

# On-the-Job Safety Review/Analysis

(See instructions on reverse)

Date

Location (e.g., Station, Branch, BMC)

Unit (Inbound, Outbound, etc.)

Specific Task Analyzed

Title of Employee Performing Task

Required and/or Recommended Personal Protective Equipment to Perform the Task

Completed By (Title)

Reviewed By (Title)

Concurrence

Non-Concurrence

No. of Employees Involved

**Sequence of Basic Task Steps**

**Potential Hazard or Accident**

**Recommended Action to Prevent  
Accident or Eliminate Hazard**

| Sequence of Basic Task Steps | Potential Hazard or Accident | Recommended Action to Prevent Accident or Eliminate Hazard |
|------------------------------|------------------------------|--|
|                              |                              |  |

## Instructions

### A. What Is an On-the-Job Safety Review/Analysis?

An On-the-Job Safety Review/Analysis is a procedure to analyze a specific task to uncover hazards or accidents producing situations:

1. That may have been overlooked in the layout of the operation, design of machinery, equipment, and work practices;
2. That may have developed after the job or work was started.

### B. What Job Tasks Should Be Reviewed?

Assigned jobs usually involve a combination of different tasks during an eight hour shift. Select for analysis specific tasks of a job, e.g., stacking pallets, unloading BMC containers from a trailer, culling mail, etc. Consideration should be given to selecting those tasks which involve:

1. A high frequency of accidents;
2. Disabling injuries;
3. The potential for severe injury; exposure to hazardous materials; or physical agents;
4. New jobs, changes in equipment or processes.

### C. How Should an On-the-Job Review/Analysis Be Performed?

1. Record the Basic Task Steps

Break down the task into successive steps and list them numerically in Column A. To determine the basic steps, ask "What step starts the task?" Then, "What is the next basic step?" and so on. Keep it brief, but specific. Begin each step with an **action** word such as, "remove," "open," "lift," "position," and then follow it with an item to which the action applies, such as "remove jam," "open trailer door," "lift each to top tier," "position nutting truck," etc.

### D. Record Hazards or Potential Accidents

After listing all the steps begin the search for hazards or potential accidents. Address the accidents that could happen to the employee doing this job step. Closely studying the mechanics involved in each step, discussing it with the employee, and recalling causes of past accidents will aid you in developing answers. Other helpful questions are:

1. Is there a potential for lifting injuries due to manual handling procedures?
2. Is there a danger that employees could be exposed to potentially hazardous materials, harmful noise levels, or breathing harmful vapors or dust?
3. Can the employee slip or fall? Can the employee fall on the same level or to another level?

Record any hazards or potential accidents in Column B next to the task step involved. Be brief in identifying each hazard or potential accident. But be specific, e.g., "fall from dock," "hands can get caught between containers and wall," "strain from lifting in awkward position," "defective utility cart guard," etc.

### E. Recommended Action

Record in Column C the action necessary to eliminate the hazard or prevent an accident. Possible actions may include finding a new way to do the job, changing the physical conditions that create the hazard, or changing the job procedure. The action indicated must be specific, i.e., "What changes should be made? How should the job be done?"

### F. Disposition

After completion route the form through the Safety Office or other designated Department under existing local procedures.