

# PRE-JOB SAFETY MEETING SCORECARD

Guidance on using this scorecard and rating a pre-job safety meeting is provided on the reverse side.

|                                                                   | STATEMENT                                                                                             | WEIGHT | TRUE = 1<br>FALSE = 0 | WEIGHTED<br>SCORE |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------|-----------------------|-------------------|
|                                                                   | <i>EXAMPLE</i>                                                                                        | 2      | 0                     | 2*0=0             |
| 1                                                                 | Everyone performing the job was present at the meeting.                                               | 4      |                       |                   |
| 2                                                                 | The discussion was held as close to the work as reasonably possible.                                  | 4      |                       |                   |
| 3                                                                 | Work steps required to complete the job were identified and discussed.                                | 4      |                       |                   |
| 4                                                                 | Necessary tools and equipment were identified and discussed.                                          | 3      |                       |                   |
| 5                                                                 | Hazards associated with the job were identified and discussed.                                        | 5      |                       |                   |
| 6                                                                 | Hazards posed by the environment or surrounding work were identified and discussed.                   | 4      |                       |                   |
| 7                                                                 | Controls for each hazard were identified and discussed.                                               | 5      |                       |                   |
| 8                                                                 | All life-threatening hazards and their controls were emphasized.                                      | 5      |                       |                   |
| 9                                                                 | Hazards and necessary controls were documented.                                                       | 3      |                       |                   |
| 10                                                                | All required permits were obtained and reviewed.                                                      | 3      |                       |                   |
| 11                                                                | Potential changes were identified and discussed and a plan to address change was created.             | 4      |                       |                   |
| 12                                                                | The importance of stopping work to address an unexpected change, disruption, or hazard was discussed. | 4      |                       |                   |
| 13                                                                | Emergency response plans were reviewed, including individual roles and responsibilities.              | 3      |                       |                   |
| 14                                                                | Crew actively demonstrated their understanding of their work steps, hazards, and controls.            | 3      |                       |                   |
| 15                                                                | All crew members participated in the discussion by identifying hazards and controls.                  | 3      |                       |                   |
| TOTAL WEIGHTED SCORE (sum weighted scores for items 1 through 15) |                                                                                                       |        |                       |                   |

**Maximum Score = 57**

# PRE-JOB SAFETY MEETING SCORECARD

This page provides example characteristics of a high-quality pre-job safety meeting. This is not a comprehensive list and the observer should use their best judgement when scoring.

|    |                                                                                                       |                                                                                                                                                                                                                                                                                                |
|----|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Everyone performing the job was present at the meeting.                                               | <input type="checkbox"/> Everyone performing the planned task was present for the entire pre-job meeting.<br><input type="checkbox"/> If working alone, plans were discussed with a manager, mentor, or co-worker.                                                                             |
| 2  | The discussion was held as close to the work as reasonably possible.                                  | <input type="checkbox"/> Meeting was held at or near where the work will be performed.<br><input type="checkbox"/> Workspace was reviewed by the crew before starting the meeting.                                                                                                             |
| 3  | Work steps required to complete the job were identified and discussed.                                | <input type="checkbox"/> Crew identified and discussed the major work steps.<br><input type="checkbox"/> Facilitator confirmed the major work steps and plans to address changes and provided corrections if necessary.                                                                        |
| 4  | Necessary tools and equipment were identified and discussed.                                          | <input type="checkbox"/> Crew identified and discussed tools and equipment needed to safely complete the work.<br><input type="checkbox"/> Facilitator confirmed that the crew had all necessary tools and equipment.                                                                          |
| 5  | Hazards associated with the job were identified and discussed.                                        | <input type="checkbox"/> Crew identified and discussed hazards associated with their tasks.                                                                                                                                                                                                    |
| 6  | Hazards posed by the environment or surrounding work were identified and discussed.                   | <input type="checkbox"/> Crew identified and discussed the hazards created by other crews.<br><input type="checkbox"/> Crew discussed how hazards they create may impact other crews.<br><input type="checkbox"/> Crew identified and discussed hazards posed by the environment.              |
| 7  | Controls for each hazard were identified and discussed.                                               | <input type="checkbox"/> Crew identified and discussed controls or management strategies associated with each identified hazard.                                                                                                                                                               |
| 8  | All life-threatening hazards and their controls were emphasized.                                      | <input type="checkbox"/> Crew emphasized <u>all</u> hazards with the potential to cause serious injury or fatality.<br><input type="checkbox"/> Crew emphasized <u>all</u> controls for all hazards with potential to cause serious injury or fatality.                                        |
| 9  | Hazards and necessary controls were documented.                                                       | <input type="checkbox"/> Crew completed required pre-job documentation.<br><input type="checkbox"/> Facilitator confirmed that pre-job documentation is readily accessible.                                                                                                                    |
| 10 | All required permits were obtained and reviewed.                                                      | <input type="checkbox"/> Facilitator confirmed that all required work permits were obtained and readily accessible.                                                                                                                                                                            |
| 11 | Potential changes were identified and discussed and a plan to address change was created.             | <input type="checkbox"/> Crew identified and discussed possible changes to the work and work environment.<br><input type="checkbox"/> Crew discussed the impacts of those changes on the safety.                                                                                               |
| 12 | The importance of stopping work to address an unexpected change, disruption, or hazard was discussed. | <input type="checkbox"/> Crew identified and discussed potential work conditions to use Stop Work Authority.<br><input type="checkbox"/> Crew discussed the protocol for using Stop Work Authority.                                                                                            |
| 13 | Emergency response plans were reviewed, including individual roles and responsibilities.              | <input type="checkbox"/> Crew identified potential emergencies.<br><input type="checkbox"/> Crew discussed the protocol to address emergencies.<br><input type="checkbox"/> Crew discussed individual roles and responsibilities during an emergency.                                          |
| 14 | Crew actively demonstrated their understanding of their work steps, hazards, and controls.            | <input type="checkbox"/> Crew verbally acknowledged the hazards and controls.<br><input type="checkbox"/> Crew demonstrated that they understand the safety expectations.<br><input type="checkbox"/> Facilitator confirmed that the crew members understand their roles and responsibilities. |
| 15 | All crew members participated in the discussion by identifying hazards and controls.                  | <input type="checkbox"/> Crew was active in the conversation by identifying hazards and controls, voicing comments or concerns, and providing specific details.                                                                                                                                |