**MODULE CONTENT**

| Unit of Competency | **PRACTICE HOUSEKEEPING PROCEDURES** | |
| --- | --- | --- |
| Module Title | **PRACTICING HOUSEKEEPING PROCEDURES** | |
| Module Descriptor | This unit covers the knowledge, skills and attitudes required to apply the basic housekeeping procedures | |
| Nominal Duration | **8 hours** | |
| Summary of the Learning Outcomes: | | |
| Upon completion of this module the student must be able to: | | |
| LO1. | | Sort and remove unnecessary items |
| LO2. | | Arrange items |
| LO3. | | Maintain work area, tools and equipment |
| LO4. | | Follow standardized work processes and procedures |
| LO5. | | Perform work spontaneously |

**LEARNING OUTCOME #1**

**SORT AND REMOVE UNNECESSARY ITEMS**

**ASSESSMENT CRITERIA:**

1. Reusable, recyclable materials are sorted in accordance with company/office procedures.
2. *Unnecessary items* are removed and disposed in accordance with company/office procedures

**CONTENTS:**

* Principles of 5S
* Safety signs and symbols
* Environmental requirements relative to work safety
* Accident/Hazard reporting procedures

**CONDITION:**

The students/trainees must be provided with the following:

* Writing materials (pens & paper)
* References (books)
* Modules

**METHODOLOGIES:**

* Lecture
* Group discussion
* Role play
* Self-paced (modular) instruction

**ASSESSMENT METHODS:**

* Demonstration
* Observation
* Interviews/questioning

**LEARNING EXPERIENCES**

**LEARNING OUTCOMES NO. 1 SORT AND REMOVE UNNECESSARY ITEMS**

| **Learning Activities** | **Special Instructions** |
| --- | --- |
| Read Information Sheet 4.1-1 Principles of 5S | If you have some problem on the content of the information sheet don’t hesitate to approach your Trainer.  If you feel that you are now knowledgeable on the content of the information sheet, you can now answer self-check provided in the module. |
| Answer Self-Check 4.1-1 Principles of 5S | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 4.1-1 |
| Read Information Sheet 4.1-2 Safety Signs and Symbols | If you have some problem on the content of the information sheet don’t hesitate to approach your Trainer.  If you feel that you are now knowledgeable on the content of the information sheet, you can now answer self-check provided in the module. |
| Answer Self-Check 4.1-2 Safety Signs and Symbols | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 4.1-2 |
| Read Information Sheet 4.1-3 Environmental requirements relative to work safety  https://www.graphicproducts.com/media/23811/5s-red-tag.jpg | If you have some problem on the content of the information sheet don’t hesitate to approach your Trainer.  If you feel that you are now knowledgeable on the content of the information sheet, you can now answer self-check provided in the module. |
| Answer Self-Check 4.1-3 Environmental requirements relative to work safety | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 4.1-3 |
| Read Information Sheet 4.1-4 Accident/Hazard reporting procedures | If you have some problem on the content of the information sheet don’t hesitate to approach your Trainer.  If you feel that you are now knowledgeable on the content of the information sheet, you can now answer self-check provided in the module. |
| Answer Self-Check 4.1-4 Accident/Hazard reporting procedures | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 4.1-4 |

**INFORMATION SHEET #4.1-1**

**PRINCIPLE OF 5S**

**Learning Objectives:**

After reading this Information Sheet, you must be able to:

1. Understand the importance of housekeeping and cleanliness at workplace
2. Know the principle of 5S
3. Recognize benefits of sorting

**INTRODUCTION**

1. **IMPORTANCE OF HOUSEKEEPING AND CLEANLINESS AT WORKPLACE**

Housekeeping and cleanliness at the workplace are closely linked to the industrial safety. The degree, to which these activities are effectively managed, is an indicator of the 

safety culture of the organization.

Housekeeping and cleanliness not only make the organization a safer

place to work in but also provide a big boost to the image of the

organization. These activities also

* improve efficiency and productivity,
* helps in maintaining good control over the processes, and
* assist in maintaining the quality of the product. 

