

Pre-Job Brief & Activity Hazard Analysis: Project & Routine Maintenance Work

	Job Step	Hazards	Actions to Mitigate Hazards
□	Driving to jobsite & parking	Vehicle accidents	Use proper defensive driving techniques and follow all posted vehicle instructions
□	Loading/Unloading materials	Sharp objects or corners, splinters, muscle strain	Wear proper PPE, use appropriate lifting techniques, do not lift more than one can carry, use 3 points of contact if going up or down stairs/ladders
□	Bringing material to rooftops	Dropping causing injuries, trip hazards	Only use appropriate equipment and tools rated for lifting objects, mark off danger area of potential foot traffic interference, inspect work and transit areas for trip hazards and remove if possible
□	Positioning equipment/materials	Trip hazards and crush hazards	Inspect work and transit areas for trip hazards, remove if possible. Wear proper PPE (steel toes & gloves) when moving materials, and keep any body parts from in between potential crush hazards
□	Unbolting, rigging, and removing existing units	Pinch points, possible sharp corners	Wear proper PPE, provide trained riggers, and use appropriate equipment/tools rated for lifting objects
□	Use of portable power tools	Electrical shock, kick back	Inspect tool prior to work, proper use of power tools as outlined in safety manual
□	Concrete work	Hazardous dusts, excavation, and hot work	Digging area will be approved prior to job commencement, people PPE will be worn for any cutting of rebar, and any drilling of concrete
□	Ladder usage	Fall hazard	Follow proper ladder safety protocol included but not limited to appropriate ladder selection, 3' above roof line, tie off, etc.
□	Curbsides, stairs, and ledges	Trip hazards	Use a designated area for materials and tools, mark off danger area of potential foot traffic interference, inspect work and transit areas for trip hazards and remove if possible
□	Working from a lift	Fall hazards, dropping materials causing injuries to those below	Lift will be equipped with guardrails to ensure safety. While working from lift, personnel will be tied using appropriate lanyards. Mark off danger area of potential materials falling, wear proper PPE in case of falling objects
□	Make connections between high voltage disconnects and unit termination points	Electrical shock/electrocution	Follow proper LO/TO procedures, verify circuits are deenergized prior to connecting wiring
□	Electrical wiring and hookup	Electrical shock/electrocution	Follow proper LO/TO procedures, verify circuits are deenergized prior to connecting wiring
□	Rigging, setting condensing units, rooftop units, air handling units, and HVAC units	Pinch points, possible sharp corners	Wear proper PPE, provide trained riggers, and use appropriate equipment/tools rated for lifting objects
□	Unit start-up	Electrical hazard	Determine suspected hazardous electrical areas and ensure that workers are not exposed to energized parts/various wiring hazards

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