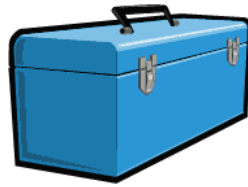


KCRAF SAFETY ANALYSIS

Knowledge	<p>The first step to controlling any hazard exposure is hazard recognition and identification. Without adequate knowledge and resources to identify workplace hazards you will face higher potential for severity and fatal & life-changing event(s). Knowledge resource(s) can be a person, a group of people, a team, a book, a process, an outside resource, consultant, etc. How do you gain and maintain knowledge and keep it stimulated and up to date with new technology and changing standards? Do you understand and identify the risks you face, and do you have policies and procedures in place to address those risks?</p>
Competence	<p>Do your employees have the knowledge and analytical skills to understand the potential risks based on effective training that makes them competent to work safely, as opposed to having been shown videos or handouts with little or no feedback on safety expectations and competency?</p> <p>There are 4 stages in the competence analysis cycle. Which stage are you in? These stages are:</p> <ol style="list-style-type: none"> 1. Company is unaware they are doing things wrong. You 'don't know what you don't know'. 2. Company has become aware they are doing things wrong, knows that they need to make changes, but isn't quite sure how to go about making those changes. 3. Company is implementing changes to improve outcomes, but it is taking conscious thought and effort to maintain changes. 4. Company has become skilled at safety analysis and review of training and processes, and it has become an unconscious practice or habit to continuously analyze their competency.
Resources	<p>Do you provide the leadership, planning, budget, physical environment and tools and time resources needed for ensure safe work processes? Safety takes time and investment in training, accountability, budget, people's actions and performance, management commitment, continuous improvement strategy, physical equipment and safety devices, safety processes, Job Safety Analyses, Standard Operating Procedures, etc. Management must value the effort to identify and maintain the accountability and effectiveness of these items. Is management fully engaged and supportive of safety and accident prevention?</p>
Audit	<p>Do you verify and check that employees are following established policy and procedure adequately to determine gaps in knowledge and competency? You need to continually audit / evaluate your safety program and make necessary changes.</p> <p>Plan, Do, Check, Act cycle (PDCA cycle). The 'Audit' part is the Checking stage of this cycle.</p> <ul style="list-style-type: none"> • Plan – plan to do a task or project (safety or otherwise) which includes identifying hazards and evaluating the controls and processes required to reduce risk during the task. • Do – complete the task or project. • Check/Audit - evaluate your work and audit the process for error potential • Act - correct any deficiencies found during the auditing / checking phase. You MUST act after your audit / check. The best in the business will use what they have learned during the audit phase to design change into their planning stage in the future, which prevents recurrence of the issues found, and reduces the potential of severity and fatal & life-changing events. You should schedule periodic recurring audits to affirm the process is working as per plan or defined written processes.
Feedback	<p>Feedback can be gathered in a variety of ways. Feedback may be obtained by doing formal job / task observations and evaluations, use of feedback from mentoring programs which document coaching activities and accountability, or an audit tracking program that helps target future error precursors at the business or historic problems or trends. The feedback cycle seeks to monitor continuous improvement mechanisms that are in place. Do you have a root cause accident analysis program to recognize severity or Fatal and Life-Changing accident potential, that you use when you observe non-compliance or have incidents? Do you have an effective employee accountability program in place which appropriately measures and rewards activities/outcomes?</p>



KCRAF SAFETY ANALYSIS

Date: _____

Person(s) Completing the Analysis: _____

Job to be Analyzed: _____

Break down each step of the job to determine if your employees are prepared to complete each task safely. Refer to the KCRAF document on the previous page and review each of the KCRAF elements as they relate to each step of the job listed below. Place a check mark in KCRAF boxes that you feel you are competent in, and the areas where improvement is needed should be left blank. This will help you identify if you're prepared to complete the job in a safe manner, and if not, where improvement is necessary. You should not proceed with the job unless all KCRAF elements are met. In some cases you may be missing too many KCRAF elements and should consider "transferring the risk" (subcontracting the work to a professional in that specific field of work).

Job Broken into Steps or Individual Tasks.	Hazards Involved With Each Task	K	C	R	A	F	Improvement Needed (if so what?) or Ready to Perform the Job Safely?
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							