There are several signs which reflect poor housekeeping and cleanliness at the workplace in the organization. Some of these signs are

* cluttered and poorly arranged work areas;
* untidy or dangerous storage of materials (such as materials stuffed in corners and overcrowded shelves etc.);
* dusty and dirty floors and work surfaces;
* items lying on the shop floor which are in excess or no longer needed;
* blocked or cluttered aisles and exits;
* tools and equipment left in work areas instead of being returned to proper storage places;
* broken containers and damaged materials;
* overflowing waste bins and containers, and
* spills and leaks etc.

Housekeeping and cleanliness refer to the processes which ensure facilities, equipment, work areas and access routes are kept in good condition. This condition is required for supporting safe and reliable operation and maintenance during normal plant operation.

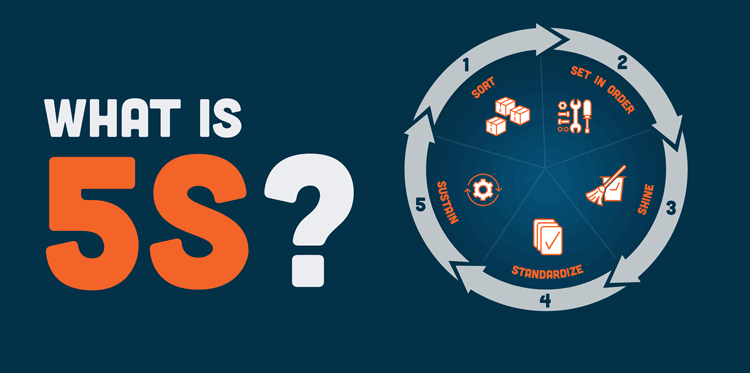
Additionally, during the emergency, housekeeping and cleanliness ensure that the plant operations are not inhibited. Further, the housekeeping and cleanliness both are interrelated. Reaching a good standard in one of them is difficult without reaching a good standard in the other.

1. **PRINCIPLE OF 5S**

5S is the principles of work environment improvement derived 

from the Japanese words ***seiri, seiton, seiso, seiketsu, and shitsuke***.

In English the five Ss are respectively described ***Sort, Set Shine,***

***Standardize, and Sustain.*** 



This principle focuses on effective work place organization starting from physical environment and gradually to functional aspects, which are influential to 5S simplifies your work environment, reduces waste and non-value activity while improving quality efficiency and safety.

5S Principles are your reliable instruments to make a break-through in improving your work environment and staff attending various types of jobs in your Project or Institution. This is not only a concept but also a set of actions which have to be conducted systematically with the full participation of staff serving in the Project or Institution. 5S activities are practiced in a real participatory movement to improve the quality of both the work environment and service contents delivered to your clients.

5S is literally 5 abbreviations of Japanese words with 5 initials of S. These are 1 - Seiri, 2 - Seiton, 3 - Seiso, 4-Seiketsu and 5-Shitsuke. Convenient translation to English similarly provides 5 words with initials of S.

| **Step Name** | **Japanese Term** | **Explanation** |
| --- | --- | --- |
| **SORT** | **Seiri (tidiness)** | **Remove unnecessary items from each area** |
| Set In Order | Seiton (orderliness) | Organize and identify storage for efficient use |
| Shine | Seiso (cleanliness) | Clean and inspect each area regularly |
| Standardize | Seiketsu (standardization) | Incorporate 5S into standard operating procedures |
| Sustain | Shitsuke (discipline) | Assign responsibility, track progress and continue the recycle |

**SORTING OUT**

Sort is one of the 5S steps. Sorting refers to the elimination of things in a workplace that are not needed and don’t add value. Examples of commonly sorted out items, include piles of old paperwork, non-functional equipment, and even outdated phonebooks or calendars from years ago.

Proper sorting effectively qualifies the value of items by honestly and accurately answering the question “Do I really need this?”. One good way to determine true need is by identifying whether you use the item on a daily basis. However, a key to successful sorting is to remember the saying, “When in doubt, sort it out.”

**WHY IS SORTING IMPORTANT?**

Sorting is often misunderstood to refer to neatness or organization. However, first and foremost, sorting provides a safer workplace. Decluttering workspaces prevent things from falling off shelves and people from tripping over things.

Additionally, by removing excess clutter, workplaces become more easier to physically and mentally navigate, contributing to faster, smoother workflows. Carried out correctly, sorting improves productivity in both production and office environments.

