



## **AWAIR**

**A Workplace Accident &  
Injury Reduction Program**

Content adapted from:

Job Safety & Training  
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## City AWAIR Personnel

The following city personnel are in charge of the Safety and Health Programs for the City

City Clerk	Sharon Payne
Public Works Supervisor	Tanner Jones
Maintenance Worker 1	Eaun Smith
Stacy Wine & Spirits Manager	Rod Olson
Stacy Wine & Spirits Assist. Manager	Christian Sten
Stacy Sports Grill Manager	John Wicklander
Stacy Sports Grill Assist. Manager	Dennis Tran

**Commented [SP1]:** Mark Ness Comment:  
do

## Introduction

In 1990, the State of Minnesota amended the Occupational Safety and Health Act. Minnesota Statutes Chapter 182, to require employers in certain industries to develop written, comprehensive workplace safety and health programs. This legislation M.S. §182.653, subd. 8, This legislation is known as A Workplace Accident and Injury Reduction (AWAIR) Act. Programs developed to comply with the act are known as AWAIR programs. The requirements of the legislation that are addressed and complied with in our program are as follows:

1. How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations;
3. How the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls;
4. How workplace accidents will be investigated and corrective action implemented; and
5. How safe work practices and rules will be enforced

## Safety Policy Statement

The safety of our employees is the foremost consideration in the operations of the City of Stacy ("City"). Accidents and injuries are not only costly to the city and the individual workers, but are often disastrous to the future of their families. The City endeavors to provide our employees with a work place free of recognized health and safety hazards in an effort to conserve our human and financial resources. It is our city policy that everything within reason will be done to maintain a safe workplace for all employees. The City supports the concept of returning injured employees to work in a productive position within our city at the earliest, medically possible opportunity. We believe that each employee has a place in our accident prevention program and is expected to cooperate fully in all measures taken to control and prevent losses.

## Approval/Revision of Program

The approval of this AWAIR Program is so recorded as such in the minutes of the Stacy City Council dated \_\_\_\_\_.

The Safety Committee will annually review this program and may make necessary revisions. The City Council will approve any revision to the program.

## Application

This AWAIR program is intended to serve as an overview of all currently applicable Safety and Health programs. This program outlines the philosophy by which the City of Stacy will develop, implement and maintain all other safety and health programs.

**Commented [SP2]:** Mark Ness Comment:  
Update page numbers

While compliance with the law and OSHA standards is an important objective, an effective AWAIR program must be tailored to the city's particular needs. This program shall look beyond specific legal requirements to identify and analyze existing hazards. It shall seek to prevent injuries and illnesses, even when compliance is not an issue. Ultimately, the program's effectiveness in practice is what is important.

## Goals and Objectives

Central to our AWAIR program are the goals and objectives we, as an organization, have set for our overall safety and health program. The goals establish the direction for our program and state what we are attempting to achieve through this program. The goals are specific to the City. Our objectives are specific actions that we will be taking to attempt to achieve those goals. Our objectives can either be measured or demonstrated.

### **Goal Statement 1:**

To reduce our injury rate to **zero**, based on one injury in 2019.

### **Objective:**

1. We will address all employee safety concerns in a timely manner. For example, hazards that potentially pose an imminent danger of death or serious physical injury will be initially addressed within one shift and all other hazards will be initially dealt within one week.
2. We will perform a **monthly safety inspection** for all departments and take corrective action or investigate long-term solutions for hazards identified during the inspection within one week.
3. We will investigate all accidents and near-miss events and take corrective action within **24 hours** to prevent recurrence.

### **Goal Statement 2:**

We will establish and maintain a company culture that is committed to workplace safety and health.

### **Objective:**

1. We will conduct regular safety meetings on a quarterly basis to inform employees about specific workplace safety and health issues, and to build an overall awareness of employee safety and health.
2. New employees will be **informed** about their departments and city's safety policies.
3. We will actively enforce all safety rules throughout the city.
4. Assign responsibilities for safety and health programs.
5. Establish a **system for identifying, analyzing, and controlling hazards.**
6. Communicate program effectively and encourage employee participation.

**Commented [SP3]:** Mark Ness Comment: By when?

**Commented [SP4]:** Mark Ness Comment: How is this being documented?

**Commented [SP5]:** Mark Ness Comment: Should this be the same as page 6. Monthly or Quarterly?

**Commented [SP6]:** Mark Ness Comment: What if this occurs for City Staff (Maintenance or Clerks Department on a Thursday afternoon?) Would it be done by Friday?

**Commented [SP7]:** Mark Ness Comment: When and how often updated?

**Commented [SP8]:** Mark Ness Comment: Where is this documented?

## Safety Committee

The City of Stacy has established a safety committee pursuant to Minnesota Statutes.

The safety committee will hold monthly meetings and additionally as necessary.

Members of the committee will be comprised of:

- City Clerk
- Maintenance Supervisor
- Sports Grill Manager
- Wine & Spirits Manager
- An employee from each department
- City Council member, if the council so desires

Safety Committee members will be able to perform their duties without fear discrimination or retaliation by management or the governing body.

## Roles and Responsibilities

### For Everyone in the Organization:

All employees, including managers/supervisors, must follow all safety rules at all times.

### For Employees:

1. Must promptly report any safety and health hazards they observe to their supervisor or safety committee representative.
2. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor.
3. Must wear personal protective equipment as required for their protection and maintain the equipment in a sanitary manner.
4. Must report all accidents and near misses to their supervisor immediately upon occurrence.

### For Managers/Supervisors:

1. Discuss any current safety issues with their employees at staff meetings.
2. Address all safety concerns raised by staff by initially investigating the issue, determining if the concern is valid and taking appropriate corrective action whenever necessary. Corrective action can include ordering new equipment, issuing maintenance work orders or consulting with the safety committee.
3. Immediately upon learning of an accident or near miss the supervisor must initiate an investigation and submit the completed accident investigation report to the safety director.
4. Actively and positively participate in all safety committee inspections of their assigned areas.
5. Communicate to all employees the importance of worker safety and health throughout the organization.

**Commented [SP9]:** Mark Ness Comment: Refer to PPE Policy?

**Commented [SP10]:** Mark Ness Comment: In writing?

**Commented [SP11]:** Mark Ness Comment: document why it would not be valid. Notify employee of outcome.

6. Review safety concerns brought forward by the safety director, or the safety committee and take appropriate action.
7. Review the AWAIR program and any recommended revisions from the safety committee at least annually, make the appropriate revisions and work with the safety director, and the safety committee to communicate the revisions throughout the city.
8. Establish the importance of the AWAIR program, both by the priority they give workplace safety and health issues and by the example they set by initiating safety and health improvements, correcting hazards, enforcing safety rules, and by following all safety rules.

**For Safety Directors:**

1. Will serve as the lead person in the organization for safety and health issues and will serve as an ex officio member of the safety committee.
2. Must review all First Reports of Injury and Accident Investigation Reports with the safety committee and take appropriate action to prevent recurrence.
3. Coordinate safety training
4. Report to the City Council recommendations from the Safety Committee

**Commented [SP12]:** Mark Ness Comment: Can this be a normal member of the committee or does this have to be someone normally not part of it?

**For Safety Committees:**

1. Conduct monthly meetings and conduct area inspections to review accident reports, identify hazards and address any and all safety concerns raised by employees, first-line supervision or the safety director.
2. The safety committee chair can call a meeting, as necessary, at a time other than the regularly scheduled meeting to address an incident or respond to a safety concern and/or recommend appropriate actions to prevent the occurrence or recurrence of an accident or safety hazard.
3. Review the AWAIR program at least annually and make recommendations concerning updates and revisions to the program to the City Council.
4. Members each represent their particular work area and, therefore, should address all safety concerns brought to them by their coworkers. These concerns should be handled by initially investigating the issue with the area supervisor to determine if the concern is valid and then, as necessary and appropriate, bring the issue to safety committee.

**Commented [SP13]:** Mark Ness Comment: I think it should be reported to the council even if no updates are needed.

**For Elected/Appointed Officials:**

1. Communicate to all Managerial/Administrative personnel the importance of safety and health throughout the city/utility.
2. Provide the resources to improve safety and health throughout the entire organization. This includes providing employees and supervisors with the authority to identify and correct hazards, the budget to purchase new equipment or make repairs, the training necessary to work safely and to recognize hazards, and the systems to get repairs made, materials ordered and other improvements accomplished.

