**LEARNING OUTCOME #2**

**ARRANGE ITEMS**

# ASSESSMENT CRITERIA:

1. Items are arranged in accordance with company/office housekeeping procedures
2. Work area is arranged according to job requirements
3. Activities are prioritized based on instructions.
4. Items are provided with clear and visible identification marks based on procedure
5. Safety equipment and evacuation passages are kept clear and accessible based on instructions

**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. 2 ARRANGE ITEMS**

| **Learning Activities** | **Special Instructions** |
| --- | --- |
| Read Information Sheet 4.2-1 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 4.2-1 Principles of 5S | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 4.2-1 |
| Read Information Sheet 4.2-2 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 4.2-2 Safety Signs and Symbols | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 4.2-2 |
| Read Information Sheet 4.2-3 Environmental requirements relative to work safety | 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 4.2-3 Environmental requirements relative to work safety | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 4.2-3 |
| Read Information Sheet 4.2-4 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 4.2-4 Accident/Hazard reporting procedures | Try to answer the Self-check without looking at the Answer Key  Compare your answer to Answer Key 4.2-4 |

**INFORMATION SHEET 4.2-1**

**PRINCIPLES OF 5S**

**Learning Objectives:**

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

1. Learn the principle of 5S in arranging item

**INTRODUCTION**

**5S Examples in Action: The Good and the Bad.**

The 5S system is a powerful lean manufacturing tool with the potential to improve productivity and profitability.

The tenets are seemingly simple and straight-forward: Sort, Set, Shine, Standardize, and Sustain.

Which of the following from the 5S technique means 'to arrange the essential things in order, so that they can be easily accessed'?

**Explanation: '**Seiton' means 'systematic arrangement'. So, we need to arrange the essential things in order, so that they can be easily accessed.



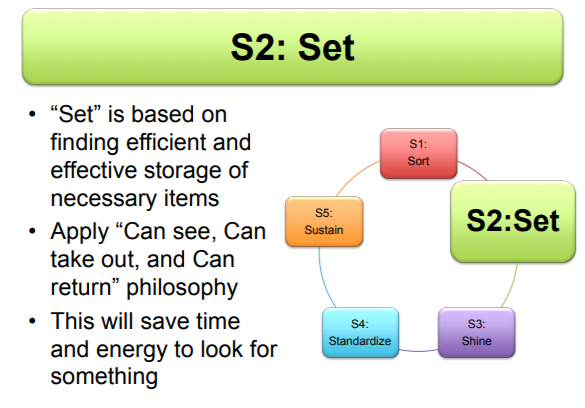
**5S - Set in Order**

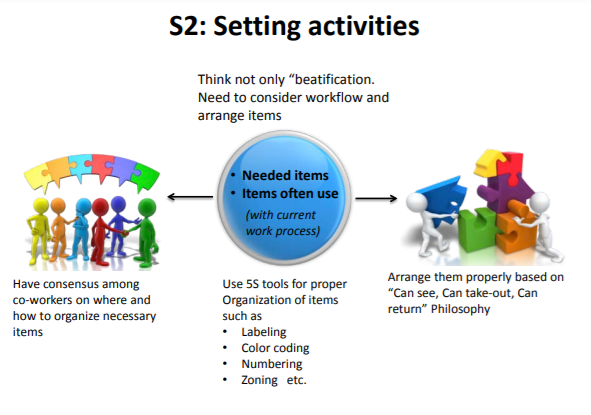
The second step to 5S is known as Seiton, or Set in Order.

For this phase you will take the items you deemed essential in the previous step and place them back into the workstation in a well-organized manner.

It is important to begin the **Set in Order**step of 5S only when the Sort phase is complete. Otherwise, this phase will be ineffective if there is unnecessary clutter still in the workspace.

The goal of Set in Order is to create a standardized and consistent way to store and retrieve tools and materials; the key here is standardization. Each item being returned to the workspace will be placed in a “home”, a specific and logical spot within the area.





**Setting the Space in Order**

Some guidelines to consider when choosing homes for items:

* If items are used together, store them together.
* Put frequently used items closest to the user.
* If possible, devise a let-go system in which tools are attached to a retractable cord and automatically go back to the stored position.
* Place items so the user doesn't need to bend or twist much to access them.
* Arrange tools and materials in order of use.

Another important component to the Set in Order step is to consider the worker; a goal of this phase is to minimize the need for workers to repeatedly bend or reach over between items. Instead, tools used on a day-to-day basis should be kept close to the operator and less utilized items and be put in other areas.

