

Risk Assessment

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Risk Assessment Agenda

- My Risk Analysis 360 Process/Booklet
 1. Pulp & Paper, 2. Wood Products 3. Electrical 360
 2. Forms and why?
- When a 360 Risk Assessment is required to be completed.
- Auditing process for the 360.
- 360 Risk assessment training (when?).
 1. New hire, refresher training & retraining.
 2. Job/**Task** certification.
 3. When gaps are noted during a 360 audits.
 4. Incident, near miss, injury or first aid, happens and 360 doesn't state hazards
 5. Or 360, **Hazards**/risk identified & controls listed but EE did not follow stated controls.
- What you do with the risk assessment information that is collected on the forms?

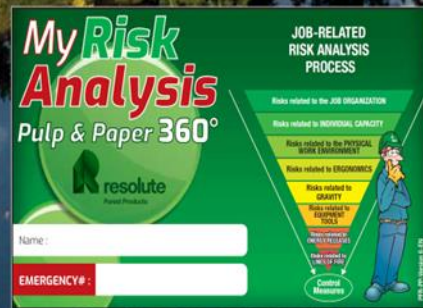
My Safety Mindset, Process and How I See Safety

1. Teach Employees How To Recognize, Control & Mitigate Hazards Before They Happen!
2. Have Passion, Purpose and Energy on the production floor!
3. What does the workforce look like now?
4. Can we work injury free?
5. Simple/effective/comprehensible Safety System in place?
6. Good training is the key to a Safe and Sustainable workforce
7. Accountability builds and fosters response-ability.
- 8. Focus on site BALANCE and Developing a Continuous Improvement Mind-set!**