Don’t underestimate the power of sorting. Simply clearing unwanted and unnecessary items from a workspace, alone can be responsible for production increases of 50% or more. For example, machine changeover times alone can often be increased as much as 40% by reducing the amount of time spent searching for needed items such as tooling in cluttered drawers or cabinets.

**5-STEP SORTING PROCESS**

**STEP 1: Evaluate and Document the Current State**

A powerful practice to follow when sorting is taking before and after pictures of an area before proceeding further. This will give you a good reference to help others see improvements. Remember, 5S is a lean tool and lean’s purpose is to achieve continuous improvement.

**STEP 2: Define Elimination Criteria**

Before we can remove items, it’s necessary to determine the rules for removing items. This helps everyone to easily identify whether an item should be “red tagged” for removal or left alone. Red tagging is the process of marking items for removal or further evaluation. As the term implies, red colored tags are the typical way that items are marked. However, items are marked, marking an item for elimination should be explicit and not open for interpretation.

A common deciding factor is thinking if the item will be needed in the coming month. If items are needed for the coming month, they can generally be kept. If not, it’s better to move them to another location or get rid of them.

To determine how disposable an item is, consider the following 3 key areas:

* The usefulness of the item
* How often an item is used
* The quantity of the item.



**STEP 3: Red Tag Items**

Once your team has agreed on elimination criteria, it’s time to red tag items. The best way to red tag items is to start at one end of the defined area and work your way through to the end, reviewing everything that is covered in the set criteria.

It is advisable for people who are familiar with this process to carry out red tagging in the area. After which, others can give their opinions on whether they not they agree on the items that are red tagged.

Remember that teamwork is better for red tagging than tagging solo, since it facilitates consensus. Agreement on what should and shouldn’t be red tagged is strongly linked to sorting success.

That said, some degree of disagreement is almost certain. In fact, it is often at this phase that the most heated disagreements occur. A good rule for overcoming this challenge is rather than debating what should and should not be tagged, simply tagging all items anyone suspects should be tagged. Remember, tags aren’t permeant. They can be removed at a later time just as easily as they were applied.

Another good rule to adopt is to not waste your efforts tagging blatant trash. All items agreed to be trash should be thrown away, not tagged.

Lastly, it’s good to put someone in charge of a red tag log sheet. The log sheet simply provides a summary of the items that have been tagged, where the item came from and the disposition status for later review.

**STEP 4: Dispose of Obviously Unnecessary Items**

After all items in the entire work area have been evaluated and appropriately tagged, it’s time to review all tagged items, using the criteria agreed upon in step 2, and remove items accordingly.

Keep in mind that there are many ways to eliminate items. Selling tagged items can generate revenue. Consider holding a company garage sale. You could offer the items to your employees at discounted prices. Another option is using auction sites like eBay or Craig’s List to sell the items. eBay has been around for a long time and is a powerful sales channel. Just remember to conform to your organization’s marketing and sales guidelines when doing this.

Another option is to donate the items to others who would have use for them. Keep in mind that this can be a tax deductible and eco-friendly option.

Recycling items can also be an option depending on the items you plan to recycle. You’ll be surprised that even items that seem like junk to you may actually be of value to someone else.

Lastly, if no other options are viable for your red tagged items, then throwing them away may be your only solution. Keep in mind that disposing of them in an Earth-friendly manner is preferred.

Of course, before you eliminate anything, always remember to coordinate with your accounting department when sorting since there may be items that still have book value and will still need to be accounted for.

**STEP 5: Move Remaining Red Tagged Items into Holding Area**

Finally, all remaining items should be moved to a designated red-tag holding area where the items will be temporarily consolidated until a final decision can be agreed to. The holding area should contain red tag items from multiple work areas and should be separate from all work areas. It’s important to recognize that if this area really should be temporary. A detailed log of the items should be maintained. You should also have guidelines as to how long items can stay in the holding area. For example, if an item is still in the holding area after 30 days, then it should be something that you can eliminate permanently.

Sorting is enjoyable for a lot of people because of the satisfaction they get after clearing out an area. It is important to plan and execute red tagging with care and empathy. While it’s important to be ruthless during this step, it is also important to be courteous and respectful when sorting in someone else’s area. Consider how you would feel if someone carelessly ransacked your work area, flagging important items as worthless garbage. That’s indeed how sorting can be perceived when not approached with care.

