

# JUDICIAL COUNCIL OF CALIFORNIA

## PROJECT HAZARD ASSESSMENT CHECKLIST

Use this checklist as a tool to identify regulatory compliance requirements (RC) and potential health and safety issues (HS) before starting a facility modification project. This checklist will help minimize the risk of injury or illness, process interruptions, and inquiries from Department of Industrial Regulation or other regulatory agencies. If you have any questions, contact the Judicial Council of California's Environmental Health & Safety unit at [EHS@jud.ca.gov](mailto:EHS@jud.ca.gov) or (916) 263-1541.

### Directions:

1. Provide this form to your contractor/vendor/service provider during project scoping and ask them to fill it out.
2. Attach a PDF copy of the completed checklist to the SWO prior to FMCC review or one week prior to start of non-Facility Modification work.
3. For any questions you answer "Yes", include either backup documentation or add notes in sufficient detail to address the question.
4. This checklist and any questions received on it should be reviewed with the contractor prior to beginning work. NOTE: The Judicial Council's review of this checklist does not relieve the contractor of responsibility to comply fully with all applicable laws and regulations.
5. If the scope of work changes, a new form and/or a written update is required.
6. View a list of hazardous materials commonly used in construction at:  
[G:\OCCM\500\\_Support\02\\_Risk\03\\_Safety\\_Health\Asbestos\\_Management\Asbestos\\_Management\\_Program\Asbestos\\_Mgmt\\_Plan\Common\\_Asbestos\\_Building\\_Materials.pdf](G:\OCCM\500_Support\02_Risk\03_Safety_Health\Asbestos_Management\Asbestos_Management_Program\Asbestos_Mgmt_Plan\Common_Asbestos_Building_Materials.pdf)

Project Manager Name:	Contractor:	Today's Date:	Anticipated Start Date:
Project SWO & Title:		Building ID & Name:	

	Type*	IDENTIFY ENVIRONMENTAL HEALTH AND SAFETY HAZARDS ASSOCIATED WITH THIS PROJECT	Yes	No
1	HS	Work involves cutting, removing, or disturbing materials containing or potentially containing asbestos?*	<input type="checkbox"/>	<input type="checkbox"/>
2	HS	Work involves cutting, removing, penetrating, or disturbing any material containing or potentially containing lead such as paint or lead pipes?*	<input type="checkbox"/>	<input type="checkbox"/>
3	HS	Has the area been affected by water intrusion? <b>If "Yes," assess work area for mold.**</b>	<input type="checkbox"/>	<input type="checkbox"/>
4	HS	Work involves cutting, grinding, drilling, or crushing fiberglass material, concrete, or other materials that might create fine airborne particles?	<input type="checkbox"/>	<input type="checkbox"/>
5	HS	Work will produce substantial vibration or noise? <b>If "Yes," need noise assessment.</b>	<input type="checkbox"/>	<input type="checkbox"/>
6	HS	Materials used will produce odors during and/or after the project work? <b>If "Yes," is there a method to mitigate odors?</b>	<input type="checkbox"/>	<input type="checkbox"/>
7	HS	Chemicals and/or hazardous materials will be used on this project? <b>If "Yes," ensure Safety Data Sheets are available on site.</b>	<input type="checkbox"/>	<input type="checkbox"/>
8	HS	Work may/will require brazing, welding, torch cutting, grinding or any activity that could produce flame, smoke or sparks? <b>If "Yes," Hot Work Permit is required. Contractor shall provide hot work fire watch.</b>	<input type="checkbox"/>	<input type="checkbox"/>
9	RC	Will work potentially measure, add, or remove refrigerant in an appliance that contains refrigerant? <b>If "Yes," contractor shall provide copies of employee EPA HVAC certification.</b> If the appliance contains more than 50 lb. of refrigerant, the technician shall complete and upload JCC's Refrigerant Management Form R-5 (Refrigerant Leak Log) and (if applicable) Refrigerant Management Form R-7 (Disposal Record for Refrigerant-Containing Equipment).	<input type="checkbox"/>	<input type="checkbox"/>
10	RC	If a confined space is present, has the space been evaluated to determine if it is a permit-required confined space? <b>If "Yes," Confined Space Entry Permit will be required. Contractor shall provide the permit and own attendant.</b>	<input type="checkbox"/>	<input type="checkbox"/>
11	RC	Work will require the control of hazardous energy (Lockout/Tagout - LOTO)? <b>If "Yes," attach a detailed LOTO Plan for each piece of equipment or process.</b>	<input type="checkbox"/>	<input type="checkbox"/>
12	RC	Work will impair the building's fire alarm and/or fire suppression systems? <b>If "Yes," Contractor shall provide Fire Watch.</b>	<input type="checkbox"/>	<input type="checkbox"/>
13	RC	Work will require the placement of the fire panel in "test mode"? <b>If "Yes," fire panel monitoring may be required.</b>	<input type="checkbox"/>	<input type="checkbox"/>
14	RC	Work will involve material handling equipment (rigging, forklift, pallet jack, etc.)? <b>If "Yes," provide a safety plan.</b>	<input type="checkbox"/>	<input type="checkbox"/>
15	RC	Work will require an overhead crane lift? <b>If "Yes," Lift Plan documents will be required.</b>	<input type="checkbox"/>	<input type="checkbox"/>
16	RC	Work will be conducted on areas lacking fall prevention (parapets, guard rails, etc.)? <b>If "Yes," fall arrest system will be required.</b>	<input type="checkbox"/>	<input type="checkbox"/>
17	RC	Work will be conducted at elevated locations (ladder, scaffold, scissors lift, etc.)? <b>If "Yes," fall arrest system and scaffold compliance will be required. If using existing building anchorage points, engineer certification is required.</b>	<input type="checkbox"/>	<input type="checkbox"/>
18	RC	Work will create hazards to those above, below, or around the work area? <b>If "Yes," provide safety plan.</b>	<input type="checkbox"/>	<input type="checkbox"/>
19	RC	Work will generate liquid or solid material which if not handled properly could be released to the storm drain or left where it may impact the storm drain at a later time? And/or, work could produce leaks or spills of hazardous materials. <b>If "Yes," provide a plan to comply with Cal Green stormwater regulations (CCR Title 24 Part 11 section 5.103.1).</b>	<input type="checkbox"/>	<input type="checkbox"/>

\*Type: HS = Health & Safety requirement; RC = Regulatory Compliance requirement.

\*\*Requires survey. If testing comes back positive, you must use a California licensed abatement contractor to remove hazardous materials in conjunction with all related work. An EPA ID will be required for hazardous waste disposal.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

If notes are needed, please use a new page.