Hazard Management Tool

Developed by the Health and Safety Ontario members:

- Infrastructure Health and Safety Association
- Public Services Health & Safety Association
- Workplace Safety North
- Workplace Safety & Prevention Services
- Workplace Safety and Insurance Board

Introduction

The purpose of this *Hazard Management Tool* is to provide workplaces with a step by step approach to recognize, assess and control hazards and monitor the ongoing effectiveness of controls.

There are many hazard and risk assessment tools available. If you already have one in place, comparing your tools to this tool will be helpful when considering modifications or improvements. For workplaces that do not have a hazard assessment tool, using this tool will help you get started.

The information in this tool is generic and not targeted to any specific type of workplace, industry sector or work task. It is helpful to keep in mind that in Ontario the leading causes of lost time injuries and fatalities are related to:

- Musculoskeletal Disorders

- Motor Vehicle Incidents

- Falls

- Contact with Machinery

The most effective way to manage hazards is to have a team approach. This helps support the Internal Responsibility System (IRS) in the workplace and is the basis of Ontario's *Occupational Health and Safety Act* (OHSA) which establishes the legal requirements.

The IRS is based on several principles:

1. The responsibility for identifying and addressing workplace hazards belongs to the people who actually work in the workplace (owner, employer, constructor, officers and directors, managers, supervisors, workers, suppliers and contractors.)

2. Responsibility for creating and maintaining a safe and healthy workplace is shared by all of these groups to the extent of their authority and ability.

3. The IRS includes:

    a. The right to know about workplace health and safety

    b. The right to refuse unsafe work

    c. A plan for individual and collective worker participation in health and safety matters

    d. A plan to ensure everyone in the workplace is educated about their duties, rights and responsibilities.

Successful implementation of the IRS results in prevention of injuries and illnesses.

You may identify many hazards in your workplace. Use as many sheets as you need when completing the *Hazard Management Tool*.   For more information and links to expert assistance on health and safety programs visit:

http://www.healthandsafetyontario.ca

http://www.wsib.on.ca/wsib/wsibsite.nsf/public/Prevention

http://www.whsc.on.ca

http://www.ohcow.on.ca

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RECOGNIZE HAZARDS

Column A – What hazards can cause harm?

A hazard is a condition, practice or substance with the potential for causing loss, injury or harm to life, health or property.

Hazards can be grouped as:

- Physical

- Chemical

- Biological

- Musculoskeletal disorder

- Psychosocial

- Safety

The following factors contribute to creating hazards:

- People (training, coaching, communication, education, hygiene practices etc)

- Equipment (protective equipment, repair and maintenance, adequate clearance)

- Materials (correct use, adequate supply, repair and maintenance, proper storage)

- Environment (noise, temperature, air quality, lighting, physical layout and structure, housekeeping)

- Process (work design, flow, reporting requirements, work practices policies and procedures)

Review the following workplace information to help identify hazards in your workplace:

- Worker comments, feedback and reports of concerns

- Workplace inspection records

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- Incident investigation reports

- Supervisors inspection reports and shift notes

- Material safety data sheets (MSDSs)

- Hazard alerts or bulletins

- Regulations, technical standards and codes (e.g. building code, fire code)

- Industry best practices

- Manufacturers' instructions and specifications

- Established occupational exposure limits

- Human resources related data such as, absentee records, and turnover rates.

You may need to consult a health and safety expert where specialized expertise is needed. It may be necessary to take measurements or samples to determine if a hazard is within recommended limits.

Column B – Who can be harmed?

Identify what activity, work area or job to assess. Remember to think about tasks that may be performed in normal and abnormal or emergency situations.

ASSESS HAZARDS

Column C – How can they be harmed?

Identify how workers might be hurt or made ill by each hazard.

Columns D – How likely is the hazard to cause harm?

Estimate, using high, medium or low, how likely or probable it is that the hazard will cause injury or illness or damage to property. Consider:

- nature of exposure
- time spent exposed
- number of workers exposed
- how often they are exposed

High likelihood – injury or harm due to this hazard is very likely.

Medium likelihood – there is a 50-50 chance that the hazard will cause injury or harm.