1. **THE BENEFITS OF SORTING ("SEIRI") IN 5S**

The Seiri step is only the start of the 5S process, but some benefits should be felt immediately.

Finding lost or forgotten materials – whether spare parts, raw materials or work-in-progress – may save on re-ordering costs

* It will be quicker and safer to move goods after clutter has been removed
* It will be quicker to find tools if they are stored where they are needed
* It will be quicker to find tools if they are not hidden by piles of clutter

The same goes for documents and binders: find the current information more quickly, and avoid using outdated material

Similarly, bulletin boards are more useful when only relevant materials are posted

Adjustments and repairs will be quicker and more effective when the right tools – in a state of good repair – are used

A worker is more productive with enough elbow room

Whether it is a workbench or a desk, a tidy and well-organized workplace enhances productivity

Reduced likelihood of injuries because:

* Seats and work surfaces are at the right heights for the workers
* Less stooping, bending, lifting and twisting if items are stored conveniently
* Safety devices are installed properly
* Electric wiring (and hydraulic or pneumatic hoses) are installed properly
* Ladders are in good repair
* Less clutter underfoot leads to fewer slips or falls

Improved quality thanks to clear, simple instructions posted at work stations

Improved morale because:

* Management has demonstrated concern by starting the clean-up, replacing worn tools, and addressing safety concerns
* Renewed attention to previous suggestions for improvements

**INFORMATION SHEET # 4.1-2**

**SAFETY SIGNS AND SYMBOLS**

Learning Objectives:

After reading this Information Sheet, you must be able to:

1. Know importance of safety signs and symbols
2. Identify safety sign and symbols used in sorting and removing items

**INTRODUCTION**

**IMPORTANCE OF SAFETY SIGNS AND SYMBOLS IN WORKPLACE**

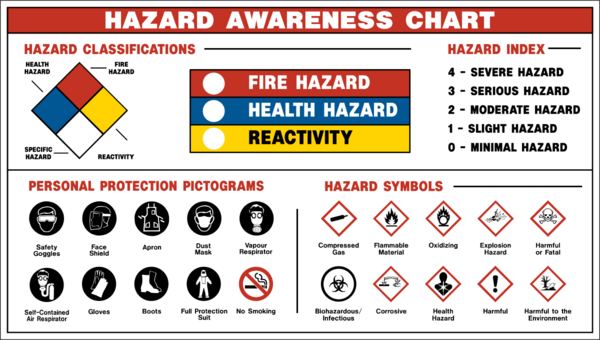
Safety signs and symbols are important safety communicating tools; they help to indicate various hazards that present in plant site or workplace. At the same time, they warn workers to always keep watching out for those hazards by giving required information and safety instructions**.**

Safety signs can be a tricky business. Some have words and a clear message, while many rely on visual symbols to warn of potential danger. This is also an effective way to communicate potential hazards – as long as workers understand what the symbols mean.

There are two different types of safety symbols: one refers to general safety protocols, while the other is used specifically for labeling chemicals that may be hazardous. Since most workplaces have a combination of both, it’s important to understand each of them.

**Why Use Safety Symbols**?

These pictures may not say a thousand words, but they are universally recognized symbols that transcend language. No matter where you’re working, you’ll be able to understand the potential hazards you face simply by looking at the posted symbols.



The best occupational health and safety programs use a series of signs and symbols to convey a complete message. For example, a hazardous gas symbol may alert workers to the potential presence of a harmful gas. But an accompanying sign mandating the use of a gas mask takes it a step further by telling workers how to handle the hazard.

Signs and symbols are no substitute for training, but they do serve as important reminders. They can be particularly helpful for workers who are not familiar with a specific area or process. A simple sign with a safety symbol allows workers to efficiently identify the potential hazard and make an immediate decision.

