Tool Box Talk

August 2017 (Authored by Auditors)

Intro

Hazard assessment is the cornerstone of any health and safety management system and must be performed correctly to ensure potential and existing health & safety hazards are eliminated or controlled. Pre-job Hazard Assessment, Safe Work Plan, Job Hazard Assessment (JHA), Field Level Risk Assessment (FLRA), Field Level Hazard Assessment (FLHA), Pre-jobsite Inspection (PSI), Task Card; however your safety management system identifies them, the following tool box talk will help you get the most out of these valuable tools.

Pre-Job & Daily Assessments

There is no right or wrong term for referencing a pre-job assessment. Every safety management system is unique to the company and the tasks being performed. For people overseeing the entire project, **pre-job assessments** can be very detailed. For trade providers, these assessments may be more task specific. One of the most fundamental aspects of the assessment is that they are conducted before the work starts. They should involve management, supervisors, and workers in order to encompass all of the tasks being performed and all applicable site-related hazards. The pre-job assessment, as a best practice, should be reviewed and signed by the individuals that will be involved at site level.

As the name implies, daily hazard assessments are conducted daily; ideally, where the work will be performed.

Is PPE a control?

Personal Protective Equipment (PPE) should be a worker's last line of defence against injury. Although the hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter, there are other options that should be looked at in the hierarchy of controls. If you are using a grinder for example, a worker may record "wear PPE" as the stated control. While this is part of the puzzle, there are many other things that should be considered and recorded on the assessment documentation before "PPE." For example, "inspect tool before use," "follow safe work practice," or "review safe job procedure." Wearing the appropriate PPE is only part of following developed practices and procedures.

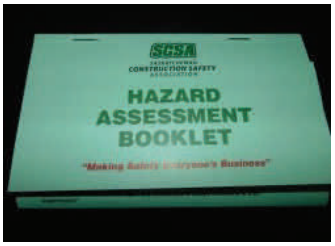
Control Strategies

Let's take an angle grinder as an example – is the grinder the hazard, or does the hazard involve performing hot work, flying debris/sparks, excessive noise or vibration? One control for the hazard could be following a safe job procedure/inspecting before use, but there are others. List all of the control strategies before signing off on the hazard assessment. Remember, the hazard assessment documentation is only as good as the level to which it is complete.

Hazard Recognition

Journeypersons, apprentices, foremen, superintendents – these are just some examples of the trained professionals who know how to do their job day in and day out. A huge factor in the hazard assessment process is risk tolerance. It is important to remember that risk tolerance may vary between individuals. Someone who has worked on job sites for 15 years may not recognize something as a hazard or even identify it on a hazard assessment form; whereas, a new apprentice may view the same item/situation as a potential hazard and place it on the daily form, assigning clear controls and follow up. Always be aware that complacency can be mistaken for experience and has no place at any worksite.

Where is the value?



Supervisors can use the findings of a job hazard analysis to eliminate and prevent hazards in their workplaces. This is likely to result in fewer worker injuries and illnesses; safer, more effective work methods; reduced workers' compensation costs; and increased worker productivity. The analysis can also be a valuable tool for training new employees in the steps required to perform their jobs safely. Certificate of Recognition (COR®) compliant Hazard Assessment Booklets are available from the SCSA. These booklets contain easy to complete forms to conduct daily hazard assessments. Contact your nearest SCSA office to order/purchase your booklets or visit **www.scsaonline.ca/resources/safety-documents** to download a PDF version for free.

SCSA SASKATCHEWAN CONSTRUCTION SAFETY ASSOCIATION
Helping Companies Achieve MISSION: ZERO
REGINA | 498 HENDERSON DRIVE | REGINA SK S4N 6E3 | T: 306.525.0175 | F: 306.525.1542
SASKATOON | 2606 KOYL AVENUE | SASKATOON SK S7L 5X9 | T: 306.652.0907 | F: 306.652.0923
WWW.SCSAONLINE.CA