The Set in Order step utilizes several strategies to accomplish its goals and one of them is called shadow boarding. Essentially, the [tools being organized are traced and cut out of vinyl, and the vinyl outline](https://www.creativesafetysupply.com/tool-outline-vinyl-shadow-board-tape/) is then placed in a tool drawer or on a pegboard.

This way, when employees are returning an item back to the area, they can immediately identify its home.

**PURPOSE OF ARRANGING ITEMS IN ORDER**

The purpose of the Set in Order stage is to find a place for everything and put everything in its place. At the end of this stage, there will be a set place for everything in the workplace.

Key takeaways from the Set in Order stage:

* Arrange items for convenience when using.
* Eliminate wasting time looking for certain tools and items.
* Simplify the work process by making it easier to find necessary tools.
* Create a plan to help the workplace stay in this new organization.
* Organize items based on their frequency of use and proximity to where they are used.

In the Set in Order step, companies should match the place of an item with its amount of use. Items used more frequently should be designated first and should be placed near where they will be used.

By moving items not frequently used out of the way, the workplace will become more efficient.

Set in Order Action Items:

* Eliminate unnecessary items
* Take before and after photographs
* Label items and workplace with new Set in Order organization
* Find the true use for each item in order to choose its new placement
* Make a list of the items and their new locations until employees get used to the new set up

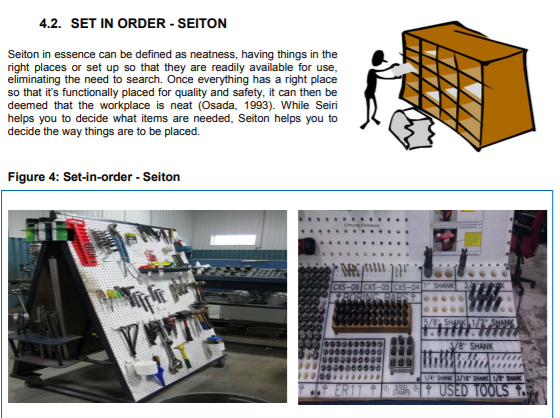
**Labeling** is also very important during the Set in Order stage so that even those who did not help make the plan can abide by the new designated places for workplace items.

Companies have used shadow boards, creating a shadow the shape and size of an item, as a way to identify its proper place. Labels are extremely useful during this phase of Set in Order as well.

Things you can set in Order:

* Offices
* Books
* Papers
* Blueprints/Plans
* Invoices
* Desk Drawers
* Tools
* Storage areas

In conclusion, it is important to remember that once everything has been assigned a proper place, also create a system that will help everything easily be returned to its proper place so as to maintain your Set in Order step.



**INFORMATION SHEET #4.2-2**

**SAFETY SIGNS AND SYMBOLS**

Learning Objectives:

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

1. Identify the different signs and symbols in arranging item using the principle of 5S

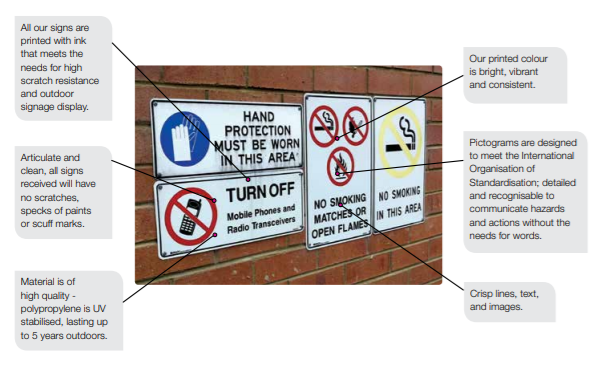
**THE IMPORTANCE OF SAFETY SIGNS**

Safety Signs are crucial in any work environment. The primary importance of displaying Safety Signs is to prevent injury and ensure staff and visitors are well aware of the possible dangers and hazards ahead in certain situations and/or environments.

Without signs, many employees would lack the necessary direction in times of crisis, and employers might find themselves in significant legal difficulties if any accidents were to arise as a result.

By ensuring the workplace is sufficiently well signed, you can help protect your staff and visitors to the site, particularly members of the public, against the possible dangers that may be unnoticed - leading to less industrial accidents and reduced risk to employees and passerby’s.

**SAFETY SIGNS**



When it comes to one’s medical well-being, prevention is better than a cure. That does not only apply to our health rather, it also remains true in regards to how we work. While there are cures for minor cuts and injuries, preventing them all together is the true goal.

Now how do we prevent injuries and illnesses from occurring? There are many steps and strategies that, when combined, can and do prevent injuries. One of the most simple and effective first steps is creating

an impactful symbol system.

