

Duty/Task:									
I-4 Remove safety hazards									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Obtain a safety audit template	1 Obtained a safety audit template from a reliable source and reviewed it for applicability to your operation	1 Computer, internet access	1 Computer skills, internet search skills	1 N/A	1 Persistent, research oriented, curious	1 Where do I search for safety audit templates? Does one or more of them look like they would apply to my operation?	1 Google search results	1 Won't be able to develop a safety audit to identify and remove safety hazards	
2 Conduct a safety audit or have an outside resource conduct it	2 Conducted a thorough safety audit or hired someone to perform it for you	2 Safety audit template	2 Knowledge of safety issues in the workplace, analytical skills	2 N/A	2 Objective, thorough, observant, safety oriented	2 Should I conduct the audit myself, or hire someone to do it? Is the cost affordable if I hire someone?	2 Available time, cost to hire it done	2 Won't be able to identify and remove safety hazards	
3 List safety hazards identified by the safety audit	3 Listed all identified safety hazards from the safety audit	3 Safety audit, computer	3 Knowledge of safety issues in the workplace, analytical skills, computer skills	3 N/A	3 Accurate, thorough	3 What safety hazards were identified in the safety audit?	3 Safety audit results	3 Won't be able to remove safety hazards; someone may get injured or killed	
4 Address or remove each safety hazard identified by the audit	4 Reviewed safety hazards identified by the audit, prioritized them in terms of urgency, and took appropriate action to mitigate the hazard	4 Safety audit, resources needed to address the safety issues	4 Knowledge of safety hazard mitigation methods, prioritizing skills	4 N/A	4 Responsible, responsive, safety oriented	4 What can I do to address each safety issue identified from the safety audit? What are the top priorities? Do I have the resources to address all of the issues?	4 Assessment of identified issues, available resources	4 Won't mitigate identified safety hazards which could increase liability or result in injuries or death	
5 Conduct periodic safety training meetings with staff to raise awareness of safety issues	5 Conducted periodic safety training with staff to raise awareness of safety issues	5 Meeting agenda	5 Meeting facilitation skills, leadership skills, group process skills	5 N/A	5 Leader, team player, receptive	5 When should I conduct safety meetings with staff? How often should I do them? How will I know if awareness of safety issues has increased?	5 Staff schedules, staff participation, observed awareness with staff	5 Won't keep safety in the forefront of employees' minds, won't reduce or remove hazards	
Analyst: John Moser			Specific Relevant References:						
			1 <a href="http://oeh.cals.cornell.edu/safetychecklists.html">oeh.cals.cornell.edu/safetychecklists.html</a>						