[redacted] [redacted]

NETA ACCREDITED COMPANY

[redacted] Pre-Job Hazard Analysis

Jobsite Name		Date	
Site Address		Job #	
Specific Location			
Nearest Healthcare Facility		Phone#	
Address			

Job Being Performed

Members In Attendance

Date	Member Name (Print)	Member Signature

Hazards Present

Electrical:		P.P.E. Required		Personal Hazards:	
Electrical Contact		Hard Hat/Safety Glasses		Unclear Instructions	
Induced Voltage		Insulated Gloves		Unclear Tasks	
Back Feed		F.R. Clothing		Time Constraints	
Flash Potential		Arc Flash Gear		Odd/Long Hours	
Step Potential		Face Shield		Unfamiliar with Equip.	
Static Charge		Insulated Blankets/Mats		Task Hazards:	
Boom Contact		Protected Toe Boots		Aerial Lifts	
CT Circuits		Hand Protection Gloves		Special Tools	
Work Procedures		Fall Protection		Compressed Gas	
Equipment Isolation		Environmental:		Sharp Surfaces	
Check for Voltage		Extreme Hot/Cold		Elevated Platform	
Grounding Procedures		Confined Space		Jobsite Hazards:	
Vehicle Grounds		Rain/Snow		Other Contractors	
911 Protocol		Chemicals/PCB's/Oil		Heavy Machinery	
Working Clearances		Asbestos/Lead		Loose Gravel/Rocks	
Lockout/Tagout		Insects/Spiders			

Emergency Devices

First Aid Kit		Eyewash/Shower Location		Evacuation Point	
A.E.D. Location		Fire Extinguisher Location		Muster Point	

Onsite Emergency Contact		Additional Information
Name:		
Company/Position:		
Contact Means:		
Contact Number/Channel:		
Are Communication Devises Working Properly?	Yes ☐ No ☐	

List Job Task Sequence	List Hazards	List Hazard Elimination
1.)	1.)	1.)
2.)	2.)	2.)
3.)	3.)	3.)
4.)	4.)	4.)
5.)	5.)	5.)
6.)	6.)	6.)
7.)	7.)	7.)
8.)	8.)	8.)
9.)	9.)	9.)
10.	10.	10.

Error Elimination Tool		Risk Assessment	
Potential Error Hazards	Tools to Eliminate Errors	What Voltages are Present?	
Multiple Tasks		Has an Arc Flash Analysis Been Performed?	
Overconfidence		What is the Minimum Arc Flash Rating?	
Vague/Interpretive Direction		Has a Shock Analysis Been Performed?	
Unusual Time of Day		What is the Restricted Approach Boundary?	
Mental Stress		What is the Prohibited Approach Boundary?	
Confined Space		Is an Energized Work Permit Required?	
Physical Environment		Has the Equi-Potential Zone of Protection Been Established?	
Distractions/Interruptions			

NFPA 70-E Table 130.4 © (a)

Approach Destances To Exposed Electrical Equipment

Voltage Phase to Phase	Restricted Approach Boundary	Prohibited Approach Boundary
0 - 300Volts	Avoid Contact	Avoid Contact
301 - 750 Volts	1 foot, 0 inches	0 feet, 1 inch
751 Volts - 15KV	2 feet, 2 inches	0 feet, 7 inches
15.1kv - 36kv	2 feet, 7 inches	0 feet, 10 inches
36.1kv - 46kv	2 feet, 9 inches	1 foot, 5 inches
46.1kv - 72.5kv	3 feet, 3 inches	2 feet, 2 inches
72.6kv - 121kv	3 feet, 4 inches	2 feet, 9 inches
138kv - 145kv	3 feet, 10 inches	3 feet, 4 inches
161kv - 169kv	4 feet, 3 inches	3 feet, 9 inches
230kv - 242kv	5 feet, 8 inches	5 feet, 2 inches
345kv - 362kv	9 feet, 2 inches	8 feet, 8 inches

Hazard Assessment Checklist

→ on-site (in addition to the risk assessment "In-site activities")
→ for documenting other hazards; see notes