**Why Use Safety Symbols at Work?**

One of the main advantages of using an organized safety symbol system is that it’s universal and recognized across languages and levels of experience. Using images and symbols warns people of dangers faster and easier than words.

The basic use of safety symbols is to prevent people from getting into accidents. For instance, before moving forward, a “Falling Debris” sign would steer anyone away from the pathway where there is a risk of falling debris.

Inside a workplace, signs are also placed as reminders to workers of the hazards surrounding them. Despite the training that workers have, there may be times when they forget the immediate risks around their work. Using safety symbols and signs, they can be consistently reminded to take more precaution. Safety symbols can also be utilized in the workplace to inform people of certain dangers and how to avoid them.

**MEANING OF SAFETY SIGNS IN THE WORKPLACE**

**RED:**

Means Danger Alarm/Prohibited. A red symbol indicates the need to avoid or otherwise evacuate a premise or any dangerous behavior within an area.

Examples: Do Not Enter, Do Not Touch

**YELLOW/AMBER**:

Means Warning. Anyone encountering a yellow symbol must take more precaution and be cautious as well as aware of the area or situation.

Examples: General Warning, Magnetic Field, Electric Shock

**BLUE**:

Means Mandatory. Any sign with Blue symbols dictates a specific safety behavior such as wearing the proper personal protective equipment (PPE).

Examples: Wash Hands, Safety Glasses Required

**GREEN**:

Means Emergency Escape. It also indicates no danger and first aid. Green signs can be placed on exit doors and escape routes.

Examples: First Aid Kit, Eyewash Station, Emergency Exit

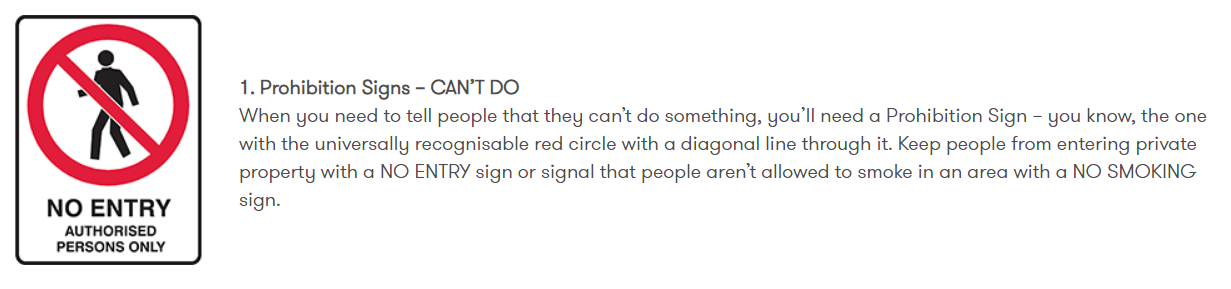
**Tips on How to Make Your Safety Signage More Effective**

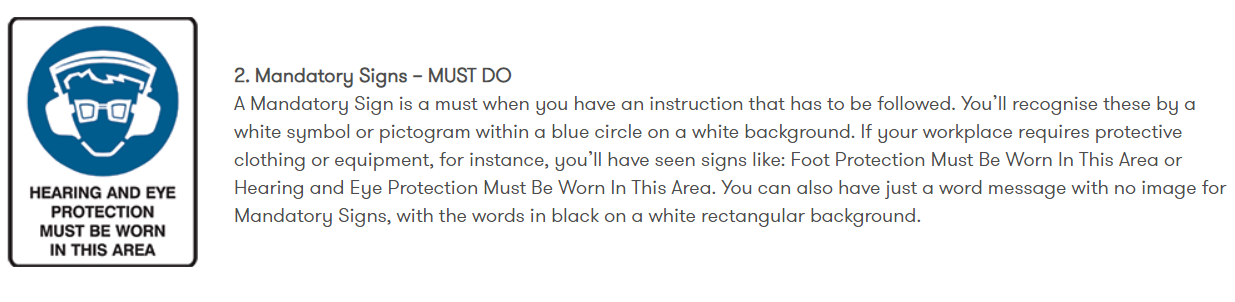
In order for a safety sign to be effective, it needs to be in the right place and for the right reasons.

