



Mills Division Team Project 2020

Pre-Task Job Hazard Assessment Process – PRO Card



PRO CARD - Macon
 Prepared, Ready and Organized
 to Safely Perform Work



| | |
|--|------------------------|
| WCR: <u>111111</u> | Names: |
| Date/Time: <u>Jan 4, 2021 @ 7am</u> | <u>Bruce Oberstalt</u> |
| Task Location: <u>2nd Floor Tank</u> | <u>Marcus Gilmore</u> |
| Clear Instructions For Task: <u>() NO → STOP!</u> | <u>Mitch Lebrator</u> |

DESCRIPTION OF THE TASK
INCLUDE SOP or PROCEDURE being followed


2nd floor tank testing results came in and passed so we will be tearing down containment and loading out equipment.

POTENTIAL HAZARDS check all that apply


| | | | |
|--------------------------|---------------------|---------------------------|------------------------|
| Electrocution/Shock | Hot Surfaces | Flammable Materials | Poor Visibility |
| Fall From Heights | Pinch/Nip Points | Energized/Rotating Equip. | Chemicals (SDS Review) |
| Overhead Work | Flying Particles | Poor Housekeeping | Confined Space |
| Lifting Materials | Motorized Equip | Airborne Contaminates | Heat/Cold Stress |
| Rough/Sharp Material | Rad/Vehicle Traffic | Asbestos | Ergonomics |
| Slippery/Uneven Surfaces | Welding Fumes/Arc | High Noise | Repetitive Motion |

SAFETY MEASURES

| FIRE PROTECTION | PPE NEEDED | EQUIPMENT SECURED |
|---------------------------------------|---|--|
| Fire Blankets | Safety Glasses, Head Protection, Safety Toed Shoes | Lock Out / Tagout () Single (x) Group/Lockbox # <u>565</u> |
| Welding Screens in place | Face Shield/Goggles | All Electrical Tools/Cords Inspected |
| Flammables Removed/Covered | Shock/Arc Flash Protection | Energized Electrical Equipment identified |
| Fire Extinguishers Inspected & placed | Single Hearing Protection Double Hearing Protection | Ground Fault Circuit Protection |
| LEL Measured (Flammable vapors) | Rubber Boots | Cords/Hoses Elevated/Secured to floor |
| Trained Fire Watch Assigned | Chemical Suits | WORK PLATFORMS FOR TASK |
| Emergency Communication Method: | Gloves (x) Volt Rated () Chemical () High Temp () Cut Resistant (x) Work () | Scaffold Tag on Scaffold Scaffold Inspected Date |
| FALL PROTECTION | Hi-Visibility Vest | MATERIAL HANDLING EQUIPMENT |
| Body Harness | Respiratory protection | Rigging Equipment (Inspection Current) |
| Self-Retracting Lifeline | Personal Gas Monitor | Chain Fall/Come-a-long (Inspection Current) |
| Cross Arm Strap | REQUIRED PERMITS | Motorized vehicle pre-use inspection |
| Tie Off Point Structure | Confined Space Entry | Cart or Hand Truck (Push) |
| Relief Step | Hot Work | Overhead/Mobile Crane Needs |
| BARRICADES NEEDED W/ TAGS | Line Break | Powered Industrial Truck |
| Yellow – Caution | Electrical Energized Work | HIT NOT Required |
| Red – Danger | Jumper/Bypass | |
| Hard Barricade | Roof Access Permit | |
| Safety Shower/Eyewash Location | | |



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What Can Go Wrong & What Can I Do To Prevent It
Rate each item High (H), Medium (M) or Low (L) for Likelihood and Severity. Focus on items rated H/H, H/M and M/H.