PRE-JOB RISK ANALYSIS TRAINING

Resolute Forest Products

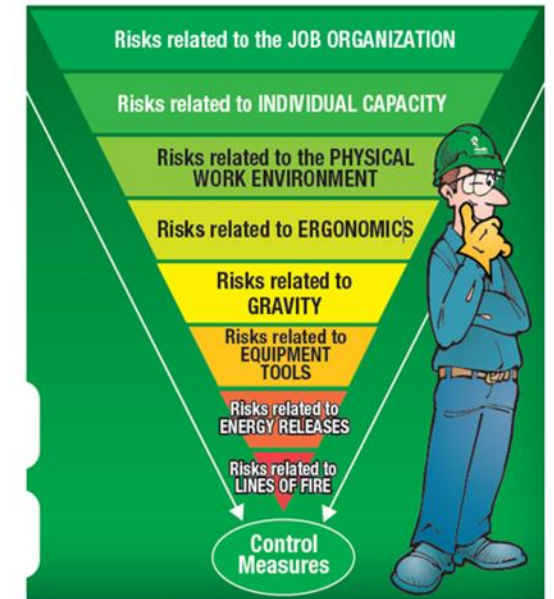


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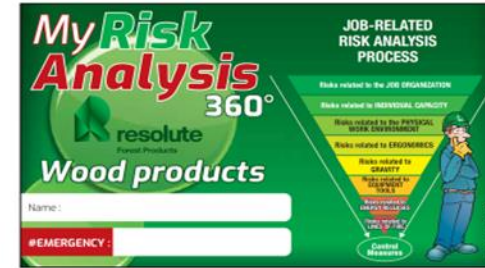
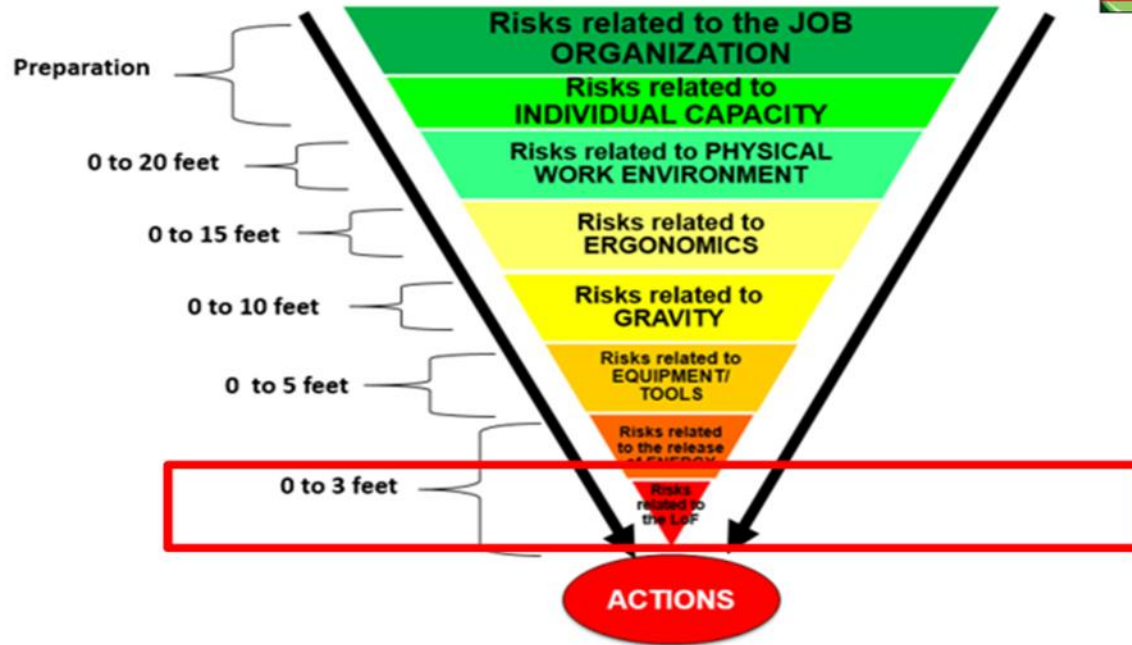
RISK AWARENESS 360° PJRA



**LINE OF FIRE
DON'T BE THE TARGET!**



RISK ANALYSIS PROCESS





Training Objectives

At the end of this training, participants will be able to:

- See how the Pre-Job Risk Analysis (360° PJRA) approach can help us achieve zero injury / person / day / job.
- Understand the booklet and form.
- Recognize the 7 Reflexes / Stop-Job Triggers.
- Recognize the “**lines of fire**” and assess “**risk factors**” in work situations.
- Complete a 360° PJRA in accordance with the process.



Definition of Hazard

Hazard:

A hazard is an **aggressing agent** whose properties are likely to alter the health or physical integrity of a person, and threatens or compromises the existence of a person or thing.

- ❖ Electric power
- ❖ Heavy load suspended to a lifting device
- ❖ Height of a rooftop or any work >4 ft from ground
- ❖ Wood or cement dust
- ❖ Moving mechanical parts
- ❖ Chemicals

What is a 360° PJRA?

It is a 5-step process where one must:

1. Think about the job at-hand and do a **360° Analysis**
2. Identify hazards and complete a **full Risk Analysis**
3. Assess risks and hazards
4. **Apply corrective actions** before starting work
5. Perform the job **safely**

It is a proactive means to:

- Identify hazards and analyze risks each of us must deal with.
- Identify means to protect ourselves before starting to work.

It is a **personal tool** that we use **for ourselves** and for the crew.

It is a **means** to give ourselves time to think before acting.