* Make sure that it is clear to all your employees what exactly is meant by the sign.
* Make the language simple, clear and standard. It must be understandable by the general public
* Make the signs stand out for easy recognition even from a good distance.
* Make the signs and their purpose known to your workers. Remind your workforce of the dangers associated with their work and make them aware of your safety symbols for warnings.
* Modify your signs to fit the needs of your workplace. It is important that your signs perfectly fit what you are trying to impart to the public. Some signs are made for general purpose. You can modify it based on the current situation of your workplace.
* Make sure your workers know how to react to safety signs. Unfortunately, accidents can still happen despite the available signs when workers are not aware of the steps they need to take.
* Implement a process to evaluate the effectiveness of your signs on a regular basis. Such reviews will help you assess if the signs are helpful or not and if they need to be changed.

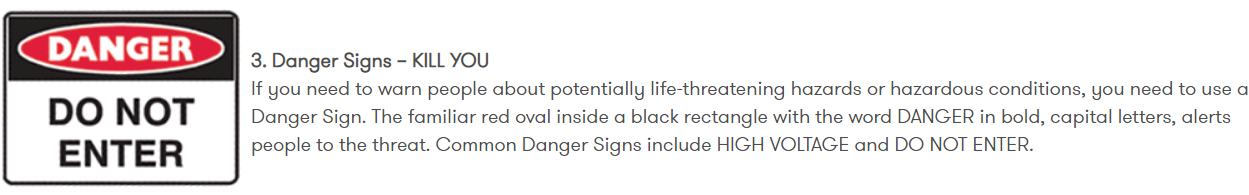
The first 2 types of safety signs have been classified Safety Signs for the Occupational Environment.

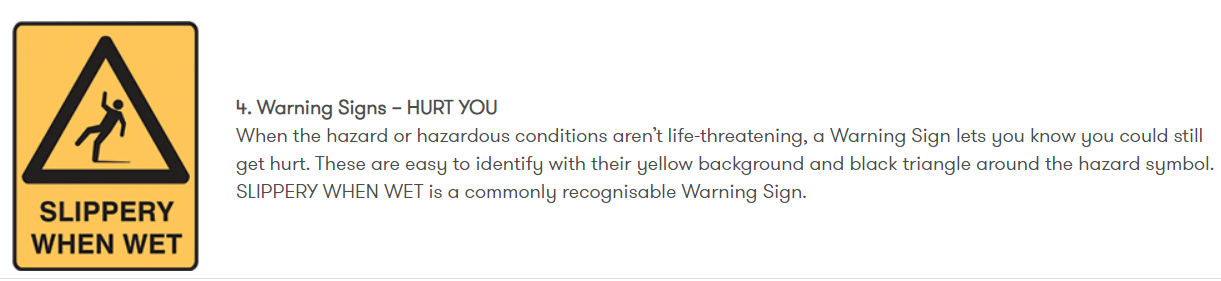
These signs contain instructions on what CAN’T be done or MUST be done:



The next 2 types of safety signs are classified Hazard Signs. These signs are about what could KILL or HURT you: 

The next 2 types of safety signs are classified Hazard Signs. These signs are about what could kill or hurt you:





**INFORMATION SHEET #4.2-3**

**ENVIRONMENTAL REQUIREMENTS RELATIVE TO WORK SAFETY**

Learning Objectives:

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

1. Understand what are the environmental requirements relative to work safety

**INTRODUCTION**

**ENVIRONMENTAL HAZARDS IN THE WORKPLACE**



No matter how small or large, every employer needs to create a safe working environment. This obligation not only stands as a moral imperative and a legal obligation but also makes financial sense.

The nature of certain industries makes them particularly vulnerable to incidents. Construction, for example, accounts for 1 in 5 worker deaths in the private sector. Other vulnerable industries include transportation, manufacturing, health care and warehousing.

Whether safety incidents result from falls or overexertion, they cost industries over a billion dollars a week, according to a recent study by Liberty Mutual. This is in addition to potential legal expenses. However, organizations can protect employees from environmental hazards in the workplace by taking strategic precautions that address air circulation, slips and trips, ergonomic hazards, natural disasters, and electrical safety.

**What Is Environmental Health**?

Environmental health refers to limiting health hazards in the workplace. This involves examining an environment to identify potentially hazardous agents and putting measures in place that protect workers.

Types of Hazards

In a work environment, employees can face numerous health risks, including those outlined in the following sections.

1. Biological Hazards

Biological hazards come from organisms, including people, animals and plants, and threaten human health. Examples of biological hazards include mold, sewage, blood and bodily fluids. These dangers can result in diseases and allergic reactions and limit employees’ ability to carry out their work.

1. Chemical Hazards

Chemicals can be toxic, corrosive, flammable and combustible. As such, they can pose health risks to workers and become hazards if workers inhale, ingest or absorb them through their skin. Chemical hazards can cause acute harm, such as burns, irritation and vomiting, or create chronic health issues, such as asthma, liver damage and cancer.

