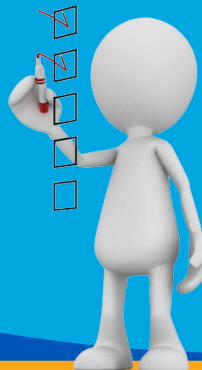


TAKE FIVE



PLAN AHEAD •
ANALYZE • JSA/SOP • PRE-JOB • DON'T RUSH

Take five minutes to promote awareness and safe work practices to minimize accidents and injuries. At EMWD we believe in, "Safety Without Compromise." Accidents may be prevented if we pause and focus on what the job at hand requires. Employees may recognize potential hazards and prevent them by taking just a few minutes to reflect on their work surroundings.

Think Safety First!

Plan Ahead – Plan projects to ensure that the job is done safely. Begin by deciding how the job will be done, what tasks will be involved and what safety equipment may be needed to complete each task.

Analyze – Evaluate the potential hazards associated with the proposed activity; consider the effectiveness of preventative measures and strategize to reduce the effects of such hazards.

JSA/SOP – Start by identifying the Job Safety Analysis (JSA) or Standard Operating Procedure (SOP). An SOP is used to create a systematic approach to a task, where a JSA is used to provide step-by-step instruction on how to perform a task, identify the hazard associated with that task and provide control measures to eliminate the hazards associated with the task. When writing a JSA consider the following:

- Job task breakdown typically is accomplished through direct observation
- Once the observation is complete, review the findings and ensure that all steps were sufficiently identified



KEEP
FIRST
WEEK
SAFETY

TAKE FIVE

★ PLAN AHEAD • ANALYZE • JSA/SOP • PRE-JOB • DON'T RUSH

- Several questions should be asked to assess the potential hazards in performing individual job tasks. For example, is there a risk of injury due to excessive strain from lifting, pushing or pulling?
- Proper controls can then be developed to limit the hazard's potential to result in an environmental or safety incident
- Develop Preventative Measures- Elimination, substitution, engineering/administrative controls and PPE
- [Click here for tips on how to write a JSA](#)

Pre-job – The job leader needs to ensure each member is on the same page. The pre-job briefing makes sure every member of your work crew understands the scope of work and the specific safety measures and controls for the job/project. Some important parts to include in this meeting are:

- Task purpose/scope
- Procedure/policy review
- Roles and responsibilities of team members
- Potential issues/hazards and the mitigation plan
- Questions

Don't Rush – Rushing can cause you to act impulsively. Purposely design safety into every task so you get into the habit of always working safely.

“Safety is a team effort—let’s learn together, work together, and stay safe together.” – Unknown



KEEP SAFETY FIRST WEEK