



## eSafetyLine

### **Hazard Prevention and Control**

OSHA requires management to take certain steps to protect the health of our workers. After a potential hazard has been identified there are certain steps that must be taken to eliminate or control the hazard. Hazard Controls can be placed into one of three categories:

- **Engineering Controls-** these controls may change the way an operation is done on the jobsite eliminate hazards from a process or physically guard or isolate the worker from the hazard. Some examples include the use of guardrails and tool guards as well as replacing hazardous chemicals with safer alternatives. In certain situations engineering controls are simple and easy to put into practice. In these instances, they'd be the best solutions. This isn't always the case. Many times they are very expensive or very complicated and therefore not the best way to go. These are decisions that are typically made at the management level.
- **Administrative Controls-** this type of control includes policies, procedures and training when needed. This may mean establishing a policy to reduce the possible exposure to a hazard. Examples would include Lockout/Tagout procedures, not allowing untrained employees into an area where hazards exist and shifting work hours or the timing of certain tasks to avoid the daily extremes of temperature.
- **Personal Protective Equipment-** in certain settings neither engineering nor administrative controls fit the need to keep employees safe from worksite hazards. It then becomes necessary for the employees to use the appropriate type of Personal Protective Equipment (PPE) to

reduce their exposure to a particular hazard. The PPE required may be as simple and basic as putting on a pair of safety glasses or as complicated and high tech as putting on a level A "Moon" suit. These types of controls rest heavily on the employees' shoulders. PPE can only effectively protect you if it is worn when required and worn or used correctly.

The best way to keep you safe and leave the jobsite in one piece is to follow and use ALL levels of hazard controls. They are in place for one main reason: to keep the employees safe and healthy. At times any number of these controls may be unclear, they just don't make sense or you don't understand how to follow them or use the PPE. The best thing you can do to keep yourself and your fellow employees safe is to ask for help; ask the supervisor or a coworker but ask until you understand the policy procedure or the workings of the PPE.

### **Discussion Questions**

What should you do if you don't understand some aspect of the hazard control measures in use at the site?

Which of the three control types put the most responsibility on the employees?

# MEETING / TRAINING ATTENDANCE ROSTER

COMPANY: \_\_\_\_\_

\_\_\_\_\_ SAFETY MEETING

JOB/DEPT: \_\_\_\_\_

\_\_\_\_\_ SAFETY TRAINING

DATE: \_\_\_/\_\_\_/\_\_\_

TIME: \_\_\_\_\_

TOPICS ADDRESSED: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYEE'S SIGNATURES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYEE SUGGESTIONS AND RECOMMENDATIONS: \_\_\_\_\_

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\_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Safety Coordinator's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date