

Hazard Evaluation

Safety Meeting Packet

Protect Your Workforce



Employers can help prevent workplace injuries by monitoring work operations, establishing proper job procedures, and making sure that all workers are trained appropriately. One of the best ways to determine and establish proper job procedures is to conduct a hazard evaluation to show a commitment to safety and health management.

Hazard evaluation is defined as the identification and review of the hazards associated with any given product, machine, or process. It often begins with a job hazard analysis to ascertain the various hazards in the workplace. This will help to determine how the hazards cause injuries, and to focus on exposures and the potential severity of hazard consequences. After the identification of uncontrolled hazards, steps can be taken to eliminate or reduce them to an acceptable risk level.

Complete hazard evaluations before an employee starts a new job, and any time there is a change to a procedure or equipment.

Identify Hazards

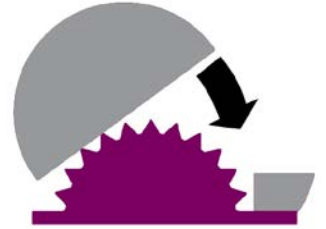
A hazard is a potential for doing harm. There are many types of hazards found in a typical work environment.



- Temperature hazards including extreme heat and cold.
- Mechanical hazards like pinch, nip, shear, and snag points.
- Electrical hazards such as exposure to voltage sources, overheated connections, and short circuits.
- Chemical hazards include toxins with acute and long-lasting effects if contacted, inhaled, or ingested. They can also involve flammable, explosive, or reactive compounds.
- Fall hazards such as slips, trips, and falls from heights.
- Ergonomic hazards include incorrect lifting techniques, repetitive motion, or lack of equipment focused on improving ergonomics.

Identify Failure Modes

Identify failure modes, or causes of a machine or process failing, to determine what hazards may result. Employers must examine systems for scenarios that could result in injury.



For example, a table saw has a cutting blade at the point of operation. If the saw has a fixed guard to provide protection, then failure of the guard would allow for injury at the point of operation. This might occur if the guard was removed for maintenance, to improve productivity, or if it broke.

Evaluate Exposure

Once the hazards and failure modes are identified, evaluate the potential for exposure to employees and workplace property. Determining the affected population and property is often straightforward. For example, if the hazard is a break press and the failure mode is the press operator placing their hand past the guard, the potential exposure to the hazard is the press operator.

Identify Consequences

Employers need to identify the consequences that can result from failure modes. Some failure modes have a range of potential consequences, like tire tread separation resulting in a flat tire or a vehicle rollover with multiple fatalities. It just depends on the circumstances surrounding the failure. Other failure modes may result in a single employee suffering a crushing injury.

For additional information regarding hazard evaluation, please review OSHA 3071 – Job Hazard Analysis.



Hazard Evaluation

Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
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(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
