

Entering a Field Level Hazard Assessment

Overview

Entering a Field Level Hazard Assessment (FLHA) is a safety event that should be completed at the start of a new task or when there is a change in the original plan, expectations or parameters of a task. The FLHA should be completed as a team and all workers involved on site should participate.

Step 1

Log in to www.inunison.io and click “Add Event”

The dashboard shows a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison Corporation'. A large blue 'Add Event' button is visible. Below the greeting is a summary of safety metrics:

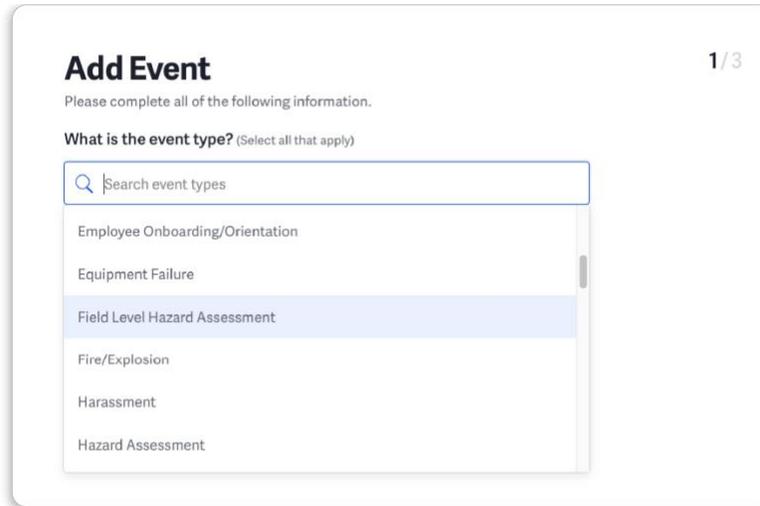
TOTAL RECORDABLE INCIDENT FREQUENCY	0	—	0	—	0
TOTAL ASSET DAMAGE EVENTS	0 MTD	0 YTD	TOTAL INJURY & ILLNESS EVENTS	0 MTD	0 YTD
			TOTAL NON-COMPLIANCE EVENTS	0 MTD	0 YTD
			TOTAL SPILL/RELEASE EVENTS	0 MTD	0 YTD

The 'Event Reports' page includes a '+ Add Event' button and a table of events. The table has columns for STATUS, EVENT ID, EVENT TYPE, DESCRIPTION, REGION, REPORTED BY, SEVERITY, and DATE. One event is listed:

STATUS	EVENT ID	EVENT TYPE	DESCRIPTION	REGION	REPORTED BY	SEVERITY	DATE
● CLOSED	2	COVID-19 Pre-Screening Self Assessment		Alberta	Maria Standard	—	May 20 2020

Step 2

Under the “**What is the event type?**” dropdown menu, click *Field Level Hazard Assessment*.



Add Event 1/3

Please complete all of the following information.

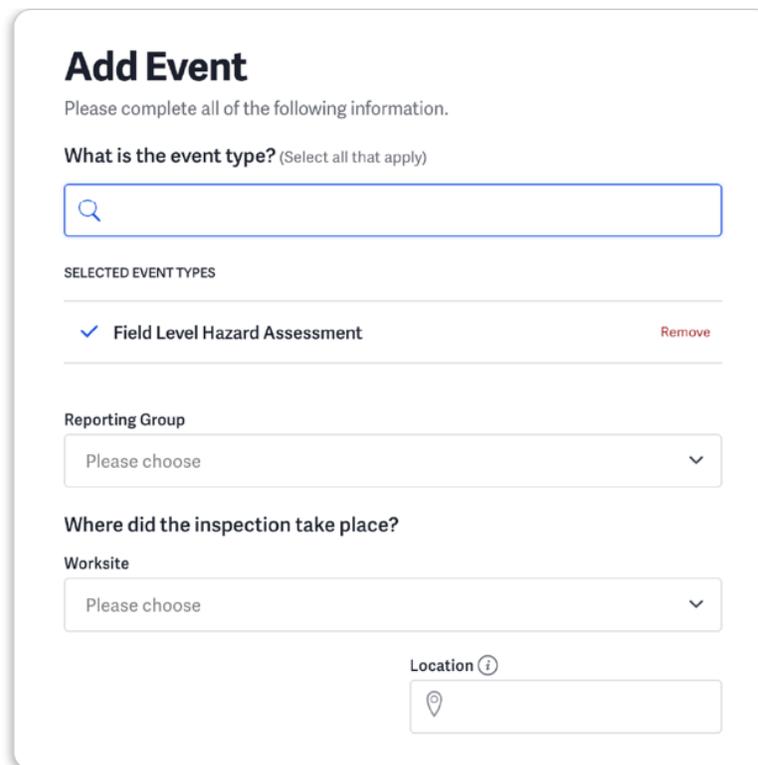
What is the event type? (Select all that apply)

Search event types

- Employee Onboarding/Orientation
- Equipment Failure
- Field Level Hazard Assessment**
- Fire/Explosion
- Harassment
- Hazard Assessment

Step 3

Select the *Reporting Group* (if applicable) from the drop down menu and under “**Where did the inspection take place?**” select the *Region, Location and Worksite* applicable.



Add Event

Please complete all of the following information.

What is the event type? (Select all that apply)

SEARCH

SELECTED EVENT TYPES

- ✓ **Field Level Hazard Assessment** Remove

Reporting Group

Please choose

Where did the inspection take place?

Worksite

Please choose

Location ⓘ

📍

Step 4

Enter a description of the task and name the workers involved in the fields provided.

Task(s) to be completed

Describe the task to be completed and who was involved

Describe the task(s) to be completed

List other workers who were involved in this field level hazard assessment

Step 5

Answer the following task related Yes/No questions. Should you answer NO to any of the questions, STOP and talk to your Supervisor.

Stop and think through the task

If a NO is answered to any of the questions below, STOP and talk to your Supervisor.

Do I have authority to do this task?

Yes No

Am I clear on what the task is?

Yes No

Do I understand and have access to safe work procedures relating to this task?

Yes No

Do I have the training, competence and required license/certificates to complete the task?

Yes No

Do I have the correct equipment/tools for the task and is it in good working order?

Yes No

Do I have the correct personal protective equipment?

Yes No

Step 6

Continue by answering the following hazard related Yes/No questions. Should you answer YES to any of these questions, STOP and ensure adequate controls are in place prior to starting work.

Look for the hazards

If any hazards are identified, answer YES. Stop and ensure adequate controls are in place prior to starting your work.

Mechanical hazards
(e.g. caught in moving parts, struck by mobile equipment or stuck by projected object)

Yes No

Gravity hazards
(e.g. slips, trips and falls and struck by dropped/falling objects)

Yes No

Manual handling hazards
(e.g. lifting, awkward positions, over extension, over exertion etc.)

Yes No

Pressure hazards
(e.g. contact with high pressure fluid, gas or air)

Yes No

Noise hazards
(e.g. exposure to high noise above safe working limits)

Yes No

Chemical hazards
(e.g. inhaling, swallowing or touching acids, solvents or other hazardous chemicals)

Yes No

Step 7

Identify the controls needed to reduce the identified hazards in the prior section by clicking on the blank field and entering the appropriate controls.

Controls

Identify controls to reduce the identified hazards.

List the controls to be implemented for ALL hazards identified
(e.g. engineering, administrative and PPE controls)

Step 8

Select the Risk Level that applies. For reference on how to assess the risk level, see the following section in the Safety Program under Hazard Assessment 5.0 Hazard Risk Rating

Assess the hazards

Assess the risk of the hazards identified with control measures in place. If the risk level is still high or critical, STOP and talk to your supervisor.

What is the level of risk?

Low Medium High Critical

Click **Save & Continue** once all fields have been completed.

Step 9

Upload any supporting documents or images that support the Field Level Hazard Assessment by simply clicking within the field where it says “Drop file here or browse your computer” or click the button that says “Add Files” or simply drag and drop the attachment as directed. If you have no supporting documents or images at this time, select “Do this later” to continue.

Upload Attachments

2 / 3

Include any images or documents associated with the event. Maximum file size allowed is 50mb.