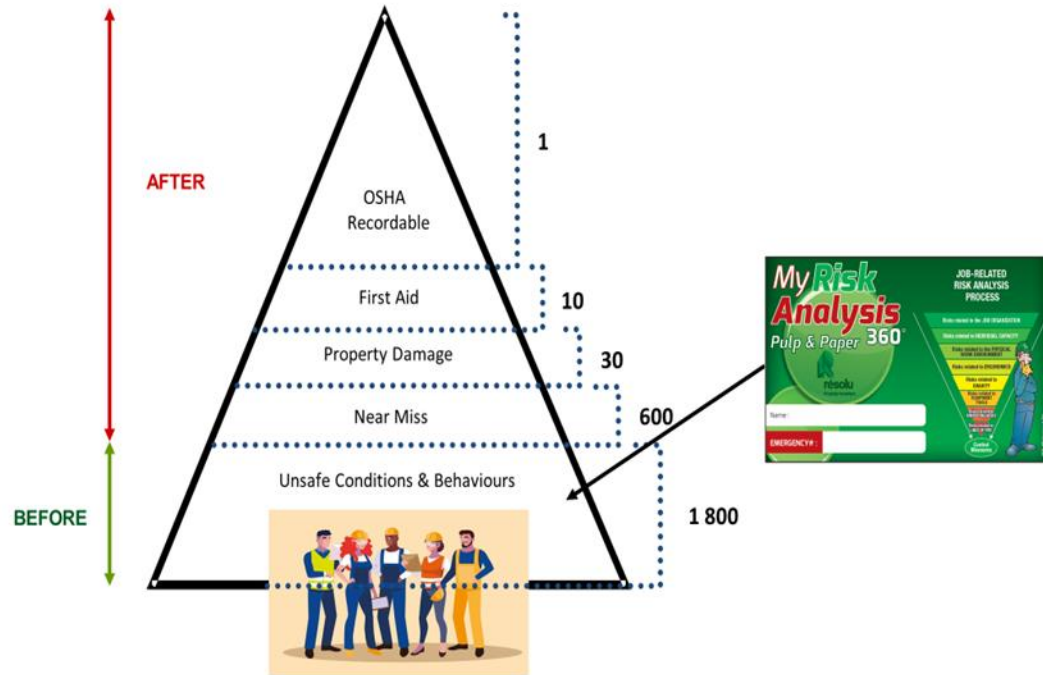


Objectives of the 360° RA

- Purpose of the 360° RA process is to ensure employees **stop, analyze and act** so all jobs are performed safely.
- The 360° RA prevents incidents where it is determined that obvious factors (facts) resulted in such incidents simply because they were not taken into account or because nothing was done to correct the situation.



What Does the 360° RA Address?



When to Complete a 360° PJRA?

- Before performing any job, routine or non-routine.
- Before any Maintenance job.
- When job at-hand is new or unusual.
- When anything changes in the job as it was planned.
- Apply the 7 Reflexes / Stop-Job Triggers
- When we don't feel at our best.
- When we're feeling overwhelmed by events.
- When we just want to, or feel the need for it.



Definitions

Routine Jobs: Tasks at each workstation that are performed several times a day, are an integral part of the operating process, and are covered by a documented **AWM, SOP** or **JSA** (e.g. taking jumbo reels to Winders, threading sheets at the Dryer Section; process inspection tours, clearing simple jams on log conveyors from a catwalk; sorting/removing pieces of wood on chains; operating/accessing mobile/forest equipment; wrapping packages of finished product, walking on felling areas in Woodlands, installing/removing chains on lumber trucks, etc.).

Non-Routine Jobs: Tasks that are only performed occasionally (less than 2-3 times/day); all Maintenance jobs (**except for those performed several times a day in Maintenance Shops ONLY**); any job that exposes a person to a risk of potentially severe injury if not controlled (e.g. clearing a process jam-up requiring lock out, handling parts requiring use of Level 5 CR gloves, jobs involving line breaking/confined space entry; jobs requiring use of Level 1.5 PPE; working at heights, arc flash potential, etc.); OR any job that is not included in a Department's list of routine jobs.

Appropriate Work Method (AWM) / Standard Operating Procedure (SOP) / Job Safety Analysis (JSA) – Controlled documents that define every step of a job, potential exposure to hazard at each step, and control measures for every identified risk.