SAMPLE

NL/AB/ Site: [redacted]
Date of inspection: June 1, 2023 and June 2, 2023
Site: [redacted]
Address: [redacted]
Site Manager/Coordinator: [redacted]
Participant: Olaf Saddey [redacted]
Issuer, Function: Head of Start-up and Building Technician
Date, Signature: June 2, 2023 [redacted]

No.		* = Yes, OK /! - Action required / - = Not applicable	*	!	-
01		Are the employees on-site trained? (e.g., first aid, traffic and escape routes, SAM-Workplace, special regulations by owner/if applicable, hazardous substances, contact person, hazards,)	x		
02		Do the employees possess the necessary qualifications for the work to be carried out?	x		
03	a	Are the workplaces accessible via safe traffic routes?		x	
	b	Are floors slip-resistant and free of tripping hazards?		x	
	c	Is there an increased risk of slipping? (water, ice, snow, oil, etc.)	x		
04		Do workplaces and traffic routes have the necessary fall protection? (e.g., railings, balustrades, parapets, etc. at a sufficient height)		x	
05	a	Are the roof surfaces safe to walk on and fall-through resistant?		x	
	b	Is a 2m distance to the roof edge ensured?		x	
	c	Are the employees informed and instructed about accessible areas of the roof?	x		
06	a	Is personal protective equipment against falls from height (PPE) used? This "hazardous work" is always carried out with a second person.			x
	b	Are the users demonstrably trained theoretically and practically in the use of PPE against falls from height?			x
	c	Are these users instructed annually in the use of PPE against falls from height?			x
	d	Are rescue measures organized for emergencies prior to work with PPE against falls from height?			x
	e	Is the annual inspection of PPE against falls from height up to date? (PPE = personal protective equipment)			x
07		Is the necessary PPE worn responsibly? (helmet, bump cap, high-visibility clothing, eye/hearing/respiratory protection, protective gloves, safety shoes)	x		
	b	Is the insulating mat used when working on electrical installations?			x
	c	Is its use (7a+7b) monitored?			x
	d	Do employees wear appropriate work clothing? (also: no shorts)		x	
	a	Can help be summoned at any time?	x		
b		Is the first aid training up to date?		x	
	c	Is sufficient first aid material available?	x		
09		Are there any hazardous individual workstations where increased risks are to be expected?		x	

[redacted]

[redacted]

No.		* = yes, OK / != Action required / -= not applicable	*	!	-
10		Are suitable aids available for transporting loads?		x	
11		Electrical hazards:			
	a	Do the employees have the necessary qualification/training as qualified electricians/EuP?	x		
	b	Are the 5 safety rules being followed?	x		
	c	Was the last safety instruction on this topic given within the last 12 months?	x		
	d	Are systems secured against reactivation during work, especially by third parties?	x		
12	a	Are the necessary tools/measuring and testing equipment available?	x		
	b	Have the prescribed tests and calibrations been carried out and are they up to date?			x
	c	Are the portable electrical devices used tested in accordance with DGUV V.3?		x	
	d	Is the fixed electrical installation tested in accordance with DGUV V.3? (incl. fault test)		x	
	and	Are devices used to verify the absence of voltage tested for proper function before each use?	x		
13	a	Are access aids required? (7 Rsp ladders, steps, scaffolds, fixed ladders)		x	
	b	Are these available in the required design and safe condition?		x	
	c	Are they free of damage and have they been inspected within the last 12 months?		x	
	d	If rung ladders are still in use: is the mounting platform used?			x
	and	Have employees been instructed in the safe use of this equipment within the last 12 months?	x		
14		Are operators of industrial trucks (aerial work platforms, forklifts, etc.) trained, authorized in writing, instructed annually, and familiarized with the respective equipment?			x
15	a	Are the workplaces adequately illuminated according to the visual task?	x		
	b	Is a suitable, tested light available, if necessary?			x
	c	Is order and cleanliness maintained at the work site?		x	
16	a	If hazardous substances are used: Are the substances recorded in the hazardous substances register along with their corresponding safety data sheets?	x		
	b	Are the necessary operating instructions and PPE available?	x		
	c	Are the employees trained in handling hazardous substances?	x		
17		Are there any mutual hazards from other trades working simultaneously? • The assigned coordinator/site manager must be informed immediately.			x
18		Are there any special environmental requirements to consider on site?			x
19		Are the disposal routes defined and are there environmentally sound disposal options?	x		
20		Has it been checked whether the service of a "fire safety officer" is contractually owed for the site?	x		
21		Other:		x	