**4 Key Types of Safety Symbols**

Most safety signs and symbols fall into one of four categories:

* Prohibition
* Warning
* Mandatory
* Emergency

Each category has its own specific color and sign shape that remains consistent around the world as per safety regulations.

| **Category** | **Color** | **Information/Instruction** | **Features** | **Examples** |
| --- | --- | --- | --- | --- |
| Prohibition | Red | * Dangerous behavior * Stop * Shutdown * Emergency cut-out devices * Evacuate | * Round shape * Black pictogram on white background * Red edging with a red diagonal line | * Do not touch * No access for   Unauthorized Persons   * Do not enter |
| Warning | Yellow | * Be careful * Take precautions * Hazard nearby | * Triangular shape * Black pictogram on yellow background * Black edging | * Electric shock * [Magnetic field](https://www.safeopedia.com/definition/5027/magnetic-field) * [Biological hazard](https://www.safeopedia.com/definition/643/biological-hazard) * General warning |
| Mandatory | Blue | * Specific behavior or action | * Round shape * White pictogram on blue background | * Wear safety glasses * Wash hands * Use safety harness |
| Emergency | Green | * Doors * Exits * Escape routes * Equipment and facilities | * Rectangular or square shape * White pictogram on green background | * Emergency exit/escape route * [Eyewash station](https://www.safeopedia.com/definition/4930/emergency-eyewash-station) * First aid kit |

**Hazardous Chemicals Communication Standard**

The system uses pictograms on labels to alert users of the chemical hazards they may be exposed to. Every symbol consists of a black pictogram on a white background, framed by a red border. There are [nine different pictograms](https://www.osha.gov/Publications/HazComm_QuickCard_Pictogram.html), each representing a different chemical hazard classification.

| Health hazard safety symbol | | Flame hazard safety symbol | |  | | Gas cylinder gas under pressure safety symbol | |  | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Health Hazard**  [Carcinogen](https://www.safeopedia.com/definition/254/carcinogen)  Mutagenicity  Reproductive toxicity  Respiratory sensitizer  Target organ toxicity  Aspiration toxicity | | **Flame**  Flammables  Pyrophorics  Self-heating  Emits flammable gas  Self-reactives  Organic peroxides | | **Exclamation Mark**  Irritant (skin and eye)  Skin sensitizer  Acute toxicity (harmful)  Narcotic effects  Respiratory tract irritant  Hazardous to ozone layer | | **Gas Cylinder**  Gases under pressure | | **Corrosion**  Skin corrosion/burns  Eye damage  Corrosive to metals | |
|  |  | |  | |  | |  | |  |
| **Exploding Bomb**  Explosives  Self-reactive  Organic peroxides | | **Flame Over Circle**  Oxidizers | | **Environment**  Aquatic toxicity | | **Skull & Crossbones**  Acute Toxicity | |

**INFORMATION SHEET 4.1-3**

**ENVIRONMENTAL REQUIREMENTS RELATIVE TO WORK SAFETY**

Learning Objectives:

After reading this Information Sheet, you must be able to:

1. Know the meaning of safety and health in the workplace

**What Does Safety and Health in the Workplace Mean?**

Safety refers to the physical or environmental conditions of work which comply with prescribed (OSH) Standards and which allow the workers to perform the job without or within acceptable exposure limit to hazards. Occupational safety also refers to practices related to production and work process.

Health means a sound state of the body and mind of the workers that enables the worker or employee to perform the job normally.

**What Does OSH Standards Mean**?

OSH Standards are mandatory rules and standards set and enforced to eliminate or reduce occupational safety and health hazards in the workplace.

**What is the Purpose of OSH Standards?**

OSH Standards aim to provide at least the minimum acceptable degree of protection that must be afforded to every worker in relation to the working conditions and dangers of injury, sickness or death that may arise by reason of the worker's occupation. The provision of OSH Standards by the State is an exercise of police power, with the intention of promoting the welfare and well-being of the workers.

**What are covered by the General OSH Standards**?

* All establishments, workplaces and other undertakings are covered, including agricultural enterprises whether operating for profit or not, except:
* Residential places exclusively devoted to dwelling purposes.