**Commented [SP14]:** Mark Ness Comment: Remove this reference.

## Enforcement of Safety and Health Programs

Enforcement of safe work practices should be fair, consistent throughout the city, and based on established policy. Management and supervision should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce.

Unsafe or unhealthy work action by all employees shall be corrected in a timely manner based on the severity of the hazards. The enforcement of the program is laid out in the City's Personnel Policy "Discipline."

Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

## Hazard Identification, Analysis and Control

The City of Stacy will use the following steps to Identify, Analyze and Control hazards:

- The City will conduct safety surveys of all departments and work sites on a quarterly basis to determine potential hazards which may be encountered in the normal course of duty.
- Periodic follow-up safety surveys when it is believed employees may have been exposed to hazardous materials.
- Employees are encouraged to report potential hazards and unsafe conditions to their manager/supervisor.
- Inspections should be done on a regular basis to identify both newly developed hazards and those previously missed
- Job hazard identification checklists
- Employee hazard abatement suggestions
- Preventative maintenance inspections
- Engineering controls
- Administrative controls
- Personal Protective Equipment
- Management and Employee Training

### **Engineering Controls:**

- Elimination/minimization of hazard – Designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials, or other factors to lessen the hazard.
- Enclosure of the hazard using enclosed cabinets, enclosures for noisy equipment, or other means.
- Isolation of the hazard with interlocks, machine guards, blast shields, welding curtains, or other means.

**Commented [SP15]:** Mark Ness  
Comment: Check if currently in there.

**Commented [SP16]:** Mark Ness  
Comment: Look at page 3 - should it be monthly or quarterly?

- Removal or redirection of the hazard such as with local and exhaust ventilation.

### **Administrative Controls**

- Written operating procedures, work permits, and safe work practices.
- Exposure time limitations (used most commonly to control temperature extremes and ergonomic hazards).
- Monitoring the use of highly hazardous materials.
- Alarms signs, and warnings.
- Buddy System
- Training

### **Personal Protective Equipment**

- Such as respirators, hearing protection, protective clothing, safety glasses, and hardhats – is acceptable control method in the following circumstances:
  - When engineering controls are not feasible or do not totally eliminate the hazard.
  - While engineering controls are being developed.
  - When safe work practices do not provide sufficient additional protection.
  - During emergencies when engineering controls may not be feasible.

**Commented [SP17]:** Mark Ness  
Comment: Just refer to policy?

## **Job Hazard Analysis**

See Attached OSHA Publication "Job Hazard Analysis."

## **Communication**

All managers/supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system may include one or more of the following items:

- New worker orientation including a discussion of safety and health policies and procedures through the new employee orientation process.
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information

- A system for workers to anonymously inform management about workplace hazards

## Contractor Duties

All contractors shall follow any and all Minnesota OSHA, Federal OSHA, MN DOT, MPCA and other regulatory agencies rules that pertain to their work sites in the State of Minnesota. All contractors shall be responsible for initiating, maintaining and supervising safety and health related policies, programs and work practices in connection with the performance of contractual work.

### **Duties to Subcontractors**

Contractors that use sub-contractors shall be responsible for communicating any and all safety and health related information to those subcontractors and shall ensure that subcontractors initiate, maintain and supervise safety and health related polices, programs and work practices while performing subcontracted work.

### **Imminent Danger**

In the event of an imminent danger situation, the city reserves that right to suspend contracted work if said work exposes the employees of either employer to imminent danger.

#### **Imminent Danger Definition per MNOSHA:**

*Imminent danger situations are given top priority. An imminent danger is any condition or practice that presents a substantial probability that death or serious physical harm could occur immediately or before the danger can be eliminated through normal enforcement procedures. MNOSHA becomes aware of these situations through reports received from employees, the general public or direct observation by an investigator.*

*If an imminent danger situation is identified, the safety and health investigator will ask the employer to voluntarily eliminate the hazard and to remove the endangered employees from exposure. If the employer fails to do this, MN OSHA may "red tag" the equipment or job site for 72 hours.*

## Accident Investigation

The city recognizes that accidents do not "just happen"; rather they are caused by a series of actions, steps or failures. Once these steps are identified, they can be eliminated or controlled. The purpose of accident investigations is not to place blame, but rather to determine the cause of the accident or "near miss" and eliminate the causative factors. Accident investigations begin with prompt reporting of accidents by employees to their manager/supervisors. It is then the responsibility of the manager/supervisor to ensure that employee receives prompt medical attention as required.

The ultimate goal of the investigation is to determine the basic and root causes and to determine appropriate corrective action so the incident does not happen again. To simply attribute an accident to "employee error," without further consideration of the basic causes, deprives the organization of the opportunity to take real preventive action. Possible use of engineering controls, improved work practices and administrative controls should be considered to help employees do their jobs safely. Management practices may also be considered as a possible basic factor. For example, if there is

**Commented [SP18]:** Mark Ness  
Comment: in writing?

managerial or supervisory pressure to increase production or cut costs, employees may take unsafe shortcuts in work procedures or necessary preventive maintenance may be delayed or skipped.

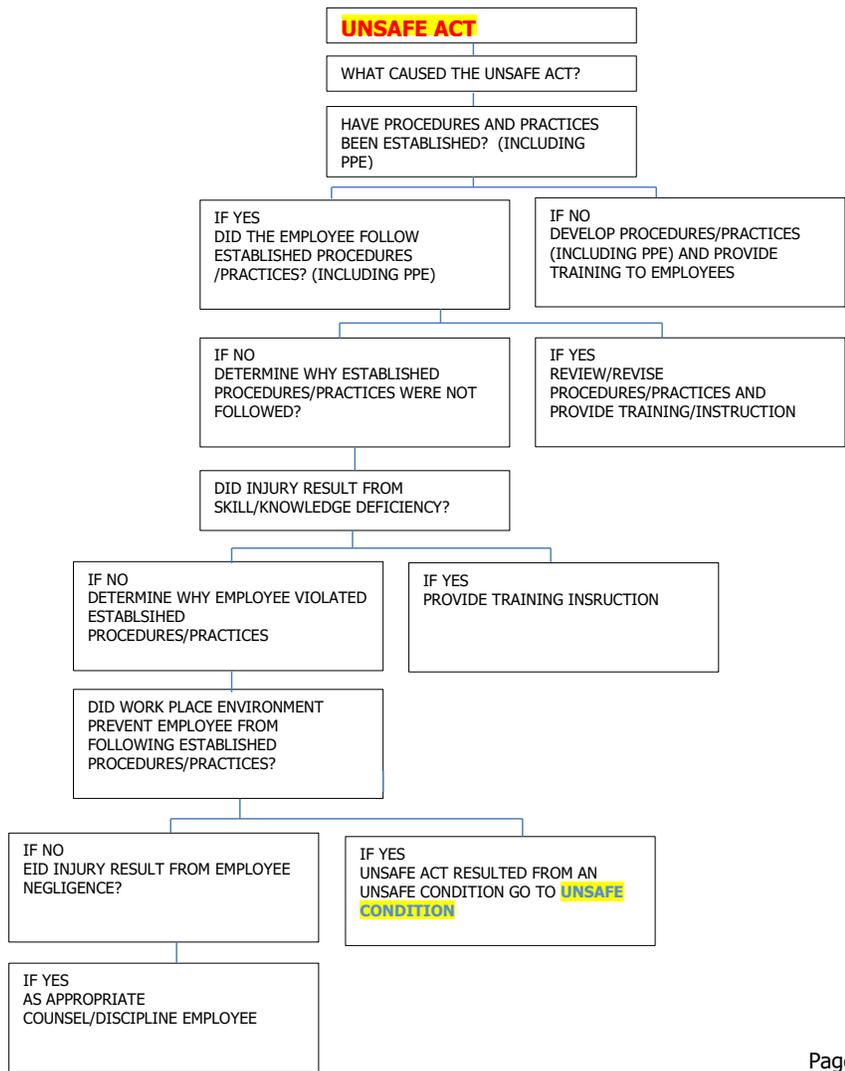
Basic information collected at the scene of the accident should be entered on the city's accident report form. Managers/Supervisors have access to copies of these forms. Upon completion of the form it should be sent to the safety director and safety committee to review and corrective actions should be taken to prevent a reoccurrence.

