



Causes of Hazards

MATERIALS Sharp, heavy, dangerous, chemically reactive

EQUIPMENT Tools and machines people use or work near

- Inadequate guarding or barriers
- Defective tools and equipment
- Incorrect tools and equipment for the job
- Inadequate warning systems

PROCESS The prescribed approach and steps of a production process, usually documented in a work instruction or procedure

ENVIRONMENT Condition of surfaces, poor layout, congestion, insufficient space, inadequate ventilation, poor lighting, extreme temperature/noise, inadequate housekeeping

ENERGY The presence of energy in various forms (pneumatic, hydraulic, steam, electricity, kinetic, heat) all of which have potential to harm if not properly controlled

PEOPLE Actions people take or do NOT take; unsafe work practices; lack of skill or knowledge; failure in execution; taking chances; improper apparel or lack of PPE; physical/emotional conditions

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5S

It's **MORE** Than Just Good Housekeeping

SORT Keep only essential items

STRAIGHTEN OR SET IN ORDER

Arrange the tools, equipment and parts to promote safe/efficient work flow

SWEEP AND CLEAN Maintain cleanliness as part of the daily work—not an occasional activity initiated when things get too messy

STANDARDIZE Document standard work practices (signs, labels, etc.) and standardize cleaning so that everyone knows their responsibility

SUSTAIN Maintain and review standards to avoid a gradual decline back to the old ways of operating

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Job Safety ANALYSIS

PURPOSE To identify potential hazards within a process and take proactive steps to eliminate them or minimize the risk

LIST BASIC JOB STEPS

- List step-by-step what must be done
- Choose level of detail that is fairly specific
- Use post-it-notes or sheets of paper

IDENTIFY POTENTIAL HAZARDS

- Identify health hazards & safety hazards
- Consider all possible causes (M E P E E P)

RECOMMEND STEPS TO NEUTRALIZE HAZARDS

- Good Housekeeping (5-S)
- Safe Equipment
- Engineering Controls
- Safe Work Practices
- Management /Administrative or Work Controls
- Proper PPE
- Temporary Measures

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Use this Format:

BASIC JOB STEP	POTENTIAL HAZARDS	RECOMMENDED SAFE PROCEDURES

SPEAK-UP for Safety

WHEN YOU GIVE Safety Feedback

1. Stay positive and show concern
 2. Be clear about the unsafe behavior and possible consequences
 3. Be specific about the behavior change needed
 4. Ask for a commitment to change
- Speak up in a timely manner
Wait—and it may be TOO LATE!

WHEN SOMEONE GIVES YOU Safety Feedback

- Appreciate it—Someone cares about you!
- Tolerate imperfection—Feedback may not be presented perfectly
- Listen—Truly hear the message
- Suspend emotions and ask questions—Fully understand the feedback you are receiving
- Respond—Make appropriate changes

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HUDDLE

Before You Begin Work

**How will we work SAFELY
to minimize the risks?**

How could we get HURT?

**WHAT are we about
to do?**

How much more safely
would we all work, if
we stopped to THINK
about our safety
before beginning
each task?

Take a moment for safety.

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MID WILLAMETTE
METALS
CONSORTIUM

Hazard Control Measures

GOOD HOUSEKEEPING (5-S)

Clear out unnecessary clutter, clean and organize to optimize efficiency and promote safe work

SAFE EQUIPMENT—ENGINEERING CONTROLS

1. Eliminate/minimize the hazard
2. Enclose the hazard
3. Isolate the hazard
4. Remove or redirect the hazard

SAFE WORK PRACTICES—MANAGEMENT/ADMINISTRATIVE CONTROLS

1. Develop written operating procedures
2. Require work permits
3. Establish exposure time limitations
4. Monitor the use of hazardous materials
5. Add alarms, signs, and warnings
6. Implement buddy systems
7. Provide training

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Provide protective clothing, shoes, gloves, and hard hats and use respirators, hearing protection, and safety glasses/goggles

TEMPORARY MEASURES

Set up cones to redirect traffic away from a hazard and tape/rope off a hazard, such as a slick surface

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