.

Support Technicians - Clearly print the name(s) of each person that will be working on the job. This may include employees not associated with Hurt & Proffitt, Inc., such as other contractors or client personnel working with you.

Yes, No Questions - Each one of these questions requires an answer. Carefully consider each question and how it will affect or apply to the work being performed. For any Personal Protective Equipment that is not required on the job please explain why it isn't required.

Leader Signature - Now that you have filled in the blanks and answered the questions, review the Site Safety form with all crewmembers and any other contractor client personnel working on the job. The crew leader will sign form ONLY after all technicians have reviewed the form.

Additional Special Instructions/Comments – Include any additional special instructions or comments

Now you can start the job! Remember, the form is complete, but the process continues. Always remain alert for changing conditions. The Site Safety Plan must be updated if conditions change, or new hazards are found. Any modifications must be communicated with all crewmembers. Remember to review the THA with any new crew members that are added while the job is in progress. Their name(s) must also be added to the THA form.