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Job Safety and Environmental Analysis (JSEA) / Risk Assessment / Job Hazard Analysis (JHA)

Sample Co Ltd

Part 1: Project and Task Identification

Process Initiators of JHAs are responsible for consulting the Project Supervisor, Quality OSH Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the JHA. Other persons may be consulted for technical advice or review of the JHA to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this JHA form.

Client: TotalTrack LLC

Site: ABC Building, 1152 Fist Sample St Colorado Springs CO 80921

Job ID: 4

Contact Name	Job Title	Phone	Mobile	FAX	Email
Scott LeBlanc	Project Manger	719 309 0380			scott.leblanc@totaltrack.com
Will B. Watchin	Supervisor		719 555 5555		will.b.watchin@totaltrack.com
B Safe	Safety Manager		719 555 4444		b.safe@totaltrack.com

JHA Initiated By _____ Ben Workin	Date: _____	JHA No. 1	Rev: 0	Rev. Date: 12/08/2021
Supervisor Review _____ (Responsible for monitoring JHA compliance) Sample Guy	Date: _____	Work Locations/Areas: All		
Management Review _____ Sample Guy	Date: _____			

Description of Work to be Undertaken:

Installing a Residential Sewer Line

High Risk Construction Work covered in this SWMS

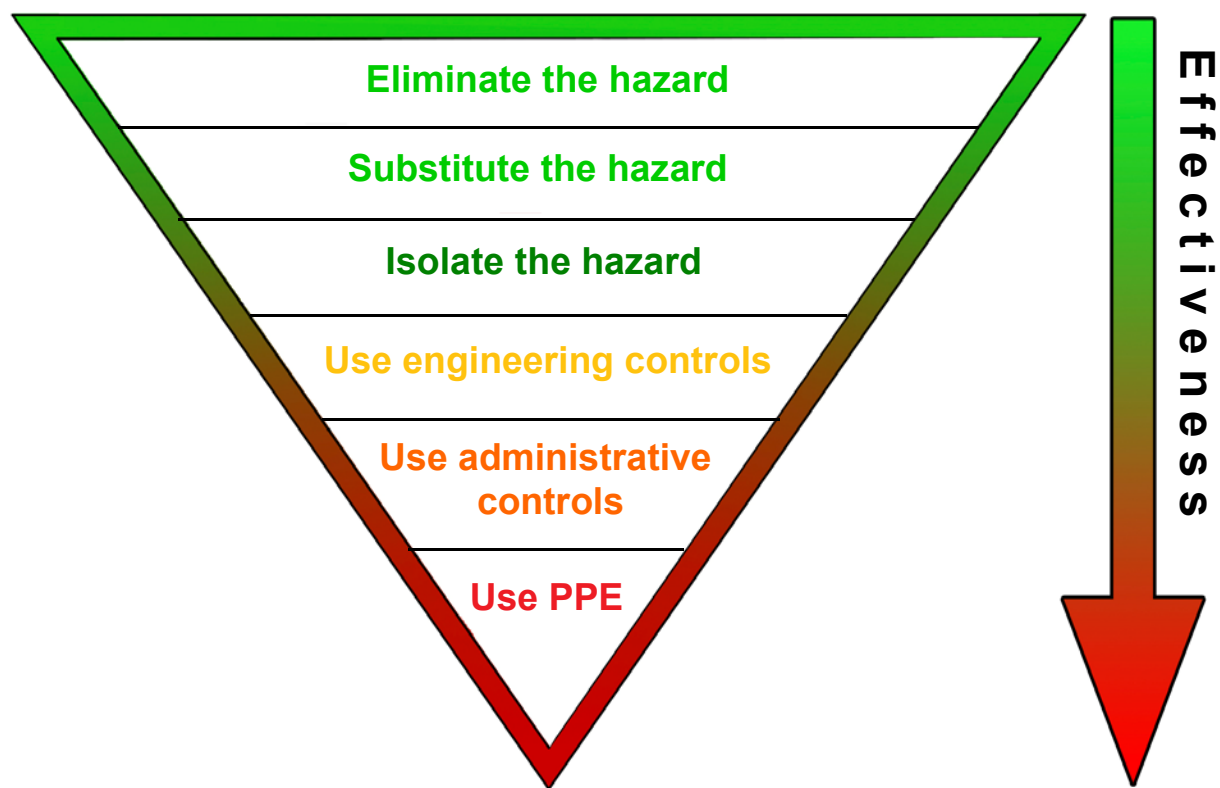
<input type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure
<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in any area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up precast concrete elements	<input type="checkbox"/> Work on or near energised electrical installations or services	<input checked="" type="checkbox"/> Work in a area with movement of powered mobile plant
<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work