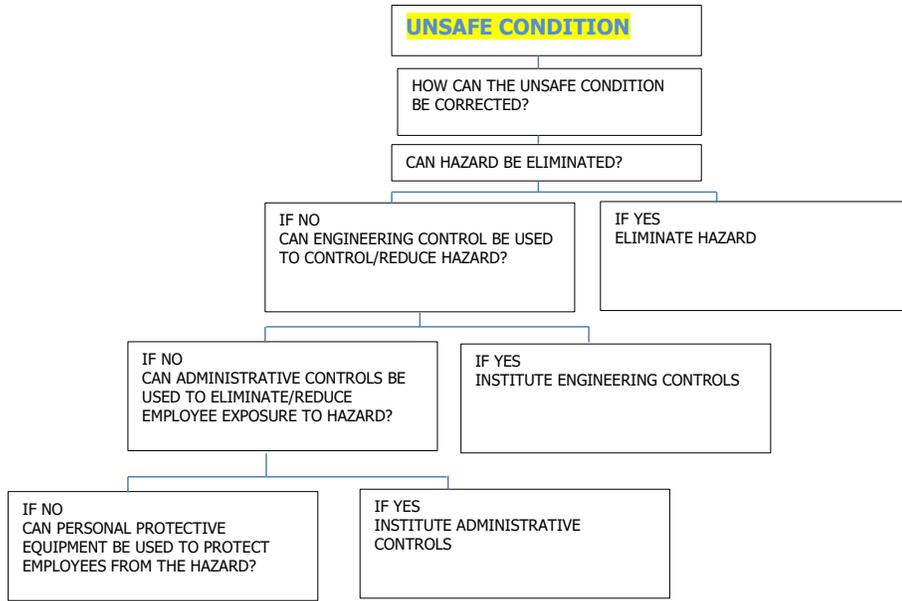
All workplace injuries and illnesses will be monitored by the safety director. These injuries and illnesses will be recorded on the OSHA 200 log which will be posted on city bulletin boards each February.

The safety director, managers/supervisors, and insurance staff will be responsible for monitoring these records to identify trends that may indicate previously unidentified hazards or additional training that may be required.

## Accident and Injury FlowChart

DID ACCIDENT/INJURY RESULT FROM AN **UNSAFE ACT** OR AN **UNSAFE CONDITION**?





## **Program Evaluation**

The AWAIR Act requires employers to review the entire program at least annually and document the findings. Program review is vital, because it serves as a check to see if the organization is making progress towards its goal of creating a safer, healthier workplace for all employees. The annual review keeps the program fresh, accurate and an integral part of the organization.

The AWAIR Program Audit Form (Form SP 9) shall be used as a tool and record of the annual audit.

## WORK LOCATION SAFETY INSPECTION CHECKLIST

This checklist provides general guidance for the identification and correction of common work place hazards. It is not all inclusive.

**Department:** Maintenance Clerk Wine & Spirits Sports Grill

**Date:** \_\_\_\_\_

**Inspection performed by:** \_\_\_\_\_

Provide the completed checklist to the Safety Committee.

<b>Postings</b>	
OSHA POSTER	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
OSHA 300 & 300A	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
HAZARDS IDENTIFIED BY SIGNAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
NON-POTABLE WATER IDENTIFIED BY SIGNAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
NO SMOKING AREAS IDENTIFIED BY SIGNAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EMERGENCY TELEPHONE NUMBERS POSTED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
ESCAPE ROUTES/EXITS IDENTIFIED BY SIGNAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EMERGENCY EQUIPMENT IDENTIFIED BY SIGNAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
NFPA 704 SIGNS POSTED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Written Programs: Available to Employees</b>	
HAZARD COMMUNICATION PROGRAM	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EMPLOYEE RIGHT-TO-KNOW PROGRAM	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PERSONAL PROTECTIVE EQUIPMENT PROGRAM	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Tools/Equipment</b>	
CONDITION OF ELECTRICAL CORDS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
CONDITION OF HAND/POWER TOOLS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
AIR NOZZELS – PRESSURE REDUCED TO 30psi	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
POWER TOOLS – POINTS OF OPERATION GUARDED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Electrical</b>	
BREAKERS/PANELS IDENTIFIED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
BOXES/PANELS CLOSED/COVERED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EXPOSED CONDUCTORS GUARDED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
LIGHTS GUARDED/PROTECTED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
CONDITION OF EXTENSION CORDS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
CIRCUITS PROPERLY GROUNDED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Fixed Machinery/Equipment</b>	
GENERAL MAINTENANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
DISCONNECTS PROVIDED/IDENTIFIED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EQUIPMENT PROPERLY GROUNDED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Material Storage</b>	
MATERIAL NEATLY STACKED AND STABLE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
SHELVES ORGANIZED – NO FALLING OBJECT HAZARD	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA

ACCUMULATION OF CLASS A COMBUSTIBLES (WOOD/PAPER/TRASH)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
AISLE CLEAR AND FREE FROM OBSTRUCTIONS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
GENERAL HOUSEKEEPING	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Hazardous Materials</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PROPER CONTAINERS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
CONTAINERS LABELED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
SDS AVAILABLE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PROPER STORAGE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
FLAMMABLES STORED IN APPROVED CABINETS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
INCOMPATIBLES SEPERATED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PROPER STORAGE OF COMPRESSED GAS CYLINDERS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
FLAMMABLE WASTE - CONTAINERS EMPTIED DAILY	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Working Surfaces/Housekeeping/Sanitation</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
AISLE/FLOORS/STAIRS KEPT CLEAR/CLEAN/DRY	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
GENERAL HOUSEKEEPING	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
FLOOR OPENINGS GUARDED/COVERED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PLATFORMS/STAIRS GUARDED BY RAILING	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PROPER WASTE DISPOSAL	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
RESTROOMS – CLEAN AND SANITARY	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EATING AREAS – CLEAN AND SANITARY	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Ladders/Scaffolds</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
LADDERS – CONDITION/PROPER USE	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Confined Space Entry Equipment</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PERSON MONITORS – AVAILABILITY/CALIBRATION	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
RETRIEVAL EQUIPMENT – ABAILABILITY/CONDITION	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Emergency Equipment</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
FIRST AID KIT – IN PLACE/COMPLETELY STOCKED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
AVAILABILITY OF PERSONS TRAINED IN FIRST AID/CPR	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
FIRE EXTINGUISHERS – IN PLACE/CHARGED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
FIRE ALARM OPERATIONAL	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EYE WASH/SHOWERS – ACCESSIBLE/FUNCTIONAL	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EMERGENCY LIGHTS – PROPER OPERATION	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
EXITS – ACCESSIBLE/NOT BLOCKED	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PPE'S – AVAILABILITY/CONDITION	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>PPE: Condition/Storage</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
RESPIRATORS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
HARD HATS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
FACE/EYE PROTECTORS	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
GLOVES	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PROTECTIVE FOOTWEAR	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PROTECTIVE CLOTHING	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
PERSONAL FALL PROTECTIVE EQUIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA



## REPORT OF AN UNSAFE CONDITION

**Instructions to employees.** Briefly describe the location and nature of the unsafe condition. Identify any suggested corrective actions. Sign/date the report. Submit report to your immediate manager/supervisor.

To be completed by the Employee reporting the unsafe condition	
<b>Location:</b>	_____
<b>Describe Unsafe Condition:</b>	_____
	_____
	_____
<b>Suggested Corrective Actions:</b>	_____
	_____
	_____
<b>Reported by:</b>	_____
<b>Date:</b>	_____
	_____
To be Completed by the Manager/Supervisor:	
<b>Received by:</b>	_____
<b>Date:</b>	_____
<input type="checkbox"/> Suggested corrective actions taken	
<input type="checkbox"/> Referred to the Safety Committee	
<b>Comments Action Taken:</b>	_____
	_____
	_____
To be completed by the Safety Committee:	
<b>Date reviewed/acted upon:</b>	_____
<b>Recommendation of Safety Committee:</b>	_____
	_____
	_____
<input type="checkbox"/> Corrective actions initiated by the safety committee	
<input type="checkbox"/> Corrective actions referred to work unity manager/supervisor for review/initiation	

**JOB HAZARD ANALYSIS**

<b>Job Title</b>	<b>Job Location</b>	<b>Analyst</b>	<b>Date</b>
Task Description			
Hazard Description			
Hazard Controls			



## SURVEY OF TRAINING EFFECTIVENESS

Please complete and provide to your supervisor

<b>Title of Training Session:</b>	
<b>Topics Covered:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Format in which the Material was presented:</b>	<input type="checkbox"/> Paper <input type="checkbox"/> Video <input type="checkbox"/> Speaker <input type="checkbox"/> Other (identify)
<b>Effectiveness of Training, 1 Being the Worst:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
<b>What can we do differently?</b>	
<b>Comments:</b>	

## SAFETY AND HEALTH PROGRAM AUDIT WORKSHEET

This worksheet provides general guidance for evaluating safety and health program effectiveness. It is not all inclusive. Customize the form for the specific work place.