Notes:

Help: Ms. Höhn

For site activities

For each existing hazard, an effective measure must be taken and its implementation documented. To do this, copy the corresponding number and text from pages 1 and 2 onto page 3/4 and make entries. To document additional hazards (e.g., measures "Corona>> NL/AB/ Site): complete the <<<Header>>> on page 1; for item 21 on page 2, note that 1-20 are not relevant and enter the topic/reason for the assessment; make entries on pages 3/4;

[redacted]

[redacted]

Worksheet: Hazards and Measures (Documentation)

☒	Work Area: Property Protection/Asylum Accommodations
☒	Occupational Group Person: Security Officer
☐	Activity:

General Explanation:

Risk: See Table on Last Page

Measures: Mark or add the appropriate measure(s).

Ifd. Nr.	G Factor	Identified Hazards and Their Description 1. Intended Use 2. Deviation from the Norm	Risk E	Risk S	Hand Exposure	Measures according to S-T-O-P	Bearing advisor Completed	Deadline	Effective ja	Effective nein
01	1.3	Moving Means of Transport, Service Vehicle, Bicycle	5	C	and	• Offer Driver Safety Training • Wear Warm Vests and Helmets • Adjust Speed to Road Conditions				
02	1.5	Falls, Slips, Tripping, Twisting an Ankle, Collisions - Unsuitable Accesses or Surfaces, Weather-Related Glace/Snow, Toilets Left Behind, Unmarked Glass Doors	5	D	No	• Eliminate tripping hazards, height differences (4 mm), otherwise these must be marked as permanent hazards (black and yellow marking and warning sign) • Use handrails on railings, do not keep hands in pockets • In winter grit walkways and keep them clear of snow with a snow shovel • Keep walkways clear and do not obstruct them • Windowpanes and doors are marked with eye protection stickers and thus protected against impact hazards. • Wear sturdy footwear, ideally ankle-high • Level walkways, no displaced stones/tiles				
03	2.1	Electric shock electrical operating and work equipment	5	B	and	• Visual inspections before use				

[redacted]

lfd. Nr.	G-Factor	Identified Hazards and Their Description 1. Intended Use 2. Deviation from Normal Operation	Assess Hazards Risk AND	 S	Action Required: Yes/No	Measures according to S-T-O-P		Deadline	Effective Completed yes no	
						• Inspection according to DGUV Regulation 3 for portable electrical equipment every 2 years				
						• Inspection according to DGUV Regulation 3 for stationary electrical equipment every 4 years				
						• RCD (residual current device) must be installed and tripped every six months. This must be documented.				
						• Keep hands dry at all times.				
						• Do not connect multiple sockets to other multiple sockets.				
04	4,1	Infection hazards from pathogenic microorganisms - Droplet infection	5	Dyes		• Create a pandemic plan and hygiene concept.				
05	5,1	Flammable solids - cigarettes, glowing or burning parts.	5	Dyes		• Keep at least 5% of the employees present as BSH (fire safety personnel).				
						• Observe smoking bans				
						• Keep a sufficient number of fire extinguishers with the appropriate fire classes on hand and have them inspected every two years. Mount fire extinguishers at a reachable height of 0.80–1.20 m and label them; do not obstruct them.				
						• Place fireproof mats under kettles, coffee makers, and microwaves.				
						• Install smoke detectors, maintain them regularly, and document the work.				
						• Designate smoking areas and equip them with ashtrays.				