Work Permits	<input type="checkbox"/> Not Required	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined space	<input type="checkbox"/> Isolation	<input checked="" type="checkbox"/> Excavation	<input type="checkbox"/> Coring
Work permits for this activity:	<input type="checkbox"/> Demolition	<input type="checkbox"/> Work at Heights	<input type="checkbox"/> Plant Setup	<input type="checkbox"/> Road Closure	<input type="checkbox"/> Other: _____	

First, identify and assess the risks, then decide the best way to control them by applying the Hierarchy of Control as follows:

LEVEL	CONTROL	DEFINITION
Level 1	Elimination	Controlling the Hazard at source
Level 2	Substitution	Replacing one substance or Activity with a less hazardous one
	Isolation	Separating the hazard from the person
	Engineering	Installing Guards on machinery
Level 3	Administration	Implementing policies and procedures for safe work practices
	Personal Protective Equipment	Use of safety glasses, hardhats, protective clothing, etc.

Hierarchy of Controls



Job Safety and Environmental Analysis (JSEA) / Risk Assessment				Job Hazard Analysis (JHA)		
Step No.	Process Steps List the steps needed to do the job in the sequence to be done.	Potential Hazard(s) / Risk Against each step list potential hazards that could cause injury when the job is done.	Risk Rating	Hazard Control Measures For each hazard, identify control measures to eliminate or minimise the risk of injury.	New Risk Rating	Action By
1	Arrive at domestic site with truck and establish unloading area					
1.1	Park truck on site of road	Obstructing traffic	2	Check for clearways and bike lanes	1	Driver
				Do not block people's driveways	1	Driver
1.2	Set up unloading area	Being hit by motor vehicles	19	Watch for oncoming traffic	3	All
				Always wear Hi visibility clothing	1	All
				Set up hi visibility temporary bollards or cones	1	Driver
2	Site Orientation/ Induction					
2.1	Report to client's reception	Entering restricted areas	19	Follow posted signs and go directly to reception	1	All
2.2	Undertake a site induction	Unfamiliarity with emergency procedures	14	Listen and ensure you obtain information and site emergency and evacuation procedures	1	All
		Unawareness of site specific hazards	14	Listen and ensure you obtain information about any and all site hazards	1	All
		Unawareness of restricted areas	18	Listen and ensure you obtain information about any restricted areas	1	All
		Unawareness of other operations or hazardous activities being undertaken on site	9	Listen and ensure you obtain information about any other activities being undertaken on site	5	All
3	Claim Work Area					
3.1	Access the site	Breaching minimum site PPE requirements	13	Hi visibility clothing must be worn at all times whilst on site	1	All
				Steel toe safety boots must be worn at all times whilst on site	1	All
				Safety glasses must either be worn or carried at all times whilst on site	1	All
		Breaching site rules or requirements	13	NO SMOKING on site-designated smoking area will be available and ALL butts to be placed in bin	1	All
				Progressive housekeeping clean as you go	1	All
3.2	Establish safe perimeter	People entering work area	21	Controlled by Site Manager	5	Site Supervisor
				Bunting or Caution tape shall define the work area by providing a 3 meter barrier or denying access whichever is more appropriate.	3	All
4	Working where there is movement of powered mobile plant					
4.1	Enter the work area where powered mobile plant is or will be operating	Being hit or runover by powered mobile plant	22	All team members must wear Hi-Visibility vests or clothing	5	All
				Ensure constant communication with all	5	Everyone working in