		360° Questions		Yes	No
Name: _____ Equipment #: _____ Job: _____ Date: _____ Time: _____		8. Could my body end up in a line of fire (splash, loss of balance, tool slipping, contact (struck by/against), sharp object around me)?		<input type="checkbox"/>	<input type="checkbox"/>
		9. Is there any risk of falling while doing this job (slippery floor/ground, clutter, work at heights, absence of guardrails)?		<input type="checkbox"/>	<input type="checkbox"/>
		10. Will I have to move/guide a suspended load using an overhead crane or lifting equipment?		<input type="checkbox"/>	<input type="checkbox"/>
Classification: #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
360° Questions		Yes	No		
1. Am I conscious and competent (personal state and adequately trained) to do this job?		<input type="checkbox"/>	<input type="checkbox"/>	11. Is jobsite clean and uncluttered (no hoses, parts, tools, lumber, pulp or paper, liquid on the ground)?	
2. Is there anything different today (new worker(s), unusual operating conditions, exceptional weather)?		<input type="checkbox"/>	<input type="checkbox"/>	12. Is my job controlled by a documented reference (AWM, procedure, regulation or work permit)?	
3. Do I have the proper tools, equipment and a spill kit close at hand, and are they in good condition?		<input type="checkbox"/>	<input type="checkbox"/>	13. Will I need to use heavy or mobile equipment (inspection and operating condition)?	
4. Do I have all required PPE for the job to be done, and is it in good condition?		<input type="checkbox"/>	<input type="checkbox"/>	14. Does any load to be lifted weigh more than 25 kg /55 lb ?	
5. Does my job require controlling energy sources or equipment containing gas or liquid that could require a Lockout ?		<input type="checkbox"/>	<input type="checkbox"/>	15. Is work done near a watercourse, structure (process/storm sewer), or location (door, non-confined space) that could allow any spilled product to get into the environment (water, air, ground) or effluent treatment?	
6. I confirm that I have visually validated that the equipment/process on which I am about to work is properly lock out and at zero energy (validate equipment # vs. Lockout Sheet).		<input type="checkbox"/>	<input type="checkbox"/>	16. Does my job involve working with equipment, tanks or other vessels containing chemicals (liquid, solid or gas) or petroleum products that could spill out?	
7. Does my job require locking out a nuclear source ?		<input type="checkbox"/>	<input type="checkbox"/>	17. Will any equipment need to be drained , or will my job generate waste ?	

Classification & Monitoring (Operations)

	Class 1	Class 2	Class 3
Job Performer	Trained employee	Employee in training at the workstation	Employee doing a Class 3 job
Job Location	<ul style="list-style-type: none"> On operating floor Regular station In control room 	<ul style="list-style-type: none"> In a hot zone Inside locked out equipment In co-activity 	<ul style="list-style-type: none"> In a confined space
Level of Job Knowledge	Employee regularly performs job (has the skills/qualifications)	Employee occasionally performs job (has all the skills/qualifications)	<ul style="list-style-type: none"> Employee does not have all the skills and qualifications Physical/emotional personal condition
Job Criticality	<ul style="list-style-type: none"> Routing operating job Inspection tour Cleaning/washing Work with air hoses Roll handling Make an order change 	<ul style="list-style-type: none"> Perform a lockout tour Work at heights (≥ 4 ft) Light/medium work at high temperatures Chemical/petroleum product transportation and handling ($\geq 1,000$ L) 	<ul style="list-style-type: none"> Line breaking work Hazmat chemical response Work on energized equipment Jam clearing outside control parameters Work that could result in a major spill Installation of a piece of clothing Use of high pressure ($\geq 3,000$ psi) Heavy work at high temperatures
Job-Related Risk Control Requirements	JSA completed by involved worker alone	Jobsite tour + co-signature by operator or a Department co-worker	<ul style="list-style-type: none"> Jobsite tour + co-signature by Supervisor or employer-designated person, and Signature of job-specific work permit (e.g. confined space, line breaking, etc.)