1. Physical Hazards

Physical hazards include activities or natural substances in a work environment that pose health risks. Extreme temperatures, poor air quality, excessive noise and radiation in the workplace can all harm workers, potentially causing respiratory problems, hearing loss and cancer, among other problems.

**The Dual Purpose of Environmental Health**

Environmental health focuses on preventing illness and injury in a workplace, but it also strives to promote worker health and well-being. Organizations can create opportunities for workers to practice healthy behaviors. For example, by providing a pleasant break room or a cafeteria serving nutritious food, a business can encourage healthy social interactions and eating habits for its employees.

Some businesses have fitness centers to help employees stay physically active. Others have bulletin boards that post information about wellness programs and other information that promotes health. These efforts can not only build morale but also reduce poor health that can affect productivity.

**The Role of Safety Managers**

Those charged with mitigating the effects of environmental hazards in workplaces engage in the following:

* **Investigation**

To locate workplace dangers and assess their risks, safety professionals examine the materials in a work environment, such as cleaning supplies and equipment, and the safety of the work environment itself. They consider questions such as:

Are there chemicals that need special handling?

Does a workspace have proper ventilation?

Can workers exit safely and quickly?

* **Analysis**

After measuring and sampling materials in a work environment or investigating the characteristics of a work environment, safety professionals must interpret the data collected. In this way, they can gauge the risks and prepare reports or summaries of their findings. Their analysis involves using scientific evidence to determine how the environment can affect workers’ health.

**Making Recommendations**

Following analysis, safety experts develop protective interventions that prevent health hazards. This involves establishing guidelines, procedures and policies that control hazards. It also involves creating educational materials and communicating with workers about how to stay safe.

**The Importance of Air Circulation**

Air quality affects employees’ comfort and health. Several factors can impact air quality, such as humidity level, lack of outside air, poorly controlled temperatures and remodeling projects. Additionally, air contaminants, including fumes from cleaning supplies, pesticides or dust from construction, affect air quality.

Poor indoor air quality has been linked to:

* Headaches
* Irritation of eyes, skin and nose
* Poor concentration

Air circulation plays a key role in air quality. Without proper circulation irritants remain in the air. However, proper air circulation can help eliminate the contaminants that lead to health problems.

Another potential danger of poor air circulation in a workplace includes easier disease transmission. Ventilation helps remove exhaled airborne bacteria and viruses from the air and reduce the risk of transmitting airborne diseases from long range. This has become of vital importance with the emergence of epidemics like SARS and MERS, as well as the COVID-19 pandemic.

Some work generates potentially dangerous substances in the air including noxious fumes, unhealthy vapors, smoke and other irritants that can cause serious health risks. For example, nail technicians may breathe in chemicals from the products they use, construction workers often come into contact with dust and fumes, and health care workers can be exposed to biological hazards.

By inhaling or coming into contact with dangerous substances in uncirculated air, workers can develop:

* Bronchitis
* Lung cancer
* Asthma

They may also experience damage to their nervous and reproductive systems.

Tips for Improving Air Quality

OSHA requires ventilation in buildings that ensure that workers have clean air to breathe. OSHA standards put limits on the amount of pollutants allowed in the air and mandate sufficient ventilation to ensure toxins remain at safe levels.

To meet and exceed OSHA standards, employers and work facilities can do the following:

* **Address Carbon Monoxide Issues**

Work areas can’t have carbon monoxide levels that average higher than 50 parts per million within an eight-hour period. Employers must regularly test carbon monoxide levels and provide ample ventilation to meet this standard.

* **Ensure Ventilation System Safety**

Uncovered ventilation systems pose health risks. Make sure that the intakes and belt drives of these systems, particularly portable blowers, remain covered to prevent accidents. Additionally, make sure that the ventilation systems operate correctly: Regularly inspect their hoods, ducts and pressure gauge. Also check fan housing, pulley belts and air cleaner components.

* **Monitor Solvent Vapors**

Some solvents have flammable vapors that can become explosive at high concentrations. To reduce these risks, employers must keep these vapors at levels well below their explosive concentration limits. Safety management experts must know the explosive levels of the solvents they use and ensure that their vapor levels meet OSHA standards. Using exhaust systems that improve ventilation can help achieve that.

**A LOOK AT SLIP AND TRIP HAZARDS IN THE WORKPLACE**

Data from the National Safety Council (NSC) shows that slip and trip accidents account for more than 1 in 4 of all workplace injuries, and according to recent BLS data, they cause 792 workplace fatalities a year.

**Causes of Slips, