



A field-level hazard assessment (FLHA) is a short, written check of today's work, completed by the crew **at the work location, before work starts**. It never repeats the JHA. It records what's different today, and it's good for **one shift or one day at most**. Use this checklist with the Calgary Safety Consultants FLHA Template.

Before you start

- ☐ Today's JHAs and safe work procedures have been reviewed, and their numbers are recorded on the FLHA instead of being copied onto it.
- ☐ The permits, emergency plan and rescue plan for today's work are confirmed.
- ☐ If a task has no JHA or written procedure, the supervisor has been told before work starts.

At the work area: template sections 1 to 3

- ☐ **Section 1.** Date, time, shift, location, task, weather, crew and supervisor are filled in.
- ☐ The crew has walked the whole work area, including access and egress, overhead and underground, traffic and mobile equipment, other work nearby and the public.
- ☐ **Section 2.** The checklist is worked through, and each task is checked against the 12 CSC Energy Sources: gravity, motion, mechanical, electrical, pressure, temperature, radiation, sound, chemical, biological, ergonomic and psychosocial.
- ☐ Competence, communication, other work nearby, weather and lighting, and emergency and rescue arrangements have been checked.
- ☐ **Section 3.** Critical controls are confirmed in place, not just listed. If a control isn't available or the risk stays unacceptable, the work stops and is escalated.

Section 4: today's tasks

- ☐ Today's tasks are listed in order, each starting with an action.
- ☐ Each hazard is a specific statement of what could go wrong, such as "forklifts crossing the dock door opening," not just "traffic."
- ☐ **Initial risk is rated before choosing controls** (Likelihood x Severity = Risk).
- ☐ Controls are chosen down the hierarchy. High-energy hazards are flagged, and each has a direct control, such as a barrier, lockout, guarding or fall protection.
- ☐ Residual risk is re-rated with the controls in place, nothing is left high or extreme, and every control has a person responsible.

TEMPLATE RISK BANDS (USE YOUR APPROVED METHOD IF YOU HAVE ONE)

LOW 1 to 4 Maintain controls and monitor.	MODERATE 5 to 9 Improve controls where practicable; supervisor review.	HIGH 10 to 16 Additional controls required before work begins.	EXTREME 17 to 25 Do not proceed until the risk is reduced.
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Why the FLHA doesn't repeat the JHA. The JHA covers the job and its standard controls. The FLHA covers today: this location, weather, crew and equipment, and the work going on around you. Reference the JHA by number and confirm its controls are in place.



Review and sign: section 6

- ☐ The FLHA is reviewed with everyone who'll work under it, and their questions are answered.
- ☐ Every worker signs, with their time in.
- ☐ **Anyone new to the work area**, such as a late arrival, relief worker, another trade, inspector or visitor, reviews the FLHA and signs before entering or starting work.
- ☐ The FLHA is kept at the work area, where the crew and anyone joining can see it.

Keep it current: section 5

- ☐ It's reassessed when the task, location, weather, lighting, equipment, crew, nearby work, people in the area, materials, energy state or a control changes, and after an incident, near miss or interruption.
- ☐ **Stop, reassess, control, resume.** The work stops and is made safe before the FLHA is updated, and resumes only when new controls are in place.
- ☐ Changes are recorded and reviewed with the crew.
- ☐ Hazards the JHA didn't foresee are reported to the supervisor for the next JHA review.
- ☐ **One shift, one day.** A new FLHA is started every shift or day, even for the same task, crew and location.

Close it out

- ☐ The work area is left safe, and hazards found, near misses and corrective actions are noted, each with an owner.
- ☐ The supervisor verification is signed, the close-out box is marked and the FLHA is filed under your records rule.

Quality check

- ☐ **Specific:** built by the crew at the work area, and it doesn't repeat the JHA.
- ☐ **Complete:** all 12 energy sources were considered, with no blanks.
- ☐ **Controlled:** every high-energy hazard has a direct control in place.
- ☐ **Current:** updated when conditions changed, and used for one shift or one day only.

HIERARCHY OF CONTROLS: MOST EFFECTIVE TO LEAST EFFECTIVE

1. Elimination

Remove the hazard.

2. Substitution

Use a less hazardous option.

3. Engineering

Isolate people by design or equipment.

4. Administrative

Procedures, training, scheduling.

5. PPE

Reduce exposure with PPE.

Need help with your FLHA program? Calgary Safety Consultants helps employers set up FLHA forms and procedures, train supervisors and crews, and prepare for audits. Read the full guide at calgarysafetyconsultants.ca/safety-guides/hazard-management/field-level-hazard-assessment/ or call 1-888-231-0358.