[redacted]

lfd. Nr.	G-Factor	Identified Hazards and Their Description 1. Intended Use 2. Deviation from Normal Operation	Assess Hazards Risk AND	S	Action Required: Yes/No	Measures According to S-T-O-P	Deadline Completed	Effective: Yes/No
06	8.1	Climate - Room Temperature, Heat Radiation, Cold	4	AND	and	• The room temperature must be <26 °C. Exceeding this is permissible if suitable measures are taken. Additional measures must be taken if temperatures exceed 30 °C. If temperatures above 35 °C cannot be avoided despite special measures, the room is not suitable as a workspace for the duration of the exceedance.		
						• Provide drinks in summer during very warm temperatures		
						• Provide fans and/or air conditioning		
						• Provide sunscreen SPF 50+		
						• Reduce internal thermal loads. E.g., only operate electrical devices when necessary		
						• Provide headgear for outdoor operations		
						• Provide sunglasses		
						• Implement ventilation procedures: intermittent ventilation, no continuous ventilation		
						• Provide work clothes, both winter and summer		
07	8.2	Lighting - Poor lighting conditions	5	AND	and	• Computer workstations must have lighting of >500 lx and desk workstations must have lighting of >300 lx.		
						• Switch on desk lamps and/or replace bulbs with brighter ones		
						• Outdoor areas are adequately lit		

[redacted]

lfd. Nr.	G-Factor	Identified Hazards and Their Description 1. Intended Use 2. Deviation from Normal Operation	Assess Hazards Risk E S	Action Required Yes/No	Measures According to S-T-O-P	Deadline Completed	effective yes no
					• Use only CE-marked devices		
					• Rooms without windows can be illuminated with light switches		
					• Provide suitable hand lamps for patrols		
08	8.5	Inadequate escape and traffic routes, inadequate safety and health protection signage	5	E No	• Escape routes and emergency exit doors that open in the direction of escape must be provided. These must be marked in accordance with ASR A1.3.		
					• Escape routes are permanently marked. If safe evacuation of the workplace is not guaranteed in the event of a general lighting failure, these routes must also be illuminated		
					• Emergency exit doors can be opened at any time without tools		
					• Observe prohibition and mandatory signs and set them up as needed		
					• Keep escape routes clear at all times		
09	10.1	Inadequately designed work task - One-sided demands (monotony), information provision and responsibility, qualification, sensory overload	5	E No	• Job description with clear regulations regarding tasks		
					• Project change/change of duties, other tasks		
					• Create duty and break schedules together, taking into account the wishes of the employees		
					• Observe minimum qualifications		
					• Language skills at least B1 level, foreign language is beneficial		
					• Provide further training, including de-escalation principles and		

[redacted]

lfd. Nr.	G-Factor	Identified Hazards and Their Description 1. Intended Use 2. Deviation from Normal Operation	Hazards Risk Assess AND	S	Action Required Yes/No	Measures According to S-T-O-P		Deadline Completed	Effective yes	no
						Develop Intercultural Competencies				
						• Promote Recognition and Transparency				
						• Communicate Information in a measured way to prevent information overload				
10	10.2	Inadequately designed work organization/workflow, time pressure and high work intensity, high workload, unclear responsibilities	5		Yes	• Hold regular meetings, employee appraisals, and obtain feedback from the SMA				
						• Create a functional organizational chart and clearly communicate management responsibilities				
						• Train employees in stress management				
						• Addiction prevention				
						• Design work schedules in a humane manner and in accordance with working time regulations, and issue them early				
						• Create general and site-specific work instructions				
11	10.3	Inadequately designed social conditions - lack of leadership, lack of support when needed, no qualifications for managers	5	AND	and	• Instruct and train employees				
						• Offer telephone availability for individual workstations or designate a contact person in writing				
						• Train management skills through leadership seminars				
12	10.4	Inadequately designed workplace and environmental conditions - workspace requirements, spatial constraints, unfavorable workspaces	5	AND	and	• Ensure a space requirement of 8 sq m per employee in the guard office				
						• The table surface must be at least 1.60 m x 0.80 m; for only one monitor and minimal paperwork without changing tasks, at least 1.20 m x 0.8 m.				
						• The legroom must not be less than 0.85 m; otherwise, remove restrictive objects, e.g., wastebasket, computer				