Classification & Monitoring (Maintenance/Electrical/Contractor)

	Class 1	Class 2	Class 3
Job Performer	<ul style="list-style-type: none"> Trained employee Permanent contractor 	<ul style="list-style-type: none"> Employee in training Regular contractor 	<ul style="list-style-type: none"> Employee doing a Class 3 job Occasional contractor New contractor
Job Location	<ul style="list-style-type: none"> In workshop On operating floor 	<ul style="list-style-type: none"> In a hot zone On locked out equipment In co-activity In warehouses In the presence of gas 	<ul style="list-style-type: none"> In a confined space In a sub-station - High Voltage Maintenance on overhead crane
Level of Job Knowledge	Employee regularly performs job (has the skills/qualifications)	Employee occasionally performs job (has all the skills/qualifications)	<ul style="list-style-type: none"> Employee does not have all the skills and qualifications Physical/emotional personal condition
Job Criticality	<ul style="list-style-type: none"> Regular maintenance Lubrication / oil Inspection Hot Work (in workshop) 	<ul style="list-style-type: none"> Hot Work in the Mill Use of a scissor lift Use of a man basket Heavy parts handling in workshop Use of an angle grinder Work on nuclear source Chemicals/petroleum product transportation and handling ($\geq 1,000$ L) 	<ul style="list-style-type: none"> Line breaking work Use of a crane Assembly/disassembly with a hydraulic jack Work on energized equipment Live electrical diagnosis (30V and +) Heavy machine parts change in the Mill Use of high pressure (3000 psi and +) Installation of a piece of clothing
Jobsite Tour & Cosigners	JT completed by the worker involved only	Jobsite tour + co-signature by operator or a Department co-worker	<ul style="list-style-type: none"> Jobsite tour + co-signature by Supervisor or employer-designated person, and Signature of job-specific work permit (e.g. confined space, line breaking, etc.)

Completed 360 Risk Assessment Front Page

		360° Questions		Yes	No
Name : _____ Equipment # : _____ Job : _____ Date : _____ Time : _____		8. Could my body end up in a line of fire (splash, loss of balance, tool slipping contact (struck by/against), sharp object around me)?		<input type="checkbox"/>	<input checked="" type="radio"/>
		9. Is there any risk of falling while doing this job (slippery floor/ground, clutter, work at heights, absence of guardrails)?		<input type="checkbox"/>	<input checked="" type="radio"/>
Classification : #1 <input type="radio"/> #2 <input type="radio"/> #3 <input type="radio"/>		10. Will I have to move/guide a suspended load using an overhead crane or lifting equipment?		<input type="checkbox"/>	<input checked="" type="radio"/>
360° Questions		Yes	No		
1. Am I conscious and competent (personal state and adequately trained) to do this job?		<input checked="" type="radio"/>	<input type="checkbox"/>	11. Is jobsite clean and uncluttered (no hoses, parts, tools, lumber, pulp or paper, liquid on the ground)?	
2. Is there anything different today (new worker(s), unusual operating conditions, exceptional weather)?		<input type="checkbox"/>	<input checked="" type="radio"/>	12. Is my job controlled by a documented reference (AWM, procedure, regulation or work permit)?	
3. Do I have the proper tools, equipment and a spill kit close at hand, and are they in good condition?		<input checked="" type="radio"/>	<input type="checkbox"/>	13. Will I need to use heavy or mobile equipment (inspection and operating condition)?	
4. Do I have all required PPE for the job to be done, and is it in good condition?		<input checked="" type="radio"/>	<input type="checkbox"/>	14. Does any load to be lifted weigh more than 25 kg /55 lb?	
5. Does my job require controlling energy sources or equipment containing gas or liquid that could require a lockout ?		<input type="checkbox"/>	<input checked="" type="radio"/>	15. Is work done near a watercourse, structure (process/storm sewer), or location (door, non-confined space) that could allow any spilled product to get into the environment (water, air, ground) or effluent treatment?	
6. I confirm that I have visually validated that the equipment/ process on which I am about to work is properly lock out and at zero energy (validate equipment # vs. Lockout Sheet).		<input checked="" type="radio"/>	<input type="checkbox"/>	16. Does my job involve working with equipment, tanks or other vessels containing chemicals (liquid, solid or gas) or petroleum products that could spill out?	
7. Does my job require locking out a nuclear source ?		<input type="checkbox"/>	<input checked="" type="radio"/>	17. Will any equipment need to be drained , or will my job generate waste?	

