ISEM Follow-the-Five Process

This worksheet is a tool for applying the Follow-the-Five process to activities performed within a department.

1. Define Scope of Work/Activity
   - Translate the scope of the project into work
   - Set performance expectations
   - Prioritize tasks and allocate resources

_____________________________________________________________________________
_____________________________________________________________________________

2. Identify & analyze hazards
   - Identify and analyze the hazards
   - Categorize the hazards

_____________________________________________________________________________
_____________________________________________________________________________

3. Develop and Implement Controls
   - Identify appropriate standards and requirements.
   - Identify and implement needed controls to prevent and control hazards.
   - Establish a safety envelope

_____________________________________________________________________________
_____________________________________________________________________________

4. Perform activity within controls
   - Confirm operational readiness
   - Perform the work safely

_____________________________________________________________________________
_____________________________________________________________________________

5. Provide feedback & make improvements
   - Seek and collect feedback from employees.
   - Identify opportunities for improving performance
   - Implement changes to improve performance
   - Reinforce best work practices
   - Hold employees accountable for their performance

_____________________________________________________________________________