[redacted]

lfd. Nr.	G-Faktor	Identified Hazards and Their Description 1. Intended Use 2. Deviation from Normal Operation	Hazards Risk bewerten AND	 S	Action Required Yes/No	Measures According to S-T-O-P	Deadline Completed	Effective Yes	 No
						• The free movement area at the workplace must be at least 1.50 m². The depth of the user area must be 1.00 m.			
						• Ensure sufficiently wide traffic routes: Up to 5 users: 0.9 m, up to 20 users: 1.00 m, and up to 200 users: 1.20 m			
						• Locking devices for mobile elements, ensuring the stability and prevent tipping of cabinets and shelves			
						• Recommend back exercises for prolonged sedentary work (utilize subsidies from statutory health insurance)			
						• Clearly design signaling systems, e.g., for alarms and fire alarms			
13	11.1	Protect people from physical attacks	5	D	and	• Offer de-escalation training			
						• Provide personal protective equipment as needed			
						• Work in a team whenever possible			
14		Lack of Emergency Organization / General	5	D	and	• First aid kits conforming to DIN 13157 are kept in sufficient quantities; the kits are visibly mounted and labeled.			
						• First aid kits are regularly checked for completeness, and expiration dates are also checked.			
						• Notices such as the alarm plan, first aid poster, fire safety regulations Part A, and procedures in case of accidents are clearly displayed.			
						• Records of first aid measures are kept and retained for 5 years.			

[redacted]

lfd. Nr.	G-Factor	Identified Hazards and Their Description 1. Intended Use 2. Deviation from Normal Operation	Assess Hazards Risk AND	 S	 Action Required: Yes/No	Measures according to S-T-O-P	Person/Function	Deadline Completed	Effective
						• Evacuation drills are conducted at least once a year, and records are kept. The alarm method is known to all employees.			
						• 10% of the employees present must be trained as first aiders.			
						• Access routes for fire and rescue services are kept clear at all times.			
						• Initial occupational safety training is conducted and documented.			
						• Mandatory annual training is conducted and documented.			
						• Event-driven training, e.g., after incidents or the introduction of new equipment, is conducted and documented.			

This activity is generally possible during pregnancy. A separate risk assessment will be prepared.

[redacted]

Risk Matrix						
A						
B						
C						
D						
AND						
F						
?	6	5	4	3	2	1

	Personal Injury	Loss €	Environmental Damage
A	Accident with Fatal Results	>1,000,000	Severe External Environmental Damage
B	Accident with Very Serious Injuries	>250.000	Impact Beyond Plant Boundaries
C	Accident with Serious Injuries	>50.000	Major Impact Within the Plant
D	Accident with Moderate Injuries	>10.000	Environmental Damage to Building/Operations
E	Accident with Minor Injuries	>5.000	Limited to the Plant
F	Accident with No Downtime, First Aid Accident	≥250	Limited to the Site of Damage

Probability of Occurrence / Frequency of Damage		
1 Constant	Daily, even multiple times	Happened several times at our facility
2 Frequent	> 1x per week	Happened at our facility
3 Often	1x per week	Happened at the plant
4 Occasional	1x per month	Happened in the industry
5 Rare	1x per year	Heard of it
6 Very Rare	1x every 5 years	Never heard of it

	Root cause analysis; implement risk-minimizing measures immediately
	Root cause analysis; implement risk-minimizing measures
	Root cause analysis; check whether measures are necessary

Checklist for risk assessment in occupational safety [redacted]

