

# INSTRUCTIONS FOR COMPLETION OF LMV Form 359-R

Item Number	Instructions
1.	Self-explanatory
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3.	The Area, Resident, Project, or Field Office administering the contract.
4.	Date Hazard Analysis is prepared.
5.	Location of contract or where activity is to be performed.
6.	Estimated start date of the activity being analyzed.
7.	Activity refers to the specific phase of work being analyzed, (i.e., clearing & grubbing, stone placement, form erection, electrical installation, pile driving, etc.).
8.	The person making the analysis, typically the foreman in charge of the activity or the Contractor's Quality Control or Safety Officer.
9.	If this is the initial Hazard Analysis for this activity, indicate "Initial." If this is an updated analysis for this activity, indicate "Update." Hazard Analysis should be reviewed and updated at preparatory inspection. Show the date discussed.
10.	The principal steps of operation for the activity should be identified in the sequence in which they occur. All major pieces of equipment used in each step of the operation should be identified.
11.	The hazards associated with each step should be identified.
12.	Precautionary actions and controls should be specified to the hazard identified. They should be what the contractor actually intends to implement and enforce, not general comments such as "work will be done in accordance with EM 385-1-1." Inspection procedures for equipment identified in item 10 should be stated in this item, as well as training requirements for personnel involved.
13.	Analysis should be signed by the Contract Superintendent or Safety Officer.
14.	Contractor / Project Manager should sign and date.