| When performing each job step, what could go wrong? <small>(Do While working, sparks could fall through grating)</small> | Likelihood | Severity | What Can I Do To Prevent it or Minimize the severity if it occurs? <small>(Do: Cover with fire blankets to shield workers below)</small> | Responsibility <small>Who will make sure the preventative action is completed?</small> | Completed <small>Y/N/A</small> |
|---|------------|----------|---|---|-----------------------------------|
| Lifting materials could strain back | M | L | Review Proper lifting Technique Life with legs and not with Back | Wilson | Yes |
| Slippery/uneven surface could trip on the grating | M | L | Clear walking path and work area | Eaton | Yes |
| Flying particles may get into eyes | L | L | Wear safety goggles or face shield | Mollitor | Yes |
| Motorized Equipment could hit someone or smothering while equipment is moving | H | M | Have a spotter Operator make eye contact with people while operating | Adams | Yes |
| High Noise | M | L | Wear double ear protection Plugs and Ear muffs | Dobbins | Yes |
| Heat Stress | H | H | Review Heat Stress Protocol Take breaks as needed Drink plenty of water | Wyman | Yes |

Post Task Follow Up

| | | |
|-----------------------------------|---|---|
| Lock(s) Removed | Guard Deviation Form Needed | Work Area Housekeeping |
| Barricades Removed | Working Surface Issues Secured/Barricaded | Operations Notified when Task is Complete |
| Fire Watch Posted After Hot work | Gas Bottle(s)/Regulator(s) Secured | Injury/Near Miss Reported |
| Machine Guarding Complete/Secured | Equipment Secured | Permits Submitted to Supervisor |

List Issues, Deviations and/or Learnings:

Team worked well together and discussed proper lifting techniques, heat stress awareness and walking working surfaces.

SUPERVISOR REVIEW
Was this led by Leadership? YES/NO

SIGNATURE: Pamela Bell DATE: Jan 4, 2021

COMMENTS: Excellent team work identifying hazards and completing this task safely.

About the Team.....

The Mills Division assembled a team to create a process to improve how Pre-Task Job Hazard Assessments were done.

The team consisted

- 20 employees
- 9 facilities (US and Canada)
- Hourly
- Salary
- Corporate Safety
- Corporate Black Belt



Championed by Corporate and Site Senior Leadership!!

About the Team.....

- The team was diligent in 2020 during the Pandemic:
 - Kept weekly meetings via the web!
 - Supplied a finished product!!
 - Successfully rolled out the program!!!!



About the Team.....