Consider each program element to: 1) determine whether or not the element is in place; 2) estimate the element's overall effectiveness; and 3) identify specific deficiencies and actions to improve deficiencies and effectiveness of the element.

Program Element	In Place		Effectiveness Scale 1=Worst 5=Best	Identify Specific Deficiencies and Action(s) to Improve Deficiencies and Effectiveness of the Element
	Yes	No		
<b>1. Employer Commitment</b> Employer has adopted and endorsed an effective and proactive written safety and health program that encourages employee participation.				
Employer has adopted a safety and health related vision (or policy) statement. Vision (or policy) statement has been communicated to managers, supervisors and employees.				
Employer has adopted safety and health related policies, procedures and practices. Safety related policies, procedures and practices have been communicated to managers, supervisors and employees.				
Employer has committed those human and material resources necessary to implement and manage the safety and health program.				

## INJURY/ACCIDENT INVESTIGATION WORKSHEET

This worksheet provides general guidance for the investigation of injuries/accidents. It is not all-inclusive.

Use this worksheet to collect relevant information. Determine root cause and contributing factors. Identify means and methods that can be used to prevent a similar injury/accident.

REPORT TAKE BY 

DATE AND TIME 

NAME OF EMPLOYEE

EMPLOYEE HIRE DATE

POSITION TITLE

DATE AND TIME OF INCIDENT

WHERE INCIDENT OCCURED

DESCRIBE WORK BEING PERFORMED WHEN INCIDENT OCCURED

DESCRIBE NATURE OF INJURY

WHAT CAUSED THE INCIDENT

WAS EMPLOYEE TRAINED ON THE PROCESS/PROCEDURE

YES  NO

WAS PPE USED

YES  NO

WHAT PPE WAS USED

WHAT WILL OCCUR TO ADDRESSED AN INCIDENT LIKE THIS FROM RECURRING?

# Job Hazard Analysis

OSHA 3071  
2002 (Revised)



**Occupational  
Safety and Health  
Administration**

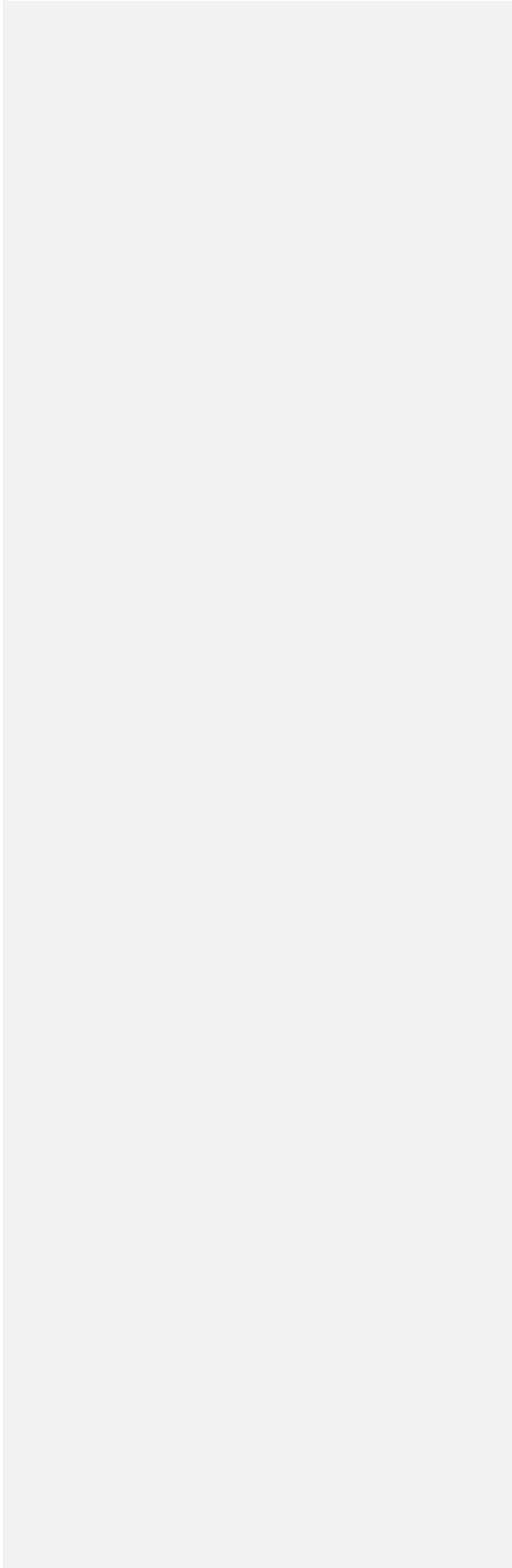
U.S. Department of Labor

# Job Hazard Analysis



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U.S. Department of Labor  
Occupational Safety and Health Administration  
OSHA 3071  
2002 (Revised)



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### **Who needs to read this booklet?**

This booklet is for employers, foremen, and supervisors, but we encourage employees to use the information as well to analyze their own jobs and recognize workplace hazards so they can report them to you. It explains what a job hazard analysis is and offers guidelines to help you conduct your own step-by-step analysis.

### **What is a hazard?**

A hazard is the potential for harm. In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness. See Appendix 2 for a list of common hazards and descriptions. Identifying hazards and eliminating or controlling them as early as possible will help prevent injuries and illnesses.

### **What is a job hazard analysis?**

A job hazard analysis is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. Ideally, after you identify uncontrolled hazards, you will take steps to eliminate or reduce them to an acceptable risk level.

## **Why is job hazard analysis important?**

Many workers are injured and killed at the workplace every day in the United States. Safety and health can add value to your business, your job, and your life. You can help prevent workplace injuries and illnesses by looking at your workplace operations, establishing proper job procedures, and ensuring that all employees are trained properly.

One of the best ways to determine and establish proper work procedures is to conduct a job hazard analysis. A job hazard analysis is one component of the larger commitment of a safety and health management system. (See page 15 for more information on safety and health management systems.)

## **What is the value of a job hazard analysis?**

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 also can be a valuable tool for training new employees in the steps required to perform their jobs safely.

For a job hazard analysis to be effective, management must demonstrate its commitment to safety and health and follow through to correct any uncontrolled hazards identified. Otherwise, management will lose credibility and employees may hesitate to go to management when dangerous conditions threaten them.

### **What jobs are appropriate for a job hazard analysis?**

A job hazard analysis can be conducted on many jobs in your workplace. Priority should go to the following types of jobs:

- Jobs with the highest injury or illness rates;
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents;
- Jobs in which one simple human error could lead to a severe accident or injury;
- Jobs that are new to your operation or have undergone changes in processes and procedures; and
- Jobs complex enough to require written instructions.

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## Where do I begin?

1. **Involve your employees.** It is very important to involve your employees in the hazard analysis process. They have a unique understanding of the job, and this knowledge is invaluable for finding hazards. Involving employees will help minimize oversights, ensure a quality analysis, and get workers to "buy in" to the solutions because they will share ownership in their safety and health program.
2. **Review your accident history.** Review with your employees your worksite's history of accidents and occupational illnesses that needed treatment, losses that required repair or replacement, and any "near misses" — events in which an accident or loss did not occur, but could have. These events are indicators that the existing hazard controls (if any) may not be adequate and deserve more scrutiny.
3. **Conduct a preliminary job review.** Discuss with your employees the hazards they know exist in their current work and surroundings. Brainstorm with them for ideas to eliminate or control those hazards.