1. **A SAFE PLACE OF WORK**

You must**:**

* make sure your buildings are in good repair
* maintain the workplace and any equipment so that it is safe and works efficiently
* put right any dangerous defects immediately, or take steps to protect anyone at risk
* take precautions to prevent people or materials falling from open edges, eg fencing or guard rails
* fence or cover floor openings, eg. vehicle examination pits, when not in use
* have enough space for safe movement and access
* provide safety glass, if necessary
* make sure floors, corridors and stairs etc. are free of obstructions, eg. trailing cables
* provide good drainage in wet processes
* make sure any windows capable of being opened can be opened, closed or adjusted safely
* make sure all windows and skylights are designed and constructed so that they may be cleaned safely (you may also need to fit anchor points if window cleaners have to use harnesses)
* minimize risks caused by snow and ice on outdoor routes, eg use salt or sand and sweep them

1. **LIGHTING**

You must provide:

* good light – use natural light where possible but try to avoid glare
* a good level of local lighting at workstations where necessary
* suitable forms of emergency lighting
* well-lit stairs and corridors
* well-lit outside areas – for pedestrians and to help with work activities such as loading/unloading at night

1. **MOVING AROUND THE PREMISES**

You must have:

* safe passage for pedestrians and vehicles – separate routes may be necessary
* level, even floors and surfaces without holes or broken boards
* hand-rails on stairs and ramps where necessary
* safely constructed doors and gates
* floors and surfaces which are not slippery

1. **CLEANLINESS**

You must:

* provide clean floors and stairs, with effective drainage where necessary
* provide clean premises, furniture and fittings
* provide containers for waste materials
* remove dirt, refuse and trade waste regularly
* clear up spillages promptly
* keep internal walls or ceilings clean

1. **HYGIENE AND WELFARE**

You must provide:

* clean toilets and hand basins, with running hot and cold or warm water, soap and towels or another suitable means of drying
* drinking water
* somewhere to rest and eat meals, including facilities for eating food which would otherwise become contaminated
* showers for dirty work or emergencies
* drying facilities for wet work clothes, if practical and necessary
* accommodation or hanging space for personal clothing not worn at work (and somewhere to change if special clothing is worn for work)
* rest facilities for pregnant women and nursing mothers

In some circumstances your risk assessment will highlight the need to provide additional specific controls, for example:

* skin cleansers, with nail brushes
* barrier cream and skin-conditioning cream where necessary
* certain facilities for workers working away from base, eg chemical toilets in some circumstances

1. **COMFORTABLE CONDITIONS**

You must provide:

* a reasonable working temperature within workplaces inside buildings (usually at least 16 °C, or 13 °C for strenuous work, unless it is impractical to do so, eg in the food industry)
* local heating or cooling where a comfortable temperature cannot be maintained throughout each workroom (eg hot and cold processes)
* good ventilation – a sufficient supply of fresh, clean air drawn from outside or a ventilation system
* heating systems which do not give off dangerous or offensive levels of fume into the workplace
* enough workspace, including suitable workstations and seating

1. **WORKING OUTDOORS**

For work outdoors you should consider things such as the weather, temperature (both hot and cold) and sun exposure.

**INFORMATION SHEET #4.1-4**

**ACCIDENT/HAZARD REPORTING PROCEDURES**

Learning Objectives:

After reading this Information Sheet, you must be able to:

1. Know the procedures in accident/hazard reporting

INTRODUCTION:

**WORKPLACE HAZARD REPORTING IS NECESSARY AND EFFECTIVE**

*Incident reporting is critical, and near-miss reporting is important, but hazard reporting is also extremely necessary for the safety of your workforce.*



All hazards that are found in the workplace should be reported

immediately to a supervisor, the safety department or management.

This is a standard practice that should exist in any workplace and every employee should be made aware that this is the appropriate action to take should they encounter any hazard or potential hazard they discover.

However, many employees may feel (justified or not) that the hazards they encounter, sometimes on a daily basis, are just how things are and reporting them is not necessary.

Designing, setting up and communicating a *Hazard Reporting Program* is a good idea for any business to help avoid this potentially dangerous attitude.

Implementing a Hazard Reporting Program will help ensure that your workplace is safer for your

employees and reduce costly incidents or business interruptions.

All employees should be trained in hazard recognition and avoidance. Hazard Reporting is a critical part of this training so that employees know exactly what to do when they encounter a hazard they can’t immediately correct.

Don’t get overwhelmed by the word “training” because you can design the training to be as simple as you need for your specific team. Depending on the types of hazards your employees might encounter, this training could be a mandatory all-day in-person training session for high-hazard jobs, or on-the-job training led by a competent supervisor, or even a 30-minute safety meeting. For low-hazard jobs, at least consider an annual online training or email reminder so employees understand hazard reporting is not only acceptable but also expected.

