

HAZARD IDENTIFICATION

Hazard identification and control is an ongoing responsibility of the Club.

Employees are instrumental in this process if they are encouraged to report possible hazardous conditions or situations. But unless employees see the Club make prompt efforts to address reported hazards, they will soon lose interest and faith in our commitment to safety.

Therefore, a major and positive emphasis will be placed on hazard identification and managers and supervisors at all levels are expected to continually remind employees of the importance of their vigilance and input. Periodic workplace inspections by department heads will identify existing or potential hazards. When practical, hazards will be corrected as soon as they are identified. A target date will be established for those hazards that can't be corrected immediately.

Where necessary the Club will provide interim protection for workers while hazards are being corrected. A written hazard control tracking system is an integral part of the safety program and is used to monitor the progress of hazard correction. The Hazard Control Log, CRI Form 665, is used for this purpose.

Types of Hazard Control

Engineering Controls - There are numerous engineered safeguards used to protect employees and prevent exposure to hazards. Examples of engineering controls are machine guards, safety controls, isolation of hazardous areas, monitoring devices, etc.

Administrative Controls - These controls involve the use of procedures, assessments, inspection, records to monitor and ensure safe practices and environments are maintained. Examples of administrative controls are periodic inspections, equipment operating and maintenance procedures, hazard analysis, selection and assignment of personal protective equipment, etc.

Training Controls - This aspect of hazard control is used to ensure employees are fully and adequately trained to safely perform all tasks to which they are assigned. No employee is to attempt any task without proper training in the equipment used, required personal protective equipment (PPE), specific hazards and their control, and emergency procedures. Examples of training controls are initial new hire safety orientation, job specific safety training and periodic refresher training.

Personal Controls – Issuing personal protective equipment, where needed, instructing the employee as to proper use and maintenance, and posting warning or caution signs at the point of hazard.

Definitions

Hazard. An unwanted condition or practice that could cause an injury or illness to an employee that is preventable.

Exposure. A condition of being exposed; a position in relation to a hazard; an interaction between an employee and a hazard.

Types of Hazards

- Acceleration. When a person speeds up or slows down too quickly.
- Vibration/Noise. Producing adverse physiological and psychological effects.
- Toxics. Toxic to skin and/or internal organs.
- Radiation. Not-ionizing (burns). Ionizing (destroys tissue).
- Ergonomics. Lifting, lowering, pushing, pulling, twisting. Repetitive or non-repetitive.
- Pressure. Increased pressure in hydraulic and pneumatic systems.
- Mechanical. Pinch points, sharp points and edges, weight, rotating parts, stability, ejected parts and materials, impact.

(continued on reverse)



Hazard Identification, Continued

- Heat/Temperature. Extremes in either can cause trauma and illness.
- Flammability/Fire. In order for combustion to take place, the fuel and oxidizer must be present in gaseous form.
- Explosives. Explosions result in large amounts of gas, heat, noise, light, and over-pressure.
- Electrical contact. Inadequate insulation, broken electrical lines or equipment, lightning strikes, static discharge, etc.
- Chemical reactions. Can be violent, can cause explosions, dispersion of materials, and emission of heat.
- Biological. Primarily airborne and bloodborne viruses.

Getting to the Root Cause of Hazards

All unsafe conditions and practices are symptoms of breakdowns in the safety and health system. A working safety and health system identifies and corrects unsafe conditions and/or practices before accidents happen. To be able to correct a problem, one must first get to the source. Consider the following example of the relationship between a “symptom,” a “cause,” and a “solution.”

An unsafe condition (an unguarded sprocket) exists because of an unsafe practice (the guard was left off) by a maintenance worker. The unsafe condition and practice in this example are both symptoms of a breakdown in the safety and health system. To find the root cause the investigator must find out why the worker left the guard off. It could be that he was rushed. If so, why? Or it might be that the worker didn't see the need. If so, why? The work schedule may have pressured the worker into making mistakes in a good procedure. Why? The supervisor may not have trained the worker. Why? There are many possible answers and they must all be considered if the root cause is to be identified and corrected.

The solution is not as simple as playing the “blame game” or labeling the worker as being careless, having no common sense, or just plain accident prone. These are excuses for not dealing with the larger problem. Finding out where the system broke down and then taking action to correct it is the only way to ensure long term results.

Seven Key Elements of an Effective Hazard Control Program

Assess and Analyze

Assess all areas of your operation through inspection. Such an assessment will help identify potential hazards in your operation. Analyze the safety record of your operation by means of accident and incident reports, safety inspections, safety committee minutes, and hazard tracking logs.

Identification

Use the Hazard Inspection Checklist to identify hazards in the various areas of your operation. Department heads should conduct Job Hazard Analyses for each position in their department. Such analysis breaks a job or task down into specific steps, analyzes each step for specific hazards, develops safe work procedures to eliminate or reduce those hazards, and integrates safe work procedures into the Club Safety Plan.

Reporting

Employees are required to report all hazards to their supervisor and correct those that are within their control and/or authority. The Hazard Alert, CRI Form 659, should be used to report any noticed unsafe condition or practice. The completed form will be given to a supervisor who, in turn, will pass it on to the Safety Committee. Any employee who desires may participate in periodic safety inspections. A written inspection report will be completed after the inspection.

Maintenance. Hazards are addressed or corrected through either the facility preventive maintenance program or its maintenance repair program.

Tracking. All reported hazards are tracked using the Hazard Tracking Log, CRI Form 660.

Training. Each employee will receive a general health and safety orientation as well as safety training related to their specific position.

Monitoring. Department heads will monitor and report on the status, condition, and effectiveness of all safety programs and procedures.

General Office Safety Hazard Control

- Proper, well-designed layout of office, furniture, equipment, lighting;
- Ergonomic evaluation & correction of workstations;
- Small appliance control ;
- Proper electrical wiring & properly grounded electrical service;