FIELD LEVEL HAZARD ASSESSMENT (FLHA)

Business name

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Valid for this shift / task only
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Stair installation	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Carpentry

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Guard the stair void before and during installation	Falling through a floor opening or void Falling from height Rules: Provincial OHS regulation, fall protection	**Critical** **Likely / Fatality**	1.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Engineering (guarding)] 1.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Engineering (guarding)] 1.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 1.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 1.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 1.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 1.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 1.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Elimination] 1.9 Install guardrails or edge protection on all open edges before work starts. [Engineering (guarding)] 1.10 Use a scaffold, mobile work platform or aerial work platform instead of working off a ladder. [Engineering] 1.11 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.12 Fall protection plan in place where required. Workers trained in fall protection (Working at Heights training in Ontario). [Administrative] 1.13 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Administrative] 1.14 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE]	**Medium** **Rare / Fatality**	Site supervisor
2	Move stair parts in with enough people	Lifting and carrying heavy loads	**High** **Likely / Lost**	2.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used.	**Medium** **Unlikely / Lost**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
			time injury	[Elimination] 2.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 2.3 Use trolleys, pallet jacks, hoists, vacuum lifters or equipment instead of carrying by hand. [Engineering] 2.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 2.7 Wear gloves for grip and safety boots to protect your feet. [PPE]	**time injury**	
3	Fit stringers and treads, working from a stable platform	Falling from a ladder Injury from power tools	**High Possible / Serious injury**	3.1 Use a platform ladder, mobile scaffold or aerial work platform for longer jobs instead of a straight ladder. [Substitution] 3.2 Use CSA Grade 1, 1A or 1AA ladders in good condition. Remove any damaged ladder from site. [Engineering] 3.3 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 3.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 3.5 Keep three points of contact and your belt buckle between the side rails. Do not overreach. [Administrative] 3.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 3.7 Check the ladder before each use: feet, rungs, side rails and locks. [Administrative] 3.8 Wear non-slip safety boots with clean soles. [PPE] 3.9 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.10 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.11 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.12 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.13 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 3.14 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE]	**Medium Unlikely / Serious injury**	Site supervisor
4	Install handrails and railing as soon as possible	Falling from height Nail gun injuries Rules: Provincial OHS regulation, fall protection	**Critical Likely / Fatality**	4.1 Falling from height: see step 1 for the full controls [Administrative] 4.2 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitution] 4.3 Disconnect the air or battery before clearing jams,	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				adjusting or moving between work areas. [Engineering] 4.4 Keep your free hand at least 30 cm from the nailing point. [Administrative] 4.5 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 4.6 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Administrative] 4.7 Wear safety glasses and hearing protection. [PPE]		
5	Remove the void guard only once the railing is fixed, then clean up	Poor housekeeping and waste	**Medium Likely / Minor injury**	5.1 Order materials to size and send packaging back where you can. [Elimination] 5.2 Put waste bins and chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative] 5.5 Stack materials neatly on level ground, away from edges. [Administrative] 5.6 Wear gloves when handling waste. [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) Safety glasses (CSA Z94.3) Hearing protection Work gloves Hard hat (CSA Z94.1)	None required

4. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Circular saw					
Power drill					
Nail gun					
Hand tools					
Platform ladder					

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

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

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