Low likelihood – the hazard will probably not cause injury or harm.

Column E - How severe could the harm be?

Estimate, using major, moderate or minor, how serious the injury or illness could be.

Major - the hazard could cause fatal or serious injury, illness and/or damage, resulting in permanent or long term disability and/or significant loss.

Moderate - the hazard could cause moderate injury, illness and/or property damage resulting in lost time.

Minor - the hazard could only cause minor injury or illness without lost time or other loss.

Column F - What is the priority for this hazard?

Likelihood of injury + Severity of injury = Priority

Plot the Likelihood of Injury from Column D and the Severity of Injury from Column E on the Priority Chart below. Enter the result in Column F.

Priority Chart

		Likelihood of Injury		
		High	**Medium**	**Low**
Severity of Injury	**Major**	High	High	Medium
	Moderate	High	Medium	Low
	Minor	Medium	Low	Low

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CONTROL HAZARDS

Column G – What is currently being done to eliminate or control the hazard?

Identify what control measures are currently in place.

Column H – What future actions are needed to eliminate or control hazards?

Ideally, controls should be designed to eliminate a worker's exposure to the hazards. Make sure that hazard controls do not create new hazards. You should work through the hierarchy of controls starting with elimination and substitution. Remember controls like personal protective equipment only reduce the exposure to the hazard not the hazard itself.

- Eliminate the hazard

- Substitute with other materials, processes or equipment

- Use engineering controls to prevent access, limit exposure, or reduce energy available that may harm workers

- Increase awareness about hazards and controls through for example, warning systems, alarms and signs

- Use administrative controls such as training, and procedures

- Use personal protective equipment, and ensure appropriate selection, use and maintenance of it

EVALUATE HAZARDS

Column I – How likely is the hazard to cause harm now?

Shortly after implementing controls, you should reassess the hazard with the control measures in place to determine if the hazard has been eliminated or adequately controlled.

Using the same method as in Column F, plot the answers from columns I & J on the chart to determine the priority rating in column K.

COMMUNICATION AND ONGOING MONITORING OF HAZARDS AND CONTROLS

Implementing controls for hazards is not the end of the journey. Communication is important for keeping everyone involved informed and up-to-date. Ensure workers know the hazards that were identified, the risks associated with the hazards and the measures to be used to eliminate or control the hazards.

Monitor for continuing effectiveness of controls and look for changes in the workplace that may require adjustments in the methods of controlling hazards. At the very least review all your hazards annually.

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Name of Firm:	Date:
Person Completing:	JHSC/Representative Review Date:
Work Area/Department:	Signature/Date of Review:

Priority Chart

		Likelihood of Injury		
		High	**Medium**	**Low**
Severity of Injury	**Major**	High	High	Medium
	Moderate	High	Medium	Low
	Minor	Medium	Low	Low

RECOGNIZE			ASSESS			CONTROL			EVALUATE		
A	**B**	**C**	**D**	**E**	**F**	**G**	**H**		**I**	**J**	**K**
What hazards can cause harm?	Who can be harmed?	How can they be harmed?	How likely Is the hazard to cause harm? (High, Medium Low)	How severe could the harm be? (Major, Moderate, Minor)	What is the priority for this hazard? (Use the answers from D &E and plot on above priority chart)	What is currently being done to eliminate or control the hazard?	What future actions are needed to eliminate or control hazards?	Date completed & by who	How likely Is the hazard to cause harm now? (High, Medium Low)	How severe could the harm be now? (Major, Moderate, Minor)	What is the priority for this hazard now? (High, Medium Low) (Use the answers from I &J and plot on above priority chart)
Car falling off hoist	Service Bay techs working under raised cars	Crushed by car falling off hoist	Medium	Major	High	Safe Operating Procedures Some maintenance of hoist	Increase inspections and revise maintenance schedules & Safe Operating Procedure	By April 1 Supervisor	Low	Major	Medium

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RECOGNIZE			ASSESS			CONTROL		EVALUATE		
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							Date completed & by who			

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	RECOGNIZE			ASSESS			CONTROL			EVALUATE	
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