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				personnel in the immediate area		the area of the plant
				Never assume the plant operator has seen you or knows where you are	5	Everyone working in the area of the plant
				Establish eye contact with the operator	3	Everyone working in the area of the plant
				Communicate your intentions with the plant operator via radio or hand or head signals and ensure an appropriate response	3	Everyone working in the area of the plant
		Crushing	23	Never stand or traverse between the machine and a fixed structure at any time	3	Everyone working in the area of the plant
				Never assume others have seen or are aware of any impeding obstacle	6	Everyone working in the area of the plant
		Tripping hazard	12	Be aware of surroundings, risers and set downs	3	All
5	Unload skid steer excavator from trailer using aluminium ramps					
5.1	Place ramps in position	Muscle strain - musculoskeletal disorders	13	Ensure correct manual handling procedures	3	Installer
				Keep Load close to body	5	All
		Dropping components	17	Ensure a firm grip	2	All
				Wear safety boots	3	All
		Ramps may strike personnel	7	Ensure locating pins are securely in place	3	Operator
5.2	Release machine restraints	Machine may move	4	Ensure machine is stable before tie down tension is released	1	Driver
				Ensure truck is parked on level hard surface	1	Driver
				Due care by personnel	5	All
5.3	Board the Machine	Falling from machine	14	Gain access and egress from the manufactured entry/ exit opening only	2	Operator
				Keep three points of contact during access and egress	2	Operator
5.4	Unload and drive machine to ground	Machine can tip, slip or fall down ramps	9	Ensure firm ground	3	Operator
				Experienced and competent operator with VOC to perform task	5	Operator
5.5	Moving or driving the machine	Injury to people, damage to product or equipment from running into or over	13	Only trained and authorised employees with VOC may operate this equipment	3	Driver
6	Safety check and operation of Excavator for trenching and excavations					
6.1	Safety check of unit. Fill out Pre-trip/ Daily Inspection	Faulty equipment machine failure	14	Check for dents, cracks and faulty welds	3	Operator
				Check all hydraulic rams and lines, controls for leaks	3	Driver
				Check all safety devices	3	Operator

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				Check for leaking Fluids	1	Operator
				Check tracks for tightness and rollers, idlers, and sprockets for damage	3	Plant Operator
6.2	Boarding the machine	Falling from Ladder	23	Ensure 3 points of contact	3	All
6.3	Operating / traveling with or without a load	Injury to people, damage to product or equipment from running into or over	13	Only trained and authorised employees with VOC may operate this equipment	3	Driver
		Thrown out of cab or against cab interior	13	Always wear seatbelt	1	Plant Operator
		Personal Injury	20	Allow no one to ride outside of the cab	1	Plant Operator
				Never use the basket or other attachments as a staging platform for workers	1	Plant Operator
		Tipping over	19	Be alert for trenches, open cuts, sump holes and pits	2	Driver
				Keep the machine as level as possible when operating	3	Operator
		Electrocution	25	Always check for overhead power lines	1	Driver
6.4	Dig	Digging up underground services	18	Any suspected services should be uncovered by hand digging and clearly marked so as to be visible to plant operators on site	2	Site Supervisor
				Obtain service location from property owner	3	Supervisor
				Dial 811 before you dig	3	Site Manager
		Ground collapse	22	All stockpile materials must be "put out of the zone of influence"	3	Operator
				If excavations exceed 5 feet (1.5m) no persons should work in the trench without support	2	All
				If excavations exceed 5 feet (1.5m) undertake benching , battering or shoring	2	Site Manager
				Plant is not to travel up to 3 feet (1m) from edge of trench unless the trench is only 3 feet (1m) deep (zone of influence)	2	Plant Operator
		Environmental - Disturb Cultural Heritage Sites	9	Stop all works if sub-surface archaeological deposits are discovered	1	All
		Environmental - Spreading of Weeds and pests	4	Contain weeds if present for disposal	3	All
		Environmental - Dust	16	Wet down area in dry dusty conditions	1	All
6.5	Load the truck	Running over someone	15	Be aware of everyone's location in the work area	5	Plant Operator
		Dropping material on cab and driver	9	Do not move bucket near cab of truck.	3	Plat Operator
		Uneven loading may affect control of truck	13	Load truck evenly	5	Plat Operator