***If any hazards exist that pose an immediate danger to an employee's life or health, take immediate action to protect the worker.*** Any problems that can be corrected easily should be corrected as soon as possible. Do not wait to complete your job hazard analysis. This will demonstrate your commitment to safety and health and enable you to focus on the hazards and jobs that need more study because of their complexity. For those hazards determined to present unacceptable risks, evaluate types of hazard controls. More information about hazard controls is found in Appendix 1.

**4. List, rank, and set priorities for hazardous jobs.**

List jobs with hazards that present unacceptable risks, based on those most likely to occur and with the most severe consequences. These jobs should be your first priority for analysis.

- 5. Outline the steps or tasks.** Nearly every job can be broken down into job tasks or steps. When beginning a job hazard analysis, watch the employee perform the job and list each step as the worker takes it. Be sure to record enough information to describe each job action without getting overly detailed. Avoid making the breakdown of steps so detailed that it becomes unnecessarily long or so broad that it does not include basic steps. You may find it valuable to get input from other workers who have performed the same job. Later, review the job steps with the employee to make sure you have not omitted something. Point out that you are evaluating the job itself, not the employee's job performance. Include the employee in all phases of the analysis—from reviewing the job steps and procedures to discussing uncontrolled hazards and recommended solutions.

Sometimes, in conducting a job hazard analysis, it may be helpful to photograph or videotape the worker performing the job. These visual records can be handy references when doing a more detailed analysis of the work.

## How do I identify workplace hazards?

A job hazard analysis is an exercise in detective work. Your goal is to discover the following:

- What can go wrong?
- What are the consequences?
- How could it arise?
- What are other contributing factors?
- How likely is it that the hazard will occur?

To make your job hazard analysis useful, document the answers to these questions in a consistent manner. Describing a hazard in this way helps to ensure that your efforts to eliminate the hazard and implement hazard controls help target the most important contributors to the hazard.

Good hazard scenarios describe:

- Where it is happening (environment),
- Who or what it is happening to (exposure),
- What precipitates the hazard (trigger),
- The outcome that would occur should it happen (consequence), and
- Any other contributing factors.

A sample form found in Appendix 3 helps you organize your information to provide these details.

Rarely is a hazard a simple case of one singular cause resulting in one singular effect. More frequently, many

contributing factors tend to line up in a certain way to create the hazard. Here is an example of a hazard scenario:

*In the metal shop (environment), while clearing a snag (trigger), a worker's hand (exposure) comes into contact with a rotating pulley. It pulls his hand into the machine and severs his fingers (consequences) quickly.*

To perform a job hazard analysis, you would ask:

- **What can go wrong?** The worker's hand could come into contact with a rotating object that "catches" it and pulls it into the machine.
- **What are the consequences?** The worker could receive a severe injury and lose fingers and hands.
- **How could it happen?** The accident could happen as a result of the worker trying to clear a snag during operations or as part of a maintenance activity while the pulley is operating. Obviously, this hazard scenario could not occur if the pulley is not rotating.
- **What are other contributing factors?** This hazard occurs very quickly. It does not give the worker much opportunity to recover or prevent it once his hand comes into contact with the pulley. This is an important factor, because it helps you determine the severity and likelihood of an accident when selecting appropriate hazard controls. Unfortunately, experience has shown that training is not very effective in hazard control when triggering events happen quickly because humans can react only so quickly.

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- **How likely is it that the hazard will occur?** This determination requires some judgment. If there have been "near-misses" or actual cases, then the likelihood of a recurrence would be considered high. If the pulley is exposed and easily accessible, that also is a consideration. In the example, the likelihood that the hazard will occur is high because there is no guard preventing contact, and the operation is performed while the machine is running. By following the steps in this example, you can organize your hazard analysis activities.

The examples that follow show how a job hazard analysis can be used to identify the existing or potential hazards for each basic step involved in grinding iron castings.



#### **Grinding Iron Castings: Job Steps**

- Step 1.** Reach into metal box to right of machine, grasp casting, and carry to wheel.
- Step 2.** Push casting against wheel to grind off burr.
- Step 3.** Place finished casting in box to left of machine.

### Example Job Hazard Analysis Form

<b>Job Location:</b> Metal Shop	<b>Analyst:</b> Joe Safety	<b>Date:</b>
<b>Task Description:</b> Worker reaches into metal box to the right of the machine, grasps a 15-pound casting and carries it to grinding wheel. Worker grinds 20 to 30 castings per hour.		
<b>Hazard Description:</b> Picking up a casting, the employee could drop it onto his foot. The casting's weight and height could seriously injure the worker's foot or toes.		
<b>Hazard Controls:</b> <ol style="list-style-type: none"><li>1. Remove castings from the box and place them on a table next to the grinder.</li><li>2. Wear steel-toe shoes with arch protection.</li><li>3. Change protective gloves that allow a better grip.</li><li>4. Use a device to pick up castings.</li></ol>		

<b>Job Location:</b> Metal Shop	<b>Analyst:</b> Joe Safety	<b>Date:</b>
<b>Task Description:</b> Worker reaches into metal box to the right of the machine, grasps a 15-pound casting and carries it to grinding wheel. Worker grinds 20 to 30 castings per hour.		
<b>Hazard Description:</b> Castings have sharp burrs and edges that can cause severe lacerations.		
<b>Hazard Controls:</b>		
<ol style="list-style-type: none"> <li>1. Use a device such as a clamp to pick up castings.</li> <li>2. Wear cut-resistant gloves that allow a good grip and fit tightly to minimize the chance that they will get caught in grinding wheel.</li> </ol>		

<b>Job Location:</b> Metal Shop	<b>Analyst:</b> Joe Safety	<b>Date:</b>
<b>Task Description:</b> Worker reaches into metal box to the right of the machine, grasps a 15-pound casting and carries it to grinding wheel. Worker grinds 20 to 30 castings per hour.		
<b>Hazard Description:</b> Reaching, twisting, and lifting 15-pound castings from the floor could result in a muscle strain to the lower back.		
<b>Hazard Controls:</b>		
<ol style="list-style-type: none"> <li>1. Move castings from the ground and place them closer to the work zone to minimize lifting. Ideally, place them at waist height or on an adjustable platform or pallet.</li> <li>2. Train workers not to twist while lifting and reconfigure work stations to minimize twisting during lifts.</li> </ol>		

***Repeat similar forms  
for each job step.***

## How do I correct or prevent hazards?

After reviewing your list of hazards with the employee, consider what control methods will eliminate or reduce them. For more information on hazard control measures, see Appendix 1. The most effective controls are engineering controls that physically change a machine or work environment to prevent employee exposure to the hazard. The more reliable or less likely a hazard control can be circumvented, the better. If this is not feasible, administrative controls may be appropriate. This may involve changing how employees do their jobs.

Discuss your recommendations with all employees who perform the job and consider their responses carefully. If you plan to introduce new or modified job procedures, be sure they understand what they are required to do and the reasons for the changes.

## What else do I need to know before starting a job hazard analysis?

The job procedures discussed in this booklet are for illustration only and do not necessarily include all the steps, hazards, and protections that apply to your industry. When conducting your own job safety analysis, be sure to consult the Occupational Safety and Health Administration standards for your industry. Compliance with these standards is mandatory, and by incorporating their requirements in your job hazard analysis, you can be sure that your health and safety program meets federal standards. OSHA standards, regulations, and technical information are available online at [www.osha.gov](http://www.osha.gov).

Twenty-four states and two territories operate their own OSHA-approved safety and health programs and may have standards that differ slightly from federal requirements. Employers in those states should check with the appropriate state agency for more information. A list of applicable states and territories and contact information is provided on page 32.

### **Why should I review my job hazard analysis?**

Periodically reviewing your job hazard analysis ensures that it remains current and continues to help reduce workplace accidents and injuries. Even if the job has not changed, it is possible that during the review process you will identify hazards that were not identified in the initial analysis.

It is particularly important to review your job hazard analysis if an illness or injury occurs on a specific job. Based on the circumstances, you may determine that you need to change the job procedure to prevent similar incidents in the future. If an employee's failure to follow proper job procedures results in a "close call," discuss the situation with all employees who perform the job and remind them of proper procedures. Any time you revise a job hazard analysis, it is important to train all employees affected by the changes in the new job methods, procedures, or protective measures adopted.

### **When is it appropriate to hire a professional to conduct a job hazard analysis?**

If your employees are involved in many different or complex processes, you need professional help conducting your job hazard analyses. Sources of help include your insurance company, the local fire department, and private consultants with safety and health expertise. In addition, OSHA offers assistance through its regional and area offices and consultation services. Contact numbers are listed at the back of this publication.

