

Step-by-Step Procedure for Using Caution Zone and Hazard Zone Checklists

Purpose: This training document provides a structured process for applying the BHHC Loss Control Caution Zone Job (CZJ) and Hazard Zone Job (HZJ) Checklists to reduce cumulative trauma exposures.

Step 1: Identify Caution Zone Jobs

Use the Caution Zone Job Checklist to screen all jobs for risk factors such as awkward postures, high hand force, repetitive motions, and lifting tasks. Flag jobs that meet any caution zone criteria for further evaluation.

Step 2: Prioritize Jobs for Assessment

Rank flagged jobs based on exposure frequency, injury history, and employee feedback. Focus first on jobs with high exposure and high injury rates.

Step 3: Conduct Hazard Zone Analysis

Apply the Hazard Zone Job Checklist to determine if exposures exceed thresholds. Evaluate weight and frequency of lifting, forceful exertions, posture, and cycle time.

Step 4: Develop Risk Reduction Strategies

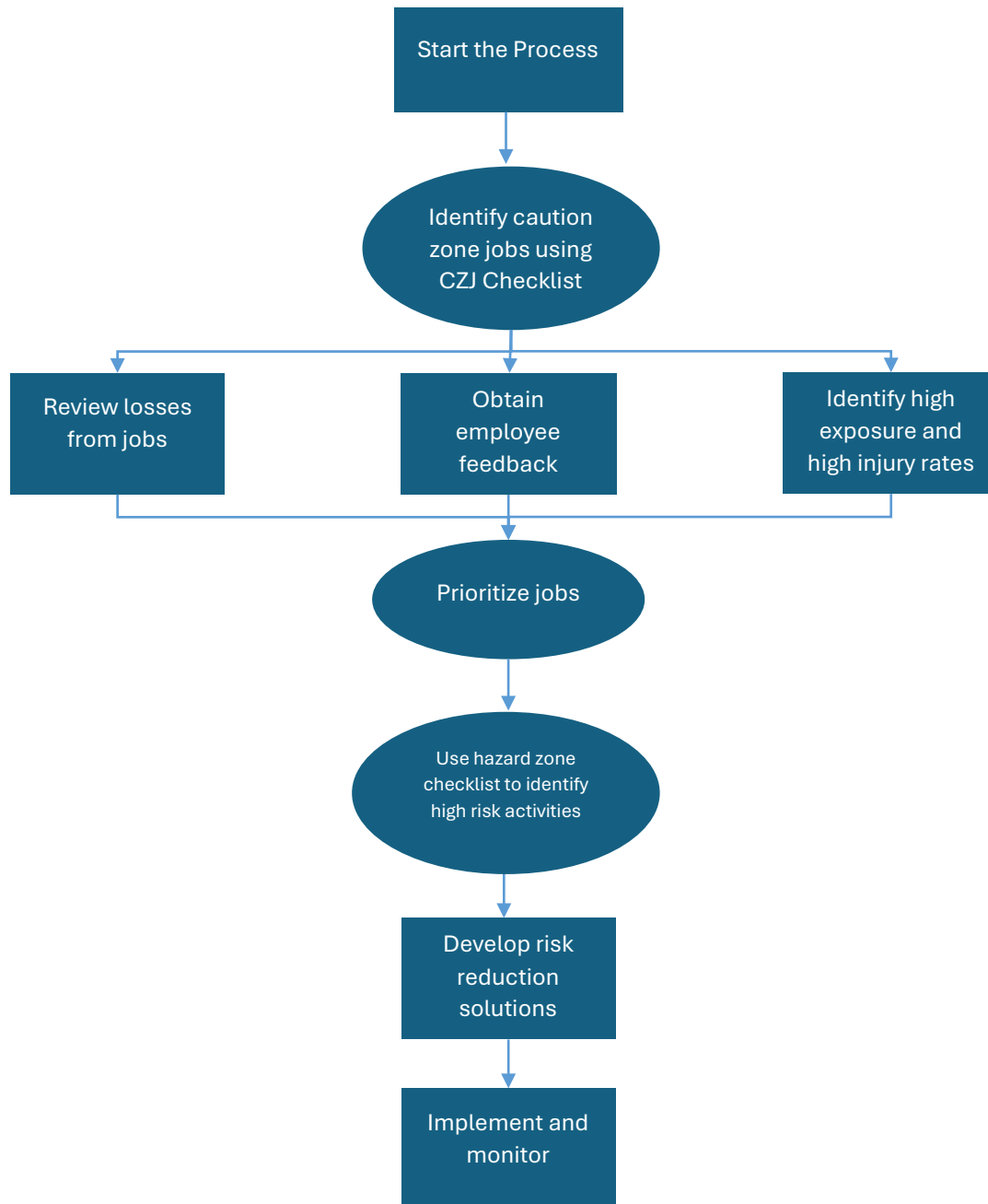
For jobs in the hazard zone, implement engineering controls (e.g., workstation redesign), administrative controls (e.g., job rotation), and work practice changes (e.g., training on neutral postures).

Step 5: Implement and Monitor

Roll out interventions in phases, train employees, and track metrics such as reduction in CT claims and employee feedback. You can lower the thresholds over time as you continually reduce the risk to your staff.

Step 6: Continuous Improvement

Schedule periodic reassessments using CZJ and HZJ checklists, update controls based on feedback, and integrate findings into annual safety objectives.



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