

Pre-Task

Project Name:		Location:		Task:	
Worker completing form:		Title		Date/time:	
Will task present any of the following?- Address the controls below					
<input type="checkbox"/> Weather Conditions	<input type="checkbox"/> Access/Lighting	<input type="checkbox"/> Public Interaction	<input type="checkbox"/> Traffic Controls	<input type="checkbox"/> Heavy Lifting	
<input type="checkbox"/> Crane/ Rigging	<input type="checkbox"/> Pinch Points	<input type="checkbox"/> Falls over 4 feet	<input type="checkbox"/> Work in Trench	<input type="checkbox"/> Scaffold Use	
<input type="checkbox"/> Ladder Use	<input type="checkbox"/> Demolition	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Heavy Equipment Used	<input type="checkbox"/> Overhead/ falling objects	
<input type="checkbox"/> Hot Work	<input type="checkbox"/> Aerial lift Usage	<input type="checkbox"/> Sharp edges or objects	<input type="checkbox"/>		
Permits Required: <input type="checkbox"/> Hot Work <input type="checkbox"/> Confined Space <input type="checkbox"/> Lockout/Tagout <input type="checkbox"/> Guardrail removal					
Task Specific Concerns					
Steps to Perform Work	Associated Hazards	Controls		Additional PPE	
Additional Hazards or Concerns:		Controls:			
Crew Sign Off:					

Risk Assessment Analysis (RAA)

Risk/Activity/Work Task:	Overall Risk Assessment Code (RAC) after controls in place (Use highest code)					
Project Location:	Risk Assessment Code (RAC) Matrix					
Contact Person:	Severity	Probability				
Date Prepared:		Frequent	Likely	Occasional	Seldom	Unlikely
Prepared by (Name/Title):	Catastrophic	E	E	H	H	M
Notes: (Field Notes, Review Comments, etc.)	Critical	E	H	H	M	L
	Marginal	H	M	M	L	L
	Negligible	M	L	L	L	L
	<p>“Probability” is the likelihood to cause an incident, near miss, or accident and identified as: Frequent, Likely, Occasional, Seldom or Unlikely.</p> <p>“Severity” is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible</p>				<p>RAC Chart</p> <p style="background-color: red; color: black; padding: 2px;">E = Extremely High Risk</p> <p style="background-color: orange; color: black; padding: 2px;">H = High Risk</p> <p style="background-color: yellow; color: black; padding: 2px;">M = Moderate Risk</p> <p style="background-color: green; color: black; padding: 2px;">L = Low Risk</p>	
Identified Risk	Hazards	Controls			RAC	

Controls To Be Used	Training Requirements	Inspection Requirements

Discussion Leader:

Attendance Sign- In:

Summary
Workplace Safety Index (WSI) in an annual report states that “overexertion tops the list of the 10 causes of the most serious disabling workplace injuries – those leading to more than five missed workdays.” The 2023 WSI states that injuries from overexertion involving outside sources accounts for \$12.8 billion annually. The four main causes of overexertion are listed below: [2023 WSI Report](#)

Guide for Discussion

EXCESSIVE EFFORT
CAUSES:

- Straining when holding/carrying a heavy object like a box or crate
- Pulling a muscle when pushing a cart or sudden movements

PREVENTION:

- Use proper form and lifting techniques, such as looking forward throughout the lift with feet shoulder width apart.
- Ask a co-worker for help when lifting or carrying heavy objects instead of shouldering all the weight yourself.
- Provide lifting aids.

REPETITIVE STRAIN or PROLONGED BODY MOTION
CAUSES:

- Using tools or performing tasks that require repetitive motion without a break
- Poor posture or body positioning during the workday
- Sudden, awkward, or forceful movements while positioned at an awkward angle

PREVENTION:

- Build short breaks into the daily schedule so workers can stretch and relax their muscles. Start a routine before and after work where workers can warm up and cool down any affected muscles too.
- Set-up schedules so workers perform repetitive tasks at varied times throughout the day rather than just within a single block of time.
- Set-up or rearrange jobsites to minimize the number of ways workers need to awkwardly position.

OVERHEATING
CAUSES

- Working too hard in the heat to the point of developing symptoms such as cramps, pale skin, headaches, loss of muscle function, or collapse.

PREVENTION:

- Go over recognizable heat illness symptoms and signs
- Provide cool water or electrolyte-replacing beverages and encourage employees to stay hydrated before, during, and after work.
- Organize your schedules so they work for increasing amounts of time in heat or work in the shade or cool when possible.
- Use the buddy system

Additional Discussion Notes:

