FIELD LEVEL HAZARD ASSESSMENT (FLHA)

Business name

Document: FLHA-001 Rev 1
Assessed: 2026-11-09 17:46
Valid for this shift / task only
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Install a skylight	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Roofing

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Set up roof access and edge protection, and protect the room below from falling debris	Falling from a roof edge Falling from a ladder Falling tools and materials Rules: Provincial OHS regulation, fall protection	**Critical Likely / Fatality**	1.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Elimination] 1.2 Install edge protection or guardrails on all open roof edges before work starts. [Engineering (guarding)] 1.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 1.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 1.5 Use one safe, controlled access point and keep others off the roof. [Administrative] 1.6 Use a platform ladder, mobile scaffold or aerial work platform for longer jobs instead of a straight ladder. [Substitution] 1.7 Use CSA Grade 1, 1A or 1AA ladders in good condition. Remove any damaged ladder from site. [Engineering] 1.8 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 1.9 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 1.10 Keep three points of contact and your belt buckle between the side rails. Do not overreach. [Administrative] 1.11 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Engineering (guarding)] 1.12 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 1.13 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 1.14 Tether hand tools when working at height. [Engineering] 1.15 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor
2	Mark out the opening,	Electric shock from live wiring	**Critical**	2.1 Isolate the power before any work. Do not work live.	**Medium**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	checking for cables, pipes and roof framing in the ceiling space	Heat stress Rules: Provincial OHS regulation, electrical safety, and CSA Z462	**Possible / Fatality**	[Elimination] 2.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Engineering (guarding)] 2.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 2.4 Only licensed electricians do electrical work, to the Canadian Electrical Code and provincial rules. [Administrative] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 2.6 If energized work cannot be avoided, use a permit, a safety observer and insulated tools, following CSA Z462. [Administrative] 2.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 2.8 Schedule heavy work for the cooler part of the day. [Elimination] 2.9 Provide shade over work and rest areas, and fans or cooling in attics. [Engineering] 2.10 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 2.11 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 2.12 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 2.13 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Administrative] 2.14 Have a hot weather plan, including when work stops. [Administrative] 2.15 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE]	**Unlikely / Serious injury**	
3	Cut the roof and ceiling opening, then cover or guard the hole straight away	Falling through a floor opening or void Saw cuts and kickback General dust Rules: Provincial OHS regulation, fall protection	**Critical Possible / Fatality**	3.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Engineering (guarding)] 3.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Engineering (guarding)] 3.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 3.6 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 3.7 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 3.8 Use a sharp, undamaged blade made for the material.	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 3.9 Stand to one side of the blade line, out of the kickback path. [Administrative] 3.10 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 3.11 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitution] 3.12 Seal off the work area with plastic sheeting in occupied buildings. [Engineering (guarding)] 3.13 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.14 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.15 Never dry sweep or blow dust off with compressed air. [Administrative]		
4	Fit the skylight frame and flashing, carrying the glass unit with two people	Lifting and carrying heavy loads Glass handling and breakage Cuts from sharp edges	**High** **Likely / Lost time injury**	4.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 4.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 4.3 Use trolleys, pallet jacks, hoists, vacuum lifters or equipment instead of carrying by hand. [Engineering] 4.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.6 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 4.7 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 4.8 Use two or more people for large panes, and clear the carry route first. [Administrative] 4.9 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 4.10 Clean up broken glass straight away into a marked container. [Administrative] 4.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.12 Use knives with retractable or self-retracting blades. [Engineering] 4.13 Cut away from your body and keep your other hand clear. [Administrative] 4.14 Put used blades in a blade bin or sharps container. [Administrative] 4.15 Use two people to handle large sheets of metal or glass. [Administrative]	**Medium** **Unlikely / Serious injury**	Site supervisor
5	Install the light shaft and	Falling from a ladder	**High**	5.1 Do not stand on the top three rungs of an extension	**Medium**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	patch the ceiling	General dust Injury from power tools	**Possible / Serious injury**	ladder or the top step of a stepladder. [Administrative] 5.2 Check the ladder before each use: feet, rungs, side rails and locks. [Administrative] 5.3 Wear non-slip safety boots with clean soles. [PPE] 5.4 Falling from a ladder: see step 1 for the full controls [Administrative] 5.5 Wear a dust mask and safety glasses. [PPE] 5.6 General dust: see step 3 for the full controls [Administrative] 5.7 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.8 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.9 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 5.10 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.11 No loose clothing, jewellery or long hair near spinning parts. [Administrative]	**Unlikely / Serious injury**	
6	Seal and water test, then clean up and remove access	Poor housekeeping and waste Slips and trips	**Medium Likely / Minor injury**	6.1 Order materials to size and send packaging back where you can. [Elimination] 6.2 Put waste bins and chutes close to the work. [Engineering] 6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.4 Keep exits, stairs and walkways clear at all times. [Administrative] 6.5 Stack materials neatly on level ground, away from edges. [Administrative] 6.6 Wear gloves when handling waste. [PPE] 6.7 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 6.8 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 6.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 6.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 6.11 Keep work areas, stairs and access paths well lit. [Administrative] 6.12 Wear safety boots with good grip, laced up. [PPE]	**Low Unlikely / Minor injury**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Critical. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of controls: Elimination, Substitution, Engineering (guarding), Engineering, Administrative, PPE.