GmbH Quality,
Environment, Safety

MUSTER

Number from page 1+2 and possibly further	Determination/risk	measure	Implementation of the measure		
			Deadline until:	responsible for implementation:	completed am:
03 a	especially in the mornings there is increased traffic volume where even drivers don't maintain a reasonable Not everyone adheres to an appropriate speed – speed.	Wearing a high-visibility vest is recommended in the dark.	ongoing	House technician	ongoing
03 b	There are numerous steps, some of which are located directly behind doors and are therefore difficult to see.	Appropriate warning signs and marking strips must be installed.	01.07.2023	Mister [redacted]	
04	The roof surfaces are partly unequipped and partly equipped with safety nets, some of which are located directly at the roof edge.	During the briefing for the inspection of roof surfaces, this potential danger should also be pointed out.	ongoing	House technician	ongoing
05 a	There are numerous skylights; this should be specifically addressed during the briefing.	During the briefing for the inspection of roof surfaces, this potential danger should also be pointed out.	ongoing	House technician	ongoing
05 b	The necessary anchor points/anchors are missing.	During the briefing for the inspection of roof surfaces, this potential danger should also be pointed out.	ongoing	House technician	ongoing
07 d	Some people wear their own personal clothing.	Mister [redacted] Employees were advised to wear the appropriate work clothing provided by Sauter FM.	ongoing	House technician	ongoing
08 b	Mr.'s first aid training has expired. [redacted]	The NL was informed again that Mr. [Name] should receive the [redacted] training.	01.07.2023	Mister [redacted]	

☛ Further hazards/special features/additions/notes - please enter them.

[redacted]

Number from page 1+2 and possibly others	Finding/Hazard	Action	Implementation of the measure		
			Deadline:	Responsible for implementation:	Completed on:
09	Mr. [redacted] [Name] works alone in this very large property; should something happen to him, it would probably go unnoticed.	Reference is made here to section 6.9 of SFM-pa-8.5-05-d-Occupational Safety, which must be adhered to and checked if necessary.	ongoing	Mr. [redacted]	Ongoing
10	Apart from a pallet jack (without proof of inspection) and a creeper, no suitable aids are available. Transport with shopping carts has been prohibited.	The suitable and necessary aids must be determined and provided accordingly. The pallet jack must be inspected	**01.07.2023**	Mr [redacted]	
12 c	The inspection of portable electrical equipment has been started, but is not yet complete. Results are not known.	The inspection must be completed and the equipment list must be prepared accordingly.	**01.07.2023**	Mr. [redacted]	
12 d	Inspection of fixed electrical installations: a corresponding inspection according to DGUV V3 has not been documented.	The last inspection according to VDMA 24186 was carried out in 2022 according to the documentation. The documentation was not checked or compared by Sao. DGUV V3 must be carried out.	**01.08.2023**	Mr. [redacted]	
13 a	Existing ladders have been closed due to inadequate documentation/lack of inspection.	The owner has been informed. SFM and the BS expert are [redacted] developing a plan for how to proceed.	**01.08.2023**	Mr. [redacted]	
13 b	The existing ladders are too short to look into a ceiling.	It is recommended that a combination trestle/leaning ladder be provided.	**01.07.2023**	Mr. [redacted]	
13 c	The documentation of the ladder inspection is missing. There is a new 7-step trestle ladder from 05/2023, a 5-step trestle ladder that has not been inspected, and a leaning ladder which was damaged.	The inspection must be continuously documented. The defective ladder was immediately cut up and disposed of. The two trestle ladders show no damage.	**01.07.2023**	Mr. [redacted]	
☛ Further hazards/special features/additions/notes - please enter them					

[redacted]

Number from page 1+2 and any other	Identification/Hazard	Action	Implementation of the measure		
			Deadline:	Responsible for implementation:	Completed on:
15 c	Several rooms should be swept. There are numerous storage areas for existing materials where no one knows who owns them, which does not create a good impression.	[redacted] has already been informed about this situation. SFM will not take any action regarding this, especially concerning existing materials. Clarification and determination should be made via [redacted] .	**01.08.2023**	[redacted]	
21 a	The list of emergency numbers for posting in the building is missing.	The emergency number list must be created by the building manager and posted in the FM office.	07/06/2023	Mr. [redacted]	
21 b	There are numerous ramps in the building without load capacity markings.	The owner must specify a load-bearing capacity; this must then be installed in the ramp area.	01/07/2023	Mr. [redacted]	
22 c	There are numerous ramps in the building without load capacity markings.	The danger of using them in conjunction with a means of transport and corresponding loads has been pointed out. In addition, DGUV 208-034 Manual Handling of Industrial Trucks has been issued.	Immediately	**Herr Saddey**	**1.6.23**
☛	Further hazards/special features/additions/notes - please enter them				