File Names

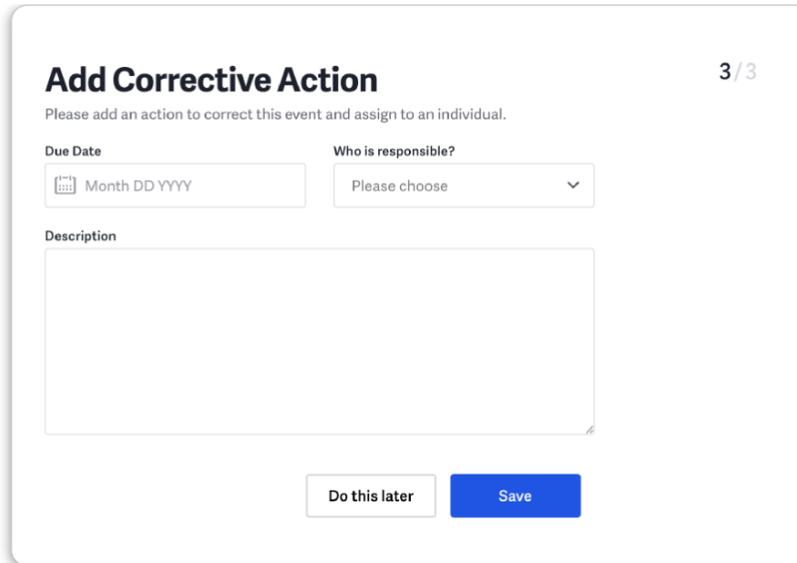


Drop file here or
browse your computer

Once finished click **“Save & Continue”**.

Step 10

If you have identified a hazard, you will be taken to a third page that prompts you to Add Corrective Action in order to specify additional action that is required due to the hazards outside of implementing the controls identified. Enter a date and select a responsible person from the drop down menu and add a description of the corrective action in the corresponding field. If no corrective action is required, select “Do this later” to skip.

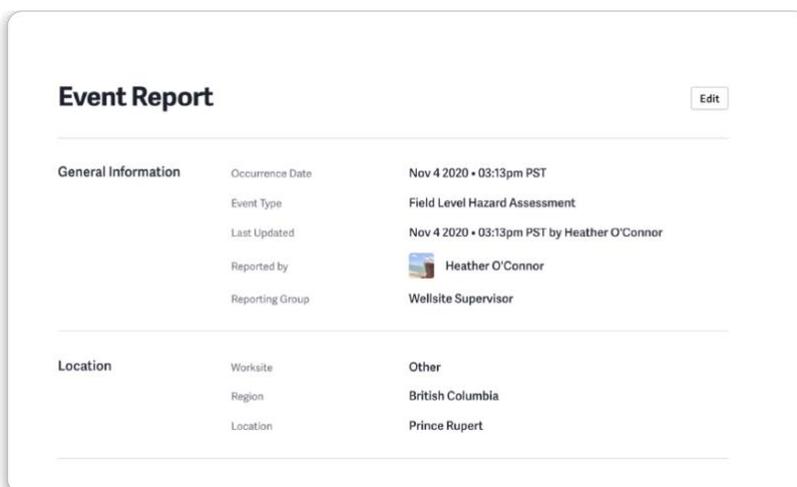


The screenshot shows a form titled "Add Corrective Action" with a progress indicator "3/3" in the top right corner. Below the title is a sub-header: "Please add an action to correct this event and assign to an individual." The form contains three main sections: "Due Date" with a calendar icon and a text input field containing "Month DD YYYY"; "Who is responsible?" with a dropdown menu showing "Please choose" and a downward arrow; and "Description" with a large, empty text area. At the bottom of the form are two buttons: "Do this later" (white with a grey border) and "Save" (solid blue).

Click “**Save**” to continue and submit the event.

Step 11

You will be brought to the Event Report screen which summarizes the Event and the data you have entered. This screen lets you know that the assessment has been successfully completed.



The screenshot shows the "Event Report" screen with an "Edit" button in the top right corner. The report is organized into two main sections: "General Information" and "Location".

General Information	
Occurrence Date	Nov 4 2020 • 03:13pm PST
Event Type	Field Level Hazard Assessment
Last Updated	Nov 4 2020 • 03:13pm PST by Heather O'Connor
Reported by	 Heather O'Connor
Reporting Group	Wellsite Supervisor

Location	
Worksite	Other
Region	British Columbia
Location	Prince Rupert

If you have any questions, comments, concerns or suggestions, please contact us. We are here to help!