Job-Task Job Assessment Project - Participants

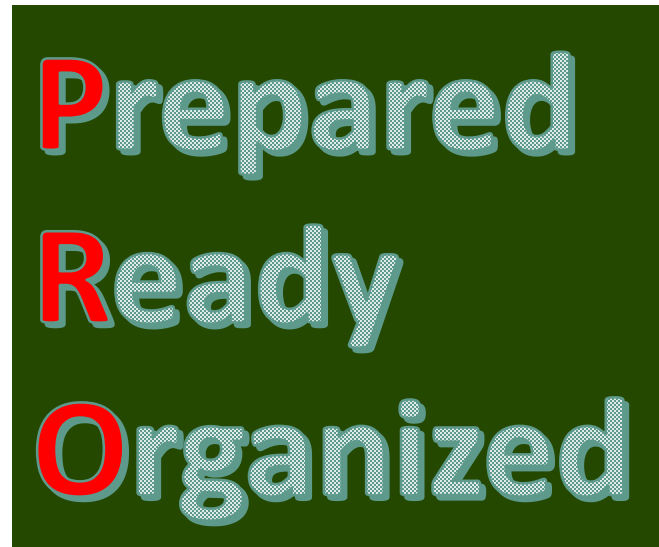
Project Lead: Jennifer Jackson

| LOCATION | NAME | TITLE |
|------------------|--------------------|------------------------------------|
| Augusta, GA | Marcus Gilmore | Safety Specialist |
| | Nick Wilcher | I&E Safety Advocate |
| Battle Creek, MI | Brock Mollitor | HSE Manager |
| East Angus, QC | Carl Coulombe | Resident Manager |
| | Sebastien Fournier | Safety Manager |
| Kalamazoo, MI | Eric Wilson | Safety Manager |
| | Jerry Wyman | Maintenance Supervisor |
| Macon, GA | Bruce Oberstadt | Safety Manager |
| | Mike Smith | Maintenance Manager |
| Middletown, OH | Brad Pierce | Maintenance Manager |
| | Jamie Raney | Maintenance Lead |
| Prosperity, GA | Jeff Conner | Maintenance Tech |
| | Pamela Bell | Quality and HSE Manager |
| Texarkana, TX | Mitch LeBato | Safety Manager |
| | Jeff Wiley | Union President I&E, Safety Leader |
| | John Jackson | Power Safety Leader |
| West Monroe, LA | Michael Coolman | Union VP Maintenance |
| | Randy Adams | Safety Manager |
| CI Support | Jon Chapman | Mill Division Blackbelt |

About the Team.....

The team determined the program name by engaging each facility to submit a creative program name and then the Mills organization voted for their favorite entry!

- Prosperity, NC facility was the winner!!



The team created supporting training materials:

- Slide deck
- In-depth training video
- Short introduction video <https://www.dropbox.com/sh/634conyzxkl97b8/AAAeMArK56-5aabk7qP7ptU9a?dl=0>

QUESTIONS?

What is a **PRO**?

A PRO Card is a tool and a process to help us Safely.....

Get **P**repared for the job by evaluating *What Could go Wrong?*

Ensure you are **R**eady by reviewing *What Can I Do To Prevent it, or Minimize the severity if it occurs?*

Verify that you have **O**rganized *Who is going to ensure item is completed?*

What Can Go Wrong & What Can I Do To Prevent It

Rate each item High (H), Medium (M) or Low (L) for Likelihood and Severity. Focus on items rated H/H, H/M and M/M.

| When performing each job step, what could go wrong? <small>(Ex: While welding, sparks could fall through grating)</small> | Likelihood | Severity | What Can I Do To Prevent It, or Minimize the severity if it occurs? <small>(Ex: Cover with fire blankets to shield workers below)</small> | Responsibility <small>Who will make sure the preventative action is completed?</small> | Completed <small>(Yes/No)</small> |
|---|------------|----------|---|--|---|
| Lifting materials could strain back | M | L | Review Proper Lifting Technique | Wilson | Yes |
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| Slippery/uneven surface could trip on the grating | M | L | Clear walking path and work area | Eaton | Yes |
| | | | | | |

What Benefit does *PRO* Provide?

Multiple benefits, including:

- Collaborative
- Predicts exposures and control measures BEFORE exposure
- Serves as an in-field check (not completed behind a desk)
- Provides a last minute / field level risk assessment
- Triggers for a pause or stop-work
- Opportunity for coaching on hazard recognition
- Provides avenue for post-job follow-up



When should you be a *PRO*?

A *PRO* Card should be completed by operations and/or maintenance prior to performing any:

- Non-routine task
- New task
- Upset condition
- When job scope has changed
- When no established SOP exists for the task
- Review of the PRO card when a new person(s) gets involved in completing the task



Who is a *PRO*?

A collaborative review of a task or the work being done will result with better understanding of the hazards involved.

The following should participate with completing a *PRO* Card:

- Operations
- Maintenance
- Contractors



PRO Responsibilities

Everyone plays a critical role in ensuring that tasks
are executed safely and that
PRO Cards are completed accurately

Managers

- Ensure **PRO** Cards are completed effectively
- Lead **PRO** Cards daily
- Review **PRO** Cards daily
- Use **PRO** Card learnings to coach employees on hazard recognition and mitigation
- Implement learnings from **PRO** Card

Craftsman and Operators

- Complete **PRO** Card
- Stop and ask questions when completing **PRO** Card when issues arise
- Share **PRO** Card learnings with teammates
- Ensure **PRO** Card is returned to Supervisor

QUESTIONS?