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6.6	Backing up	Reversing/ Running over people and equipment and not very good visual	22	Make sure that your back up alarm is working	5	Plant Operator
7	Working in open trench					
7.1	Gain access to trench via a ladder	Ground collapse	22	Inspect excavation daily for water, ground movement, undermining collapses and any other changes from previous day.	3	All trench workers
				Ensure all team members have read and understand the Trench and Excavations Incident Emergency Response Procedure	6	Site Manager
				If excavations exceed 5 feet (1.5m) no persons should work in the trench without support	2	All
				If excavations exceed 1.5m undertake benching , battering or shoring	2	Site Manager
		Falling from Ladder	23	Ensure firm ground support	3	Installer
				Ensure correct slope of ladder (4m up - 1m out)	1	All
				Do not face away from the ladder when going up or down	6	User
				Materials or tools must not be carried while climbing the ladder—use a tool belt or side pouch	3	User
7.2	Working in trench	Restricted entry or exit	22	Provide ladder access points required every 32 feet (10m)	2	Site Manager
		Unauthorized access	18	Remove ladder if no one is working in excavation	1	All persons working on or in trench
8	Dig/ clean trench by hand					
8.1	Dig into ground with Shovel	Digging up underground services	18	Dial 1100 before you dig	5	Supervisor
				Obtain service location from facility manager	5	Supervisor
		Muscle strain - musculoskeletal disorders	13	Do not over reach with shovel	3	Operator
				Stand firmly in braced position before exerting force	5	Laborer
		Environmental - Disturbance to Plants or animals - removal of vegetation	17	Ensure fragile vegetation is removed carefully for reinstatement	1	All
		Environmental - Dust	16	Wet down area in dry dusty conditions	1	All
		Environmental - Spreading of Weeds and pests	4	Contain weeds if present for disposal	3	All
8.2	Check gradient by laying pipe into trench and setting level	Moving Machinery	21	Ensure constant communication with co-workers	5	Operator
				Wear Hi visibility clothing	1	All
		Falling into trench	13	Be aware of loose edges	2	All

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9	Installation of UPVC Pipe					
9.1	Cut pipe to length with hand saw	Cut through body parts	18	Ensure the user has been inducted with SOP	2	Site Supervisor
				Ensure opposite hand is well clear of cutting area	5	Plumber
		Environmental - Waste Generation	11	Measure twice and cut once	3	All
9.2	Apply Cleaning Fluid to Pipes	Inhalation of toxic and noxious fumes	25	Provide adequate fan forced ventilation	3	Operator
				Read SDS to know the specific hazards of the substance you are using	1	All
		Skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
9.3	Apply glue to pipe ends	Inhalation of toxic and noxious fumes	25	Ensure adequate ventilation	1	All
				Read SDS to know the specific hazards of the substance you are using	1	All
		Skin irritation	7	Refer to manufacturers Safety Data Sheet (SDS) prior to commencement	1	All
				Wash hands immediately if contact with skin occurs	1	All
		Environmental - Spills to land contamination	8	Immediately clean up any spillage	1	All
9.4	Fit pipes together	Skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
10	Back Fill trench using excavator with sand and original spoil					
10.1	Boarding the machine	Falling from Ladder	23	Ensure 3 points of contact	3	All
10.2	Operating / traveling with or without a load	Injury to people, damage to product or equipment from running into or over	13	Only trained and authorised employees with VOC may operate this equipment	3	Driver
		Thrown out of cab or against cab interior	13	Always wear seatbelt	1	Plant Operator
		Personal Injury	20	Allow no one to ride outside of the cab	1	Plant Operator
				Never use the basket or other attachments as a staging platform for workers	1	Plant Operator
		Tipping over	19	Be alert for trenches, open cuts, sump holes and pits	2	Driver
				Keep the machine as level as possible when operating	3	Operator
		Electrocution	25	Always check for overhead power lines	1	Driver
10.3	Fill the trench	Running over someone	15	Be aware of everyone's location in the work area	5	Plant Operator
				Stop work immediately if the exclusion zone has been breached	5	Plant Operator
		Crushing	23	Check for services (tap stands, stormwater pipes)	1	All

