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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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

Use this Format:

<table>
<thead>
<tr>
<th>BASIC JOB STEP</th>
<th>POTENTIAL HAZARDS</th>
<th>RECOMMENDED SAFE PROCEDURES</th>
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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.
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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