

# Job-Safety Review Card

TODAY'S DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Name(s): \_\_\_\_\_

Job/Task (general description): \_\_\_\_\_  
\_\_\_\_\_

Identify hazards in the area (How could we get hurt?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify environmental considerations (noise, heat, lighting, chemical use,  
Inert compressed gas, etc...) \_\_\_\_\_  
\_\_\_\_\_

What safety barriers/ flags / signs are in place or available? \_\_\_\_\_  
\_\_\_\_\_

What Personal Protective Equipment (PPE) is required for the job? \_\_\_\_\_  
\_\_\_\_\_

What else could go wrong? What is the worst-case scenario? \_\_\_\_\_  
\_\_\_\_\_

Notes: \_\_\_\_\_

THINK about the following (while completing this section):

- What have you DONE to address the hazards identified?  
\_\_\_\_\_  
\_\_\_\_\_

- How will you recognize when conditions change during the job  
and what actions will you take?  
\_\_\_\_\_  
\_\_\_\_\_

**Do NOT leave an unidentified hazard for your Co-Workers!**

if you leave the job site and then return, ask yourself the following:

Have boundary/barrier requirements changed? If so, how?  
\_\_\_\_\_  
\_\_\_\_\_

Have any conditions changed to warrant a change of plans?  
\_\_\_\_\_

### When to Use

- Before starting a job
- Just prior to performing a critical step
- After extended delays in an activity

### Commonly Accepted Practice

1. Summarize the critical steps (irreversible point in which an injury could occur)
2. Anticipate errors for each critical step and relevant error precursors
3. Foresee probable and worst-case consequences should an error occur during each critical step
4. Evaluate controls or contingencies at each critical step to prevent, catch and recover from errors and reduce their consequences
5. Review previous experience and lessons learned relevant to the specific task and critical steps

**Critical Step:** A procedure step, series of steps or action that, if performed improperly, will cause irreversible harm to individuals, building structures or equipment.

### 5 Questions for Every Task

- What are the Critical Steps?
- What are the Error-Likely Situations?
- How bad can it get?
- What defenses are in place?
- Is there any applicable Operating Experience?