Even when you receive outside help, it is important that you and your employees remain involved in the process of identifying and correcting hazards because you are on the worksite every day and most likely to encounter these hazards. New circumstances and a recombination of existing circumstances may cause old hazards to reappear and new hazards to appear. In addition, you and your employees must be ready and able to implement whatever hazard elimination or control measures a professional consultant recommends.

## OSHA Assistance, Services, and Programs

### How can OSHA help me?

OSHA can provide extensive help through a variety of programs, including assistance about safety and health programs, state plans, workplace consultations, Voluntary Protection Programs, strategic partnerships, training and education, and more.

### How does safety and health program management assistance help employers and employees?

Effective management of worker safety and health protection is a decisive factor in reducing the extent and severity of work-related injuries and illnesses and their related costs. In fact, an effective safety and health program forms the basis of good worker protection and can save time and money—about \$4 for every dollar spent—and increase productivity.

To assist employers and employees in developing effective safety and health systems, OSHA published recommended *Safety and Health Program Management Guidelines*, (*Federal Register* 54(18):3908–3916, January 26, 1989). These voluntary guidelines can be applied to all worksites covered by OSHA.

The guidelines identify four general elements that are critical to the development of a successful safety and health management program:

- Management leadership and employee involvement;
- Worksite analysis;
- Hazard prevention and control; and
- Safety and health training.

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The guidelines recommend specific actions under each of these general elements to achieve an effective safety and health program. The *Federal Register* notice is available online at [www.osha.gov](http://www.osha.gov).

### **What are state plans?**

State plans are OSHA-approved job safety and health programs operated by individual states or territories instead of Federal OSHA. The *Occupational Safety and Health Act of 1970 (OSH Act)* encourages states to develop and operate their own job safety and health plans and permits state enforcement of OSHA standards if the state has an approved plan. Once OSHA approves a state plan, it funds 50 percent of the program's operating costs. State plans must provide standards and enforcement programs, as well as voluntary compliance activities, that are at least as effective as those of Federal OSHA.

There are 26 state plans: 23 cover both private and public (state and local government) employment, and 3 (Connecticut, New Jersey, and New York) cover only the public sector. For more information on state plans, see the listing at the end of this publication, or visit OSHA's website at [www.osha.gov](http://www.osha.gov).

### **How can consultation assistance help employers?**

In addition to helping employers identify and correct specific hazards, OSHA's consultation service provides free, onsite assistance in developing and implementing effective workplace safety and health management systems that emphasize the prevention of worker injuries and illnesses.

Comprehensive consultation assistance provided by OSHA includes a hazard survey of the worksite and an appraisal of all aspects of the employer's existing safety and health management system. In addition, the service offers assistance to employers in developing and implementing an effective safety and health management system. Employers also may receive training and education services, as well as limited assistance away from the worksite.

### **Who can get consultation assistance and what does it cost?**

Consultation assistance is available to small employers (with fewer than 250 employees at a fixed site and no more than 500 corporatewide) who want help in establishing and maintaining a safe and healthful workplace.

Funded largely by OSHA, the service is provided at no cost to the employer. Primarily developed for smaller employers with more hazardous operations, the consultation service is delivered by state governments employing professional safety and health consultants. No penalties are proposed or citations issued for hazards identified by the consultant. The employer's only obligation is to correct all identified serious hazards within the agreed-upon correction time frame.

### **Can OSHA assure privacy to an employer who asks for consultation assistance?**

OSHA provides consultation assistance to the employer with the assurance that his or her name and firm and any information about the workplace will not be routinely reported to OSHA enforcement staff.

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### **Can an employer be cited for violations after receiving consultation assistance?**

If an employer fails to eliminate or control a serious hazard within the agreed-upon time frame, the Consultation Project Manager must refer the situation to the OSHA enforcement office for appropriate action. This is a rare occurrence, however, since employers request the service for the expressed purpose of identifying and fixing hazards in their workplaces.

### **Does OSHA provide any incentives for seeking consultation assistance?**

Yes. Under the consultation program, certain exemplary employers may request participation in OSHA's Safety and Health Achievement Recognition Program (SHARP). Eligibility for participation in SHARP includes, but is not limited to, receiving a full-service, comprehensive consultation visit, correcting all identified hazards, and developing an effective safety and health management system.

Employers accepted into SHARP may receive an exemption from programmed inspections (not complaint or accident investigation inspections) for a period of 1 year initially, or 2 years upon renewal.

For more information concerning consultation assistance, see the list of consultation offices beginning on page 36, contact your regional or area OSHA office, or visit OSHA's website at [www.osha.gov](http://www.osha.gov).

### **What are the Voluntary Protection Programs?**

Voluntary Protection Programs (VPPs) represent one part of OSHA's effort to extend worker protection beyond the minimum required by OSHA standards. VPP—along with onsite consultation services, full-service area offices,

and OSHA's Strategic Partnership Program (OSPP) — represents a cooperative approach which, when coupled with an effective enforcement program, expands worker protection to help meet the goals of the *OSH Act*.

### **How does VPP work?**

There are three levels of VPP recognition: Star, Merit, and Demonstration. All are designed to do the following:

- Recognize employers who have successfully developed and implemented effective and comprehensive safety and health management systems;
- Encourage these employers to continuously improve their safety and health management systems;
- Motivate other employers to achieve excellent safety and health results in the same outstanding way; and
- Establish a relationship between employers, employees, and OSHA that is based on cooperation.

### **How does VPP help employers and employees?**

VPP participation can mean the following:

- Reduced numbers of worker fatalities, injuries, and illnesses;
- Lost-workday case rates generally 50 percent below industry averages;
- Lower workers' compensation and other injury- and illness-related costs;
- Improved employee motivation to work safely, leading to a better quality of life at work;
- Positive community recognition and interaction;

- Further improvement and revitalization of already-good safety and health programs; and a
- Positive relationship with OSHA.

### **How does OSHA monitor VPP sites?**

OSHA reviews an employer's VPP application and conducts a VPP Onsite Evaluation to verify that the safety and health management systems described are operating effectively at the site. OSHA conducts Onsite Evaluations on a regular basis, annually for participants at the Demonstration level, every 18 months for Merit, and every 3 to 5 years for Star. Each February, all participants must send a copy of their most recent Annual Evaluation to their OSHA regional office. This evaluation must include the worksite's record of injuries and illnesses for the past year.

### **Can OSHA inspect an employer who is participating in the VPP?**

Sites participating in VPP are not scheduled for regular, programmed inspections. OSHA handles any employee complaints, serious accidents, or significant chemical releases that may occur at VPP sites according to routine enforcement procedures.

Additional information on VPP is available from OSHA national, regional, and area offices, listed beginning on page 27. Also, see **Outreach** at OSHA's website at [www.osha.gov](http://www.osha.gov).

## **How can a partnership with OSHA improve worker safety and health?**

OSHA has learned firsthand that voluntary, cooperative partnerships with employers, employees, and unions can be a useful alternative to traditional enforcement and an effective way to reduce worker deaths, injuries, and illnesses. This is especially true when a partnership leads to the development and implementation of a comprehensive workplace safety and health management system.

## **What is OSHA's Strategic Partnership Program (OSPP)?**

OSHA Strategic Partnerships are alliances among labor, management, and government to foster improvements in workplace safety and health. These partnerships are voluntary, cooperative relationships between OSHA, employers, employee representatives, and others such as trade unions, trade and professional associations, universities, and other government agencies. OSPPs are the newest member of OSHA's family of cooperative programs.

## **What do OSPPs do?**

These partnerships encourage, assist, and recognize the efforts of the partners to eliminate serious workplace hazards and achieve a high level of worker safety and health. Whereas OSHA's Consultation Program and VPP entail one-on-one relationships between OSHA and individual worksites, most strategic partnerships seek to have a broader impact by building cooperative relationships with groups of employers and employees.

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### **What are the different kinds of OSPPs?**

There are two major types:

- Comprehensive, which focuses on establishing comprehensive safety and health management systems at partnering worksites; and
- Limited, which helps identify and eliminate hazards associated with worker deaths, injuries, and illnesses, or have goals other than establishing comprehensive worksite safety and health programs.

