



SAF-DOC-013

Pre-Work Job-Site Hazard Assessment

Issued by: SAFETY DEPARTMENT

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Rev: B

- 1.0 **PURPOSE:** The purpose of the *assessment* is to find hazards that may cause injury to personnel or damage to equipment and to correct or mitigate these hazards prior to beginning the job.
- 2.0 **SCOPE:** Applies to all employees, contractors and sub-contractors on all MHI jobs.
- 3.0 *It is the responsibility of upper management, department superintendants, and all supervisors to ensure all employees are working in a safe manner by ensuring the employee receives proper training and are wearing the proper PPE while performing their duties. All departments whose employees are exposed or may be exposed to hazards are to ensure their employees are familiar with MHI's Pre-Work Job-Site Hazard Assessment and are aware of the requirements within.*
- 3.1 **Responsible persons:** All MHI supervisors / lead-men, contractors and sub-contractors are responsible for reviewing the latest revision of this *document* prior to the start of any job, adhering to its requirements and following the direction of MHI's Project Manager.
- 4.0 **INSTRUCTIONS:**
 - 4.1 **Authorization:** Depending on the situation, the supervisor / lead-man must determine if the job-site and all affected spaces meets the requirements for safe entry such as:
 - 4.1.1 Confined space requiring a Certified Marine Chemist (CMC) certificate and / or a Shipyard Competent Person (SCP) log of inspections and tests prior to entry or certain operations.
 - 4.1.2 Ensure that all WAF procedures are being adhered to and that the MHI WAF coordinator is aware that a job is about to be started.
 - 4.1.3 If Hot Work is involved, there should *be* a valid hot work ticket and a *company CP ticket* posted at the job-site.
 - 4.1.4 If preservative coatings or lagging is to be disturbed or removed, the supervisor / lead-man is responsible to ensure that samples are taken and the results are reviewed by the MHI Safety *Department or company representative* prior to starting the job.
 - 4.2 **Inspection.** Each job-site and process in the workplace should be looked at in detail. The actual physical job-site shall be inspected for unusual or unexpected



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hazards / conditions. Items / conditions to look for include but are not limited to:

- 4.2.1 Inspect the actual job-site for unexpected complications such as piping or cable ways routed through or in close proximity to the work being performed. Check the markings of piping and cables to determine if additional guidance from the project manager or persons mentioned in 4.1 above is required.
- 4.2.2 Hazardous Materials; Are any hazardous materials involved and do workers know the proper precautions for protecting themselves?
- 4.2.3 Is nearby equipment, piping or cables adequately guarded to prevent damage or contamination as applicable?
- 4.2.4 Check environmental conditions such as hot or cold temperatures, or inadequate lighting or ventilation.
- 4.2.5 Are floors clean and dry and the workplace neat and clean to prevent falls?
- 4.2.6 Are there factors that could cause ergonomic injuries, like heavy lifting, excessive reaching or twisting, or awkward postures?
- 4.2.7 Ensure that noise levels in the area are controlled and that personnel have adequate hearing protection available.
- 4.2.8 Check for pre-existing conditions such as burned paint or lagging, damage to decks or damaged equipment and submit all results to the project manager.

4.3 Hot Work. In addition to the items addressed above, there are more specific items that have to be checked prior to the commencement of hot work.

- 4.3.1 Ensure that the MHI *or company* Hot Work *ticket* is posted at the job-site and that ALL hot work operators sign the applicable items and are familiar with its requirements.
- 4.3.2 Ensure that a CMC or SCP certificate with MHI noted on it or the applicable hot work sub-contractor's company name noted on it is posted and *up to date*.

NOTE: Each company is required to have their own Marine Chemist or SCP Certification; Only MHI personnel can work "under" a CMC or SCP certificate



written for MHI.

- 4.3.3 Ensure that ship's force *has approved the hot work* (as noted on the ticket).
 - 4.3.4 Check for adequate removal of paint and insulation (see 4.1.4 above) in all spaces affected by hot work.
 - 4.3.5 Ensure that an adequate number of fire watches are available, positioned in all affected spaces, qualified and are properly equipped in accordance with applicable references.
 - 4.3.6 Remove all flammables and combustibles within 35 feet of hot work operations or if this is impractical** shield these items that cannot be removed. ** This means that every effort must be expended to remove these materials prior to the use of sheet metal, fire cloth, etc.
- 4.4 **Set-up.** These are some items to inspect while pre-staging equipment and routing cables and hoses to the job-site.
- 4.4.1 Be aware of fire boundary locations. Ensure that all air hoses, water hoses, welding leads and power cables have quick disconnects within ten feet of any fire boundary through which they are routed. The quick disconnects shall be marked with international orange tape or paint.
 - 4.4.2 **Always** use chafing material such as rubber mat pieces to protect hoses, leads and cables that are routed through any hatches, scuttles, over jagged edges or anywhere else that could cause damage to them from either being pinched or from friction.
 - 4.4.3 **Never** route burning lines, argon or other gas lines through fire boundaries without prior authorization.
 - 4.4.4 When routing any type of hoses, cables, leads or ventilation ducts, always do so in a manor that will not cause personnel hazards. Never obstruct ladders, doors, passageways or escape trunks.
 - 4.4.5 Inspect all equipment for frayed or cracked power cords and ensure that the equipment is properly grounded and in good working condition.
 - 4.4.6 Ensure that drop tests of all gas hoses are conducted in accordance with applicable references.



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4.5 Training. Ensure that all personnel are trained for the operations that they will be performing.

4.5.1 Lead-men / supervisors shall ensure that mechanics working for them and all fire watches are trained and certified prior to beginning any job that requires certifications. Fire watches are always required to be certified.

5.0 REFERENCES AND ASSOCIATED DOCUMENTS

- (1) NAVSEA Standard Items.
- (2) OSHA 29 CFR 1915.

6.0 ATTACHMENTS: None.