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				etc)		
				Ensure rocks and sharp objects are not in contact with pipes	2	Plant Operator
		Digging up underground services	18	Ensure warning tape is placed in the trench when it is halfway back filled	2	Plant Operator
10.4	Backing up	Reversing/ Running over people and equipment and not very good visual	22	Make sure that your back up alarm is working	5	Driver
11	Spreading soil with Shovel and Rake					
11.1	Spread with rake or shovel	Faulty or unsafe hand tools	13	Inspect rake or shovel for defects or damage (e.g., splintered, loose, bent, or cracked tool handles, loose connections, and damaged tines or blade)	3	All
				If a rake or shovel fails your inspection, remove it from use	3	All
		Muscle strain - musculoskeletal disorders	13	Do not over reach	3	Operator
				Use a rake or shovel that is comfortable for your height and strength	3	Operator
				Do not use a rake or shovel that is too long or heavy for you	3	Operator
				Never twist your trunk when raking or moving a shovel load. Always turn your feet and body in the direction where you wish to pile leaves or spread or drop the shovel load.	3	All
				Never overextend your arms or shoulders to load a shovel	3	All
				Shovel loads should not be thrown above about 1200mm or further than about 900mm	3	All
		Injury from using hand tools	13	All personnel are to be trained in the safe operating procedure of hand tools	3	All
				Be on the lookout for signs of repetitive stress. Early detection might prevent a serious injury	6	All
				When raking, stand upright and use the rake to pull leaves or dirt towards you	3	Operator
				Before shoveling, inspect the area for obstructions such as cables and pipes	3	Operator
				When shoveling, stand upright and bend your knees so your legs carry most of the load	2	Operator
				Push the shovel blade into the soil or material to obtain a shovel load	3	Operator
				Keep your arms and elbows close to your body when handling a shovel load	3	All

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				When digging, use the ball of your foot to push the shovel blade into the ground	3	All
				When raking or shoveling for long periods, vary your arm and leg positions and movements	6	All
				Never lay a garden rake down with the teeth pointing up – the teeth should always be pointing down	3	All
		Back injury	13	Lift the shovel load by straightening your legs	5	All
		hand injury	18	Wear gloves	1	All
		Striking foot	8	Wear safety boots	1	All
12	Compact area using a gasoline powered leg rammer					
12.1	Carry the machine to the work area	Muscle strain - musculoskeletal disorders	13	Ensure correct manual handling procedures	3	Installer
				Ensure adequate personnel is utilised to distribute the load	3	All
12.2	Perform prestart inspection	Faulty equipment machine failure	14	Check for dents, cracks and faulty welds	3	Operator
				Check and top up fuel levels	1	Operator
				Check all hoses for cracks and leaks	1	Operator
				Check for leaking Fluids	1	Operator
				Check oil levels	1	Operator
				Do not operate unit that has faulty parts or equipment. If a problem is found, contact supervisor to initiate repairs of any damage or abnormalities	2	Operator
12.3	Start the machine	Inhalation of toxic and noxious fumes	25	Ensure adequate ventilation	1	All
				Never start the machine indoors. Exhaust fumes can be dangerous if inhaled.	1	Operator
		Damage to machinery and personal injury from incorrect operation	21	The operator must have received instruction and training in the safe operation of the equipment	1	Operator
		Hearing damage	18	Use correct PPE - Ear Muffs / Ear Plugs	2	Operator
12.4	Operate the machine	Runaway machinery	13	Do not let go of the handle	1	Operator
		Striking foot	8	Wear safety boots	1	All
		Vibration	13	Do not exceed the maximum hours of daily exposure as per the manufacturers recommendations	1	Operator
13	Monitoring and review of JHA					
13.1	Monitor the JHA	Ineffective JHA	13	Review the JHA at a minimum of 3 monthly intervals	2	Supervisor