OSHA is interested in creating new OSPPs at the national, regional, and local levels. OSHA also has found limited partnerships to be valuable. Limited partnerships might address the elimination or control of a specific industry hazard.

### **What are the benefits of participation in the OSPP?**

Like VPP, OSPP can mean the following:

- Fewer worker fatalities, injuries, and illnesses;
- Lower workers' compensation and other injury- and illness-related costs;
- Improved employee motivation to work safely, leading to a better quality of life at work and enhanced productivity;

- Positive community recognition and interaction;
- Development of or improvement in safety and health management systems; and
- Positive interaction with OSHA.

For more information about this program, contact your nearest OSHA office or go to the agency website at [www.osha.gov](http://www.osha.gov).

### **Does OSHA have occupational safety and health training for employers and employees?**

Yes. The OSHA Training Institute in Des Plaines, IL, provides basic and advanced training and education in safety and health for federal and state compliance officers, state consultants, other federal agency personnel, and private-sector employers, employees, and their representatives.

Institute courses cover diverse safety and health topics including electrical hazards, machine guarding, personal protective equipment, ventilation, and ergonomics. The facility includes classrooms, laboratories, a library, and an audiovisual unit. The laboratories contain various demonstrations and equipment, such as power presses, woodworking and welding shops, a complete industrial ventilation unit, and a sound demonstration laboratory. More than 57 courses dealing with subjects such as safety and health in the construction industry and methods of compliance with OSHA standards are available for personnel in the private sector.

In addition, OSHA's 73 area offices are full-service centers offering a variety of informational services such as personnel for speaking engagements, publications, audiovisual aids on workplace hazards, and technical advice.

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## Does OSHA give money to organizations for training and education?

OSHA awards grants through its Susan Harwood Training Grant Program to nonprofit organizations to provide safety and health training and education to employers and workers in the workplace. The grants focus on programs that will educate workers and employers in small business (fewer than 250 employees), train workers and employers about new OSHA standards or high-risk activities or hazards. Grants are awarded for 1 year and may be renewed for an additional 12 months depending on whether the grantee has performed satisfactorily.

OSHA expects each organization awarded a grant to develop a training and/or education program that addresses a safety and health topic named by OSHA, recruit workers and employers for the training, and conduct the training. Grantees are also expected to follow-up with people who have been trained to find out what changes were made to reduce the hazards in their workplaces as a result of the training.

Each year OSHA has a national competition that is announced in the *Federal Register* and on the Internet at [www.osha-slc.gov/Training/sharwood/sharwood.html](http://www.osha-slc.gov/Training/sharwood/sharwood.html). If you do not have access to the Internet, you can contact the OSHA Office of Training and Education, 1555 Times Drive, Des Plaines, IL 60018, (847) 297-4810, for more information.

### **Does OSHA have other assistance materials available?**

Yes. OSHA has a variety of materials and tools available on its website at [www.osha.gov](http://www.osha.gov). These include eTools, Expert Advisors, Electronic Compliance Assistance Tools (e-CATs), Technical Links, regulations, directives, publications, videos, and other information for employers and employees. OSHA's software programs and compliance assistance tools walk you through challenging safety and health issues and common problems to find the best solutions for your workplace. OSHA's comprehensive publications program includes more than 100 titles to help you understand OSHA requirements and programs.

OSHA's CD-ROM includes standards, interpretations, directives, and more and can be purchased on CD-ROM from the U.S. Government Printing Office. To order, write to the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or phone (202) 512-1800. Specify *OSHA Regulations, Documents and Technical Information on CD-ROM (ORDT)*, GPO Order No. S/N 729-013-00000-5.

### **What other publications does OSHA offer?**

OSHA offers more than 100 documents, including brochures, fact sheets, posters, pocket cards, flyers, technical documents, and a quarterly magazine. These documents are available online at [www.osha.gov](http://www.osha.gov) or by calling (202) 693-1888.

### **What do I do in case of an emergency or if I need to file a complaint?**

To report an emergency, file a complaint, or seek OSHA advice, assistance, or products, call (800) 321-OSHA or contact your nearest OSHA regional or area office listed beginning on page 27. The teletypewriter (TTY) number is (877) 889-5627.

You can also file a complaint online and obtain more information on OSHA federal and state programs by visiting OSHA's website at [www.osha.gov](http://www.osha.gov).

For more information on grants, training, and education, write: OSHA Training Institute, Office of Training and Education, 1555 Times Drive, Des Plaines, IL 60018; call (847) 297-4810; or see Outreach on OSHA's website at [www.osha.gov](http://www.osha.gov).

## OSHA Regional and Area Offices

### OSHA Regional Offices

#### Region I

(CT,\* ME, MA, NH, RI, VT\*)  
JFK Federal Building, Room E340  
Boston, MA 02203  
(617) 565-9860

#### Region II

(NJ,\* NY,\* PR,\* VI\*)  
201 Varick Street, Room 670  
New York, NY 10014  
(212) 337-2378

#### Region III

(DE, DC, MD,\* PA,\* VA,\* WV)  
The Curtis Center  
170 S. Independence Mall West  
Suite 740 West  
Philadelphia, PA 19106-3309  
(215) 861-4900

#### Region IV

(AL, FL, GA, KY,\* MS, NC,\*  
SC,\* TN\*)  
Atlanta Federal Center  
61 Forsyth Street, SW, Room 6T50  
Atlanta, GA 30303  
(404) 562-2300

#### Region V

(IL, IN,\* MI,\* MN,\* OH, WI)  
230 South Dearborn Street  
Room 3244  
Chicago, IL 60604  
(312) 353-2220

#### Region VI

(AR, LA, NM,\* OK, TX)  
525 Griffin Street, Room 602  
Dallas, TX 75202  
(214) 767-4731 or 4736 x224

#### Region VII

(IA,\* KS, MO, NE)  
City Center Square  
1100 Main Street, Suite 800  
Kansas City, MO 64105  
(816) 426-5861

#### Region VIII

(CO, MT, ND, SD, UT,\* WY\*)  
1999 Broadway, Suite 1690  
Denver, CO 80202-5716  
(303) 844-1600

#### Region IX

(American Samoa, AZ,\*  
CA,\* HI, NV,\* Northern  
Mariana Islands)  
71 Stevenson Street, Room 420  
San Francisco, CA 94105  
(415) 975-4310

#### Region X

(AK,\* ID, OR,\* WA\*)  
1111 Third Avenue, Suite 715  
Seattle, WA 98101-3212  
(206) 553-5930

\*These states and territories operate their own OSHA-approved job safety and health programs (Connecticut, New Jersey and New York plans cover public employees only). States with approved programs must have a standard that is identical to, or at least as effective as, the federal standard.

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Norfolk, VA  
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Bellevue, WA  
(206) 553-7520

Appleton, WI  
(920) 734-4521

Eau Claire, WI  
(715) 832-9019

Madison, WI  
(608) 264-5388

Milwaukee, WI  
(414) 297-3315

Charleston, WV  
(304) 347-5937

## OSHA-Approved Safety and Health Plans

### Alaska

Alaska Department of Labor  
and Workforce Development

Commissioner  
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FAX: (907) 465-2784

Program Director  
(907) 269-4904  
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### Arizona

Industrial Commission  
of Arizona

Director, ICA  
(602) 542-4411  
FAX: (602) 542-1614

Program Director  
(602) 542-5795  
FAX: (602) 542-1614

### California

California Department of  
Industrial Relations

Director  
(415) 703-5050  
FAX: (415) 703-5114

Chief  
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Manager, Cal/OSHA  
Program Office  
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### Connecticut

Connecticut Department  
of Labor

Commissioner  
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### Hawaii

Hawaii Department of Labor  
and Industrial Relations

Director  
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FAX: (808) 586-9104

### Indiana

Indiana Department of Labor

Commissioner  
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FAX: (317) 233-3790

Deputy Commissioner  
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**Iowa**

Iowa Division of Labor  
 Commissioner  
 (515) 281-6432  
 FAX: (515) 281-4698  
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 FAX: (515) 281-7995

**Kentucky**

Kentucky Labor Cabinet  
 Secretary (502) 564-3070  
 FAX: (502) 564-5387  
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**Maryland**

Maryland Division of Labor  
 and Industry  
 Commissioner  
 (410) 767-2999  
 FAX: (410) 767-2300  
 Deputy Commissioner  
 (410) 767-2992  
 FAX: (410) 767-2003  
 Assistant Commissioner, MOSH  
 (410) 767-2215  
 FAX: (410) 767-2003