During hazard reporting training, the following points should be emphasized:

* **What is an unsafe condition that should be reported?**

This is any circumstance found in the workplace that could allow an incident to occur that might harm people, equipment or property. Give examples specific to your workplace such as:

* rusted or broken tools,
* inadequate PPE provided,
* containers that are not labeled,
* insufficient stairway lighting,
* broken machine guards, or
* a leaking refrigerator in the break room.
* **What is an unsafe act that should be reported?**

This is any behavior that could lead to an incident that might harm people, equipment or property. Unsafe acts might not be intentional. Examples of unsafe acts might include using equipment in a careless manner or not using PPE as required.

* **What should be done if an unsafe condition or act is witnessed in the workplace?**

This depends on the hazard reporting procedure in your workplace so be specific. Let employees know exactly what steps they should take which could be filling out a form or verbally telling a supervisor.

* **When should a hazard be reported?**

Any unsafe condition or act should be reported immediately, or at the next available safe opportunity that the employee has to do so.

* **What should employees expect after a hazard is reported?**

Let employees know what the expected time frame is for corrective and preventative measures that are expected and how employees can follow-up on the corrections progress, if needed.

* **Where can employees find a copy of the Hazard Reporting Procedure?**

Are hard copies of procedures kept at headquarters, or is the Safety Manual found online on the company’s intranet? It’s important that employees know how they can access all company policies and procedures on their own.

You can start simple when it comes to implementing a hazard reporting system in your workplace, and then let this program evolve as the company grows, significant workforce is hired or new industry sectors are added.

Here are some examples of what a hazard reporting program might look

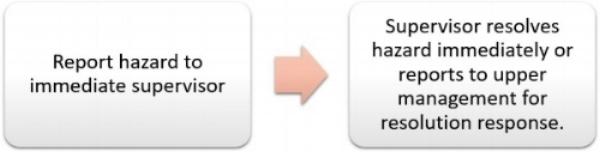
like, simple to more complex. Design a program that works for your company

and your employees.

Document the procedure in a step-by-step format that is easy to understand

and the communicate to your employees what the process is and where they

can find the procedure to reference at any time.



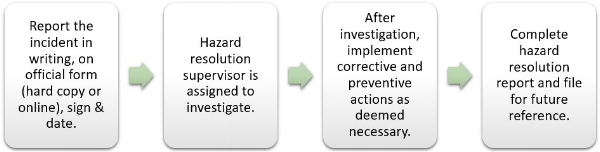
Example 1



Example 2



Example 3



Example 4



Example 5

Incident and accident reporting is critical and near-miss incident reporting is important, but hazard reporting is also extremely necessary for the safety of your workforce.

Addressing a potential hazard before it causes an injury or property damage can save any company significant losses.

Giving employees an avenue that they can pursue to report hazards and unsafe acts empowers them to feel like they are an integral part of the company, but only if those hazards are addressed, corrected and resolved.



A successful workplace safety and health program includes a hazard

reporting process that is effective.

Hazard reporting ensures employees:

* are involved in your safety management system
* aware and vigilant for current safety issues
* respect safety management as a means of creating a safe,

productive work environment

Hazard reporting ensures that supervisors, managers and the safety department have the information

they need to control hazards before they become a liability, ultimately saving the company money.

If employees are reluctant to report hazards in the workplace, here are some great ways to improve the quality of hazard reporting in your safety program.

1. Make reporting as easy as possible.
2. Ensure there is no negative stigma and no punishment attached to hazard reporting.
3. Give recognition to those who submit hazard reports.
4. Engage workers in the resolution of hazards to ensure the correction is satisfactory for all involved and does not create additional hardships inadvertently.
5. Keep an open discussion about safety issues, perhaps following up on the specific hazard reported at the next safety meeting.
6. Never assign blame to an individual when it comes to hazards found. Rather, attribute hazards to “systems” like insufficient budget assigned for tool replacements, lack of training, or comprehensive process needed.
7. Post signs or posters around the workplace that reinforces the message that unsafe conditions and acts must be reported.