

Hazard Assessment & Control

Self-Inspection Procedures

Periodic inspections and procedures for correction and control provide a method of identifying existing or potential hazards in the workplace, and eliminating or controlling them. Hazard control is the heart of an effective Safety and Loss Control Program.

If hazards occur or recur, this reflects a breakdown in the hazard control system. The hazard control system is also the basis for developing safe work procedures and Loss Control training.

The initial hazard assessment survey of your establishment must be made by a qualified person. This survey can provide the basis and guide for establishing your hazard assessment and loss control system. The survey will identify potential hazards that exist in the workplace, and conditions, equipment and procedures that could be potentially hazardous.

An effective hazard control system will identify hazards that exist or develop in your workplace, how to correct those hazards, and steps you can take to prevent their recurrence.

You will be able to prevent many hazards from occurring, make sure established safe work practices are being followed and unsafe conditions or procedures are identified and corrected properly. through scheduled and documented self-inspections Scheduled inspections are in addition to the everyday safety and health checks that are part of the routine duties of staff and supervisors. An inspection checklist which outlines items of concern should be developed and used.

The frequency of these inspections depends on the operations involved, the magnitude of the hazards, the proficiency of employees, changes in equipment or work processes, and the history of workplace injuries and illnesses. Inspections should be conducted by personnel who, through experience or training, are able to identify actual and potential hazards and understand safe work practices.

Written inspection reports must be reviewed by management and/or the safety committee. The review should assist in prioritizing actions and verify completion of previous corrective actions. Overall inspection program results should be reviewed for trends.

Employees and the public should be encouraged to identify and report possibly hazardous situations, knowing their reports will be given prompt and serious attention without fear of reprisal. When you let them know that the situation was corrected (or why it was not hazardous), you create a system by which your employees/guests continue to report hazards promptly and effectively.

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Facilities, workplace equipment and personal protective equipment should be maintained in safe and good working condition. In addition to what is required by OSHA standards, your own program monitors the operation of workplace equipment, and can also verify that routine preventive maintenance is conducted and personal protective equipment is reliable. This makes good safety sense, and proper maintenance can prevent costly breakdowns and undue exposures.

Hazards should be corrected as soon as they are identified. For any that can't be immediately corrected, set a target date for correction based on such considerations as the probability and severity of an injury or illness resulting from the hazard; the availability of needed equipment, materials and/or personnel; time for delivery, installation, modification or construction; and training periods.

Provide interim protection to employees and other individuals who need it while correction of hazards is proceeding. A written tracking system such as a log helps you monitor the progress of hazard correction.

You should review and prioritize your program based on the severity of the hazard.

NIF Nonprofit Advisor can help you to conduct the initial hazard assessment, design an effective self-inspection program and provide training for designated staff.