

LIGHTAIR

Quick Reference & Guidance Sheet

STOP WORK AUTHORITY – YOUR RIGHT & RESPONSIBILITY

You have the authority and obligation to stop any work that you believe is unsafe for yourself, your co-workers, or may cause damage to equipment or property.

If you stop work:

1. Stop immediately – do not continue until the hazard is addressed.
2. Notify your Supervisor or Safety Lead right away.
3. Do not resume until it is confirmed safe to proceed.
4. If unresolved, escalate to the LIGHTAIR safety contact.

LIGHTAIR fully supports your decision to stop unsafe work. Safety comes First — every time.

General PPE Requirements —

The following PPE is standard for all LIGHTAIR projects unless a specific hazard assessment determines otherwise.

Specialized PPE (e.g., Arc-Rated, Cut-Resistant, Flame-Resistant) is required only when identified in the hazard assessment.

- Hard Hat (w/ Chin Strap or Tether)
- Full Body Harness + Lanyard (Fall Arrest or Work Positioning)
- Protective Footwear (Steel Toe as required, Defined Heel, Proper Tread)
- High Visibility Vest or Outerwear (as applicable)

General Safety Reminders —

- Inspect PPE before each use.
- Always remain connected by two independent points of attachment when working at height.
- Never bypass safety devices or guards.
- Report all incidents, near misses, and unsafe conditions immediately.
- Keep work areas tidy and free of tripping hazards or other obstructions.
- Ensure the work area is left safe and secure.

Acronym Key —

- JHA – Job Hazard Analysis
- SDS – Safety Data Sheet
- PPE – Personal Protection Equipment
- SRL – Self-Retracting Lifeline
- HLL – Horizontal Lifeline
- VLL – Vertical Lifeline
- MEWP – Mobile Elevating Work Platform
- AWP – Aerial Work Platform
- LOTO – Lockout/Tagout
- ANSI – American National Standards Institute
- OSHA – Occupational Safety & Health Administration

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Scope Change Examples

Purpose:

A scope change is any alteration to the original work plan that could introduce new hazards or require different controls.

If a scope change occurs, review and update the JHA before continuing work.

Common Scope Change Examples

- Weather changes – rain, wind, lightning, heat, fog, ice
- Change in work location – moving to a different area, floor, or structure
- Change in work methods – switching from rigging to rope access, scaffolding, MEWP/AWP, etc.
- Change in personnel – new crew members, substitutions, reduced crew size
- Change in equipment – different rigging gear, lifts, motors, or tools than originally planned
- Change in work sequence – lifting before assembly, altering order of rigging or build steps
- Additional tasks added – client requests extra work or repairs
- Simultaneous operations – other crews start working nearby (welders, carpenters, painters, etc.)
- Access or egress changes – blocked exits, closed walkways, altered entry points
- Unexpected site conditions – structural instability, obstructions, hazardous material found
- Change in load or materials – heavier loads, different material types, or dimensions

Why Scope Changes Matter

- They often introduce new hazards not covered in the original JHA
- They may require additional PPE or tools
- They can create overlapping hazards if other crews are affected
- They require crew re-briefing to maintain safety compliance

Lead Supervisor / Safety Lead Actions

1. Pause work when a scope change is identified.
2. Review the current JHA and identify new hazards.
3. Add new hazards and controls in the appropriate section.
4. Re-brief all crew before resuming work.
5. Document changes and keep with the daily sign-in sheet.

Common Mistakes to Avoid:

- Writing “same” or “N/A” without first verifying if anything actually changed
- Skipping the hazard section because the scope change “seems minor”
- Failing to re-brief the crew after updating the JHA
- Assuming someone else will document the change later

Completed forms should be returned to the site Safety Lead or stored with the day's paperwork.

Optional: Snap a photo of the updated JHA and send it to the designated contact if requested.

In the event of an emergency: Muster at the designated point and notify site supervision immediately.