**Michigan**

Michigan Department of  
 Consumer and Industry Services  
 Director  
 (517) 322-1814  
 FAX: (517) 322-1775

**Minnesota**

Minnesota Department of  
 Labor and Industry  
 Commissioner  
 (651) 296-2342  
 FAX: (651) 282-5405  
 Assistant Commissioner  
 (651) 296-6529  
 FAX: (651) 282-5293  
 Administrative Director,  
 OSHA Management Team  
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 FAX: (651) 297-2527

**Nevada**

Nevada Division of  
 Industrial Relations  
 Administrator  
 (775) 687-3032  
 FAX: (775) 687-6305  
 Chief Administrative Officer  
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 FAX: (702) 990-0358  
 [Las Vegas (702) 687-5240]

**New Jersey**

New Jersey Department of Labor  
 Commissioner  
 (609) 292-2975  
 FAX: (609) 633-9271  
 Assistant Commissioner  
 (609) 292-2313  
 FAX: (609) 292-1314  
 Program Director, PEOSH  
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 FAX: (609) 292-4409

**New Mexico**

New Mexico Environment  
Department

Secretary  
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**New York**

New York Department of Labor

Acting Commissioner  
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FAX: (518) 457-6908

Division Director  
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**North Carolina**

North Carolina Department  
of Labor

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FAX: (919) 807-2855

Deputy Commissioner,  
OSH Director  
(919) 807-2861  
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OSH Assistant Director  
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**Oregon**

Oregon Occupational Safety  
and Health Division

Administrator  
(503) 378-3272  
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Deputy Administrator for Policy  
(503) 378-3272  
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Deputy Administrator  
for Operations  
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**Puerto Rico**

Puerto Rico Department of  
Labor and Human Resources

Secretary  
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Assistant Secretary for  
Occupational Safety and Health  
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1106 / 754-2171  
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Deputy Director for  
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754-2133  
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**South Carolina**

South Carolina Department of  
Labor, Licensing, and  
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Director  
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**Tennessee**

Tennessee Department of Labor  
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**Utah**

Utah Labor Commission  
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**Vermont**

Vermont Department of  
Labor and Industry  
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(802) 828-2288  
FAX: (802) 828-2748  
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**Virgin Islands**

Virgin Islands Department  
of Labor  
Acting Commissioner  
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**Virginia**

Virginia Department of Labor  
and Industry  
Commissioner  
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**Washington**

Washington Department of  
Labor and Industries  
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Assistant Director  
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Program Manager,  
Federal-State Operations  
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FAX: (360) 902-5529

**Wyoming**

Wyoming Department of  
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Hato Rey, PR (787) 754-2171	Cheyenne, WY (307) 777-7786
Providence, RI (401) 222-2438	

# Appendices

## Appendix 1 Hazard Control Measures

Information obtained from a job hazard analysis is useless unless hazard control measures recommended in the analysis are incorporated into the tasks. Managers should recognize that not all hazard controls are equal. Some are more effective than others at reducing the risk.

The order of precedence and effectiveness of hazard control is the following:

1. Engineering controls.
2. Administrative controls.
3. Personal protective equipment.

Engineering controls include the following:

- Elimination/minimization of the hazard—Designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials, or other factors to lessen the hazard;
- Enclosure of the hazard using enclosed cabs, enclosures for noisy equipment, or other means;
- Isolation of the hazard with interlocks, machine guards, blast shields, welding curtains, or other means; and
- Removal or redirection of the hazard such as with local and exhaust ventilation.

Administrative controls include the following:

- Written operating procedures, work permits, and safe work practices;
- Exposure time limitations (used most commonly to control temperature extremes and ergonomic hazards);
- Monitoring the use of highly hazardous materials;
- Alarms, signs, and warnings;
- Buddy system; and
- Training.

Personal Protective Equipment—such as respirators, hearing protection, protective clothing, safety glasses, and hardhats—is acceptable as a control method in the following circumstances:

- When engineering controls are not feasible or do not totally eliminate the hazard;
- While engineering controls are being developed;
- When safe work practices do not provide sufficient additional protection; and
- During emergencies when engineering controls may not be feasible.

Use of one hazard control method over another higher in the control precedence may be appropriate for providing interim protection until the hazard is abated permanently. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

## Appendix 2 Common Hazards and Descriptions

Hazards	Hazard Descriptions
Chemical (Toxic)	A chemical that exposes a person by absorption through the skin, inhalation, or through the blood stream that causes illness, disease, or death. The amount of chemical exposure is critical in determining hazardous effects. Check Material Safety Data Sheets (MSDS), and/or OSHA 1910.1000 for chemical hazard information.
Chemical (Flammable)	A chemical that, when exposed to a heat ignition source, results in combustion. Typically, the lower a chemical's flash point and boiling point, the more flammable the chemical. Check MSDS for flammability information.
Chemical (Corrosive)	A chemical that, when it comes into contact with skin, metal, or other materials, damages the materials. Acids and bases are examples of corrosives.
Explosion (Chemical Reaction)	Self explanatory.
Explosion (Over Pressurization)	Sudden and violent release of a large amount of gas/energy due to a significant pressure difference such as rupture in a boiler or compressed gas cylinder.
Electrical (Shock/ Short Circuit)	Contact with exposed conductors or a device that is incorrectly or inadvertently grounded, such as when a metal ladder comes into contact with power lines. 60Hz alternating current (common house current) is very dangerous because it can stop the heart.

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<b>Hazards</b>	<b>Hazard Descriptions</b>
Electrical (Fire)	Use of electrical power that results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage.
Electrical (Static/ESD)	The moving or rubbing of wool, nylon, other synthetic fibers, and even flowing liquids can generate static electricity. This creates an excess or deficiency of electrons on the surface of material that discharges (spark) to the ground resulting in the ignition of flammables or damage to electronics or the body's nervous system.
Electrical (Loss of Power)	Safety-critical equipment failure as a result of loss of power.
Ergonomics (Strain)	Damage of tissue due to overexertion (sprains and strains) or repetitive motion.
Ergonomics (Human Error)	A system design, procedure, or equipment that is error-provocative. (A switch goes up to turn something off).
Excavation (Collapse)	Soil collapse in a trench or excavation as a result of improper or inadequate shoring. Soil type is critical in determining the hazard likelihood.
Fall (Slip, Trip)	Conditions that result in falls (impacts) from height or traditional walking surfaces (such as slippery floors, poor housekeeping, uneven walking surfaces, exposed ledges, etc.)
Fire/Heat	Temperatures that can cause burns to the skin or damage to other organs. Fires require a heat source, fuel, and oxygen.
Mechanical/ Vibration (Chaffing/ Fatigue)	Vibration that can cause damage to nerve endings, or material fatigue that results in a safety-critical failure. (Examples are abraded slings and ropes, weakened hoses and belts.)

<b>Hazards</b>	<b>Hazard Descriptions</b>
Mechanical Failure	Self explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.
Mechanical	Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.
Noise	Noise levels (>85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information.
Radiation (Ionizing)	Alpha, Beta, Gamma, neutral particles, and X-rays that cause injury (tissue damage) by ionization of cellular components.
Radiation (Non-Ionizing)	Ultraviolet, visible light, infrared, and microwaves that cause injury to tissue by thermal or photochemical means.
Struck By (Mass Acceleration)	Accelerated mass that strikes the body causing injury or death. (Examples are falling objects and projectiles.)
Struck Against	Injury to a body part as a result of coming into contact of a surface in which action was initiated by the person. (An example is when a screwdriver slips.)
Temperature Extreme (Heat/Cold)	Temperatures that result in heat stress, exhaustion, or metabolic slow down such as hypothermia.
Visibility	Lack of lighting or obstructed vision that results in an error or other hazard.
Weather Phenomena (Snow/Rain/Wind/Ice)	Self explanatory.

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### Appendix 3 Sample Job Hazard Analysis Form

<i>Job Title:</i>	<i>Job Location:</i>	<i>Analyst</i>	<i>Date</i>
<i>Task #</i>	<i>Task Description:</i>		
<i>Hazard Type:</i>	<i>Hazard Description:</i>		
<i>Consequence:</i>	<i>Hazard Controls:</i>		
<i>Rational or Comment:</i>			