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				Monitor and complete an inspection of a minimum of 2 task observations	3	Supervisor
		JHA Failure	18	Stop Work	1	All
				In conjunction with workers and all involved, review and formulate a new JHA	1	Supervisor
				Implement new controls	1	All
				Conduct a toolbox meeting with all personnel involved with work activity	1	Supervisor

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Personal Qualifications and Experience Required To Carry Out the Works:	Duties and Responsibilities of Personnel Completing the Task:	Formal or Specialized Training or Licenses Required to Complete Work or Operate Specific Plant or Equipment:
The ability to work unsupervised and part of a team	Maintain adequate house-keeping on site	Commercial Drivers License
Plant Operator	Reporting of any injuries / incidents to your Project Supervisor	
Plumber (Preferred) or a competency level of working with UPVC and allied materials	Take reasonable care for your own health and safety	
	Take reasonable care for the health and safety of others	
	Operate safely and perform daily pre-shift inspections	
	Adherence to company's and the site's OSH policies and procedures	

JHA Sign Off – Your signature below indicates that you have been consulted in development of the JHA and accept and will implement the requirements of the JHA and control measures

No.	Name	Classification	Employed By	Signature	Date
1					
2					
3					
4					
5					
6					

Reference and Detail Applicable Sections of:

☒ Legislation
 ☒ Codes Of Practice
 ☐ Project WHS
 ☒ Site WHS
 ☒ Manufacturer Or Supplier Recommendations

ANSI/ASSP A10.12-1998 Safety Requirements For Excavation

Code of Federal Regulations (CFR): 1926 For Construction Subpart C - General Safety and Health Provisions

Code of Federal Regulations (CFR): 1926 For Construction Subpart P - Excavations

Occupational Safety and Health Regulation under the US Occupational Safety and Health Act of 1970

Plant and Equipment to be used for task:	Plant, Equipment and Area Safety Inspections:
Hi-visibility temporary bollards or cones	Excavator Pre Operational Checks
Warning signs and bunting as required	Gasoline Powered Tools Pre- Operational Checks
Excavator	Hand Tools Pre Operation Check
Ladder	Hand Tools Pre- Operational Checks
Shovel	Skid Steer Pre Operational Checks

Hand Tools
Shovel and Rake
Gasoline powered Leg Rammer



Gloves



Hearing Protection



Hi Visibility Vests or Clothing



Safety Boots

Electrical Tool Tag Colors

Red	Dec-Feb	Orange	Jan-Jun
Green	Mar-May	White	Jul-Dec
Blue	Jun-Aug	Black	Annual
Yellow	Sep-Nov		

FREQUENCY

RISK MATRIX

Almost certain	MODERATE 11	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25
Likely	MODERATE 7	HIGH 12	HIGH 17	EXTREME 21	EXTREME 24
Occasionally	LOW 4	MODERATE 8	HIGH 13	HIGH 18	EXTREME 22
Unlikely	LOW 2	LOW 5	MODERATE 9	HIGH 14	HIGH 19
Rare	LOW 1	LOW 3	LOW 6	MODERATE 10	HIGH 15

CONSEQUENCE

Safety	Minor	Medical	LTI	PTD	Fatality
Environmental	Minor	Negligible	Marginal	Critical	Catastrophe
	Low	Moderate	High	Extreme	

Acronyms and Abbreviations:

LTI - Lost Time Injury

PPE - Personal Protection Equipment

PTD - Permanent and Total Disability