3. PPE AND PERMITS

Required PPE	Permits and plans
CSA green triangle safety boots (CSA Z195) Full body harness (fall arrest) Cut-resistant gloves Safety glasses (CSA Z94.3) N95 respirator Sun protection (sunscreen, hat, long sleeves) Hard hat (CSA Z94.1) Hearing protection Work gloves	Roof access permit Fall protection plan

4. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Extension ladder					
Rolling scaffold	Provincial scaffold training				
Power drill					
Circular saw					
Hand tools					

5. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

6. EMERGENCY ARRANGEMENTS

Emergency number	911	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Report serious incidents to the provincial regulator as required.		

7. MONITORING, REVIEW AND LEGAL BASIS

The supervisor and crew review this assessment at the start of the shift, whenever the task, crew or conditions change, and before any new work process starts. Re-assess and initial the changes below.

Legal basis: Provincial occupational health and safety law (e.g. Ontario OHSA and O. Reg. 213/91, BC OHS Regulation, Alberta OHS Code). Employers must identify hazards before work starts and control them, and workers must be told about them. A field level hazard assessment is done on site, at the start of each shift or task, and reviewed again when conditions change.

Keep completed hazard assessments for at least 3 years (COR auditors sample the last 12 months). Review this FLHA and re-sign whenever the task, crew or conditions change.

8. PRE-JOB CHECKS

Check	Yes	No
PPE inspected and in good condition		
Tools and equipment inspected		
Permits reviewed and posted		
Locates valid and on site (if digging)		
Barricades or warning ribbon in place		
Muster point and emergency plan reviewed with the crew		
SDS available for products used		
Working alone check-in set up (if anyone works alone)		

9. RE-ASSESSMENT WHEN CONDITIONS CHANGE

Time	What changed	New hazards	Controls	Initials

10. END OF SHIFT REVIEW

Completed at		**Reviewed by**	
Area cleaned up and safe		**Permits closed**	
Incidents or near misses		**Hazards remaining**	

11. REVISION HISTORY

Rev	Date	By	What changed
1	Nov 9, 2026		First issue

Rev	Date	By	What changed

12. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Supervisor				
Prime contractor review				Accepted for use: Yes / No

By signing below, each worker confirms they took part in this hazard assessment, it was reviewed with them before work started, and they will follow it. Stop and re-assess if anything changes.

Name	Role / company	Tickets / licences	Signature	Date

Name	Role / company	Tickets / licences	Signature	Date