PERMITS	<input type="checkbox"/> Lockout	<input type="checkbox"/> Line Breaking	<input type="checkbox"/> Warehouse Access	<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Overhead Crane Access						
	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Lifting/Moving Heavy Parts	<input type="checkbox"/> Ladders & Stepladders	<input type="checkbox"/> Other						
1- POTENTIAL LINE OF FIRE	2- LOCATION (ENERGY SOURCE)		3- INJURY RISK SCENARIO (HOW AN ENERGY RELEASE COULD HURT ME)								
1-	2-		3-								
4- Control Measure :											
1-	2-		3-								
4- Control Measure :											
1-	2-		3-								
4- Control Measure :											
OTHER HAZARDS/RISKS		RISK CONTROL MEASURES									
POTENTIAL LINES OF FIRE											
<ul style="list-style-type: none"> • Struck by • Striking against • Pinched in/on/between 		<ul style="list-style-type: none"> • Object falling from above • Falling from upper level • Slipping/tripping 		<ul style="list-style-type: none"> • Use of excessive force • Pulling/pushing on • Dust/particles 		<ul style="list-style-type: none"> • Contact with chemicals • Splashed by • Exposure to gas/smoke 		<ul style="list-style-type: none"> • Contact with sharp object • Contact with electricity • Contact with extreme temp. 			
Signature :		H&S Quality Criteria	1	2	3	4	5	6	Environm. Quality Criteria	1	2
Co-signature :			Total Score							/18	/6

Completed 360 Risk Assessment Second Page

PERMITS		<input checked="" type="checkbox"/> Lockout	<input checked="" type="checkbox"/> Line Breaking	<input type="checkbox"/> Warehouse Access	<input type="checkbox"/> Electrical Safety	<input type="checkbox"/> Overhead Crane Access																														
		<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Lifting/Moving Heavy Parts	<input type="checkbox"/> Ladders & Stepladders	<input type="checkbox"/> Other																														
1- POTENTIAL LINE OF FIRE		2- LOCATION (ENERGY SOURCE)		3- INJURY RISK SCENARIO (HOW AN ENERGY RELEASE COULD HURT ME)																																
1- Splashed by / Burns		2- Residual hot stock		3- When dismantling the inlet / outlet conduits																																
4- Control Measure : Perform Line Breaking Procedure / Wear 1,5 Protective PPE until confirmed « Zero Energy State »																																				
1- Struck by / Pinch fingers		2- On pump / Equip. Frame		3- If the « ratchet Box Key » slips																																
4- Control Measure : Confirm Box Key adherence / Pull instead of pushing / Validate absence /presence of surrounding structures																																				
1- Struck by / Pinch hand		2- Between H Beam and pump		3- When moving pump with hoisting device																																
4- Control Measure : Do not use hands. Use pole or cable to guide suspended load / pump.																																				
OTHER HAZARDS/RISKS		RISK CONTROL MEASURES																																		
Heat Stress		Wear cooling vest / Frequent breaks / ventilation / Drink a lot of water																																		
Strain / Sprain		Do not lift >55lbs / Ask for help / Good posture / Bend knees / Don't over extend																																		
Contact with sharp object		Wear long sleeves / Cover sharp edges with styro-foam protectors																																		
Slip / Trip		Keep hoses rolled up / Keep floor free of debris / Pass hoses & cables overhead																																		
Struck-by / Co-activity		Keep a distance of 3ft between myself and work being performed by surrounding co-workers																																		
POTENTIAL LINES OF FIRE																																				
<ul style="list-style-type: none"> • Struck by • Striking against • Pinched in/on/between 		<ul style="list-style-type: none"> • Object falling from above • Falling from upper level • Slipping/tripping 		<ul style="list-style-type: none"> • Use of excessive force • Pulling/pushing on • Dust/particles 		<ul style="list-style-type: none"> • Contact with chemicals • Splashed by • Exposure to gas/smoke 			<ul style="list-style-type: none"> • Contact with sharp object • Contact with electricity • Contact with extreme temp. 																											
Signature : Affected Employee		H&S Quality Criteria		<table border="1"> <thead> <tr> <th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>Environm. Quality Criteria</th><th>1</th><th>2</th> </tr> </thead> <tbody> <tr> <td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td><td>3</td> </tr> <tr> <td colspan="6">Total Score</td> <td>18/18</td> <td colspan="2">6/6</td> </tr> </tbody> </table>						1	2	3	4	5	6	Environm. Quality Criteria	1	2	3	3	3	3	3	3	3	3	3	Total Score						18/18	6/6	
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3	3	3	3	3	3	3	3	3																												
Total Score						18/18	6/6																													
Co-signature : Supervisor																																				

