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## Discussion Leaders Guide Session Hidden Hazards Analysis Ladder Hazards

### 1. Preparation

- Participants should have completed the basic hazards lessons before being trained in the hidden hazards.
- You will need a DVD player and a television.
- Review the **Tell**, **Ask** and **Review** portions of the Discussion Leaders Guide. You will be presenting the material in *italic* to the group during these sections.
- Preview the video before you show it.
- Ensure that everyone attending the training can easily see and hear the video.
- Print the handouts prior to the training. Handouts for this session are the **Hidden Hazards Analysis Chart** and the **Preventing** for this topic.

### Training Day

### 2. Introduce the Lesson

*Controlling or eliminating hazards is the best way to prevent injuries. Some hazards are easy to see, like a puddle of water on the floor but what about those hazards that are not so obvious. Hidden hazards often are a result of an unsafe action when we are working or when something goes wrong.*

*In order to understand how to identify the hidden hazards and what can be done to prevent them; we are going to use the **Hidden Hazards Analysis Chart** to guide you through the process.*

*Look at the handout titled **Hidden Hazards Analysis Chart**.*

*In the first column “What Could go Wrong”, we are going to take some time to list what could go wrong when using a ladder. For example you might list that the ladder could be knocked out from under you by*

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*someone moving equipment in the work area or the ladders in your area are not tall enough for the job and workers stand on the top rung.*

*Think about what types of ladder accidents or emergencies have occurred here or at other places you have been or know about? What hidden hazards could result from the design or layout of the facility?*

*Take a few minutes to write down a few situations that could occur while using a ladder.*

Note: You may want to break up into teams. Allow the participants a few minutes to work on the “What Could go Wrong” situations.

*Lets watch the video now and see if there are any hidden hazards, we may have missed.*

**3. Start the DVD**

- Select your language choice
- Select scenario

**4. The DVD has paused**

**5. Encourage discussion**

**ASK:**

*What are some of the “What Could go Wrong” situations you identified?*

*Are there any other hidden hazards or emergencies that might occur when using a ladder?*

Note: Allow time for groups to respond between questions. Consider writing responses down on a flip chart or in another format.

**TELL:**

*Not all hazards pose the same risk of occurring. Some are more likely than others to occur. For example it is more likely a ladder will slip out from under you if it is set up wrong than it is that you will*

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*fall off a ladder because the building collapses. Prioritizing hazards lets us know where we need to focus our safety efforts.*

*In the column “Chance it will Happen Here”, fill in a number between one to five. A five means there is a high chance that the event you listed in the first column could happen here and a one is a low chance it could happen here.*

Note: Allow the participants time to complete this step.

*Since the goal of eliminating or reducing hazards is to reduce injuries, we need to look at the human impact or effect of each situation. Using the same one to five, scale fill in the human impact column. Five for high impact and one for low.*

Note: Allow the participants time to complete this step.

*The two columns added together is the total. The higher the number the higher the risk from the hidden hazard.*

**ASK:**

*What are some of the possible situation with the highest totals?*

Note: Allow time for groups to respond. Consider writing responses down on a flip chart or other format.

*Before we proceed with the prevention portion of the analysis, let’s watch the rest of the video.*

**6. Restart the DVD**

**7. Finish**

**Tell:** *Look at your **Hidden Hazards Analysis Chart**. There is one more column to fill in “prevention”. What steps could we take to prevent the type of accident you described in “What Could go Wrong”. You can use the handout titled **Preventing** for suggestions.*

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Note: Allow time for group to complete task. Consider writing responses down on a flip chart or other format.

*Falling off a ladder is a common workplace accident. Eliminating injuries from falling off a ladder takes everyone knowing both the obvious hazards and the hidden hazards.*

*If you see someone working creating a hazards by using a ladder in a way that creates a hidden hazard, find a ladder in poor condition, don't use it. Report it to your supervisor. Reporting hazards to your supervisor is an important part of preventing injuries.*

Note: Review of your company's safety policies for inspecting and using ladders.

*Are there any questions?*

Note: Be sure to either collect the information from the **Hidden Hazards Analysis Chart**. You can do this by writing down the information during the lesson or by collecting the analysis forms at the end. The information will be valuable for identifying where you need to put more safety emphasis.

*Thanks for attending.*

## Hidden Hazards Analysis Chart

What Could go Wrong	Chance it will Happen Here 1-5	Human Impact 1-5	Total	Prevention
Ladder is setup next to door and is knocked over when door opened	3	3	6	Place signs on door to let others know ladder is set up on other side.
Extension ladder is sent up on wet slippery concrete floor. Ladder could slip.	5	5	10	Secure ladder to keep it from slipping or use free standing ladder.
Ladders are too short. Stand on top Rung. Loose balance and fall.	4	5	9	Let supervisor know need longer ladders. Correct size ladder is provided.

# Vulnerability Evaluation Chart

<b>What Could go Wrong</b>	<b>Chance it will Happen Here 1-5</b>	<b>Human Impact 1-5</b>	<b>Total</b>	<b>Prevention</b>