

Where do we look for hazards:

people

us, co-workers, students, clients, contractors, visitors (friendly or not)

equipment

machinery, vehicles, tools, computers, personal protective equipment, etc.

materials

raw materials, samples, chemicals, supplies, finished products, waste, etc.

environment

noise, heat, light, odours, vibration, clutter, physical or emotional stressors

Hazard ID, Risk Assessment and Inspection Procedure

What kinds of hazards are we looking for:

physical

struck (by), cuts, sprains, crush, entanglement, falls, heat, electric shock, physical assault, poor ergonomics

chemical

burns, reactions, poisons, allergens, asphyxiants, mutagens, drugs & alcohol

biological

bio-hazardous, infectious agents (HIV, hepatitis, influenza, pathogenic waste)

psycho-social

stress from co-workers, work environment, verbal abuse, workplace culture, stress from home life

For each task, cross-reference both indexes and make a list of hazards. Then take the list and assess risk from the chart below.



CONSEQUENCE (severity)	Major death; serious injury; illness; permanent disability; extensive property damage; death threats; physical assault causing injury	Medium (1x3=3)	High (2x3=6)	High (3x3=9)
	Moderate lost time injury/illness; temporary disability; considerable property damage; physical assault without injury	Low (1x2=2)	Medium (2x2=4)	High (3x2=6)
	Minor first aid injury; minor illness; no time lost; limited property damage; verbal abuse	Low (1x1=1)	Low (2x1=2)	Medium (3x1=3)
RISK = PROBABILITY X CONSEQUENCE (DETERMINE RISK FOR EACH HAZARD)		Rare not likely, improbable, but possible	Possible likely to occur sometime	Almost Certain likely to occur or occur repeatedly during activity/operation
		PROBABILITY (exposure x likelihood)		

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Control Measures

For each risk, choose the best method

- **elimination** – get rid of the hazardous material, equipment or process
- **substitution** – use a less hazardous material, equipment or process
- **engineering controls** – guards, handrails, barriers
- **administrative controls** – control movement of people, shifts, timing of processes
- **personal protective equipment** – gloves, goggles, masks, ear muffs, respirators, aprons, coveralls, lab coats
- **training** – employee orientation, WWP or SOPs, owners manuals, special courses
- **After the fact measures** – preparedness and mitigation items: first aid kits, fire extinguishers, sprinklers, panic alarms, etc.

Inspections – Formal, Informal and Spot Inspections

Inspections – A Snapshot of Current Conditions

A formal inspection checklist may be developed from your hazard ID/risk assessment. Formal inspections are done at least once annually and copies are to be sent to JOHSC and OHS Admin.

When – assess the best time to make the inspection

Where – thoroughly inspect the area

How – look, listen, smell, touch(?) should you interrupt to speak to a worker?

Frequency – new gear, new people, problem areas

Inspection Aids – hazard assessment form, DEL orders, JOHSC minutes, owners manual, floor plan, flashlight, notepad/ checklist, camera, personal protective equipment

Report – prepare in written or checklist form with recommendations; copies to supervisor, JOHSC

Follow-Up – ensure that recommendations have been acted upon)

Informal inspections are carried out frequently to ensure on-going housekeeping and compliance. Spot inspections may place particular emphasis on high-maintenance areas or seasonal equipment.

In general, we are looking for indicators of a safe workplace.

Things like:

- good housekeeping
- use of personal protective equipment and machine guarding
- general maintenance
- positive worker opinions of safety in the workplace

For more information speak with your supervisor or JOHSC member or call the OHS Administrator at 424-0319.