7 REFLEXES & STOP-JOB CONDITIONS

WOOD PRODUCTS DIVISION

WORKING IN HEIGHTS (≥ 4 FEET)

FEBRUARY 2022

APPLYING THE 7 STOP-JOB CONDITIONS.

When completing your 360 pre-task analysis, you perform a visual inspection of the fall arrest equipment necessary for the job. By validating the equipment tag, you realize that the inspection due date for the equipment has expired.

STOP THE TASK and notify your supervisor to reassess the situation and the means of control to be used.



In order to perform my task, only a 14ft "Little Giant" platform stepladder is available. Although this would be the best tool, as it provides a level 3.2 Risk Control as per RFP Directives I have not been trained on its safe deployment.

STOP THE TASK Notify your supervisor or find help from a co-worker who has already passed the safe use training (control of hand/finger lines of fire during adjustment) specific to this equipment.



You're outside making a repair in a scissor-lift and the wind is starting to pick up.

STOP THE TASK and reassess the risks, weather conditions, etc. before resuming. If unsafe notify your supervisor and ask to postpone the work.



During the pre-use inspection of the Level 3.1 platform stepladder (for work ≤ 4 feet) that you have to use to perform your task, you notice that the guardrail around the platform is broken / missing.

STOP THE TASK, tag-it out of service and find other equivalent or better equipment in good working order and notify your supervisor.



7 PREVENTION REFLEXES



RISK AWARENESS: RISKS RELATED TO INDIVIDUAL CAPABILITY



IF A NON-ROUTINE JAM OCCURS...



STOP AND ASK FOR HELP BEFORE CONTINUING



IF CONDITIONS ARE DIFFERENT FROM WHAT WAS PLANNED IN THE PJRA*-360*...

*Pre-job risk analysis



STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP



IF NEW RISKS ARE DISCOVERED DURING THE TASK...



STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP



IF YOU DON'T HAVE THE RIGHT TOOL FOR THE TASK...



STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP



IF THE TOOL DOESN'T WORK OR YOU HAVE TO USE MANUAL FORCE TO MAKE IT WORK...



STOP AND REVISE YOUR RISKLINE OF FIRE ANALYSIS AND/OR ASK FOR HELP



IF YOU DON'T KNOW HOW TO CARRY OUT THE TASK AT HAND...



STOP AND ASK FOR HELP



IF YOU NEED TO TAKE SHORTCUTS TO GET YOUR TASK DONE ON TIME...



STOP AND ASK FOR HELP

STOP AND REVISE YOUR RISK ANALYSIS AND/OR ASK FOR HELP!

Risk Assessment Training Review

- My Risk Analysis 360 Process/Booklet
 1. Pulp & Paper, 2. Wood Products 3. Electrical 360
 2. Forms and why?
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 5. Or 360, **Hazards**/risk identified & controls listed but EE did not follow stated controls.
- What you do with the risk assessment information that is collected on the forms?

Closing Comment / Quote

Safety is not difficult to implement or sustain, it is just mentally hard to do, meaning having the heart/courage to care for employees, stopping, coaching, correcting issues, changing behaviors, and applying disciplinary actions when needed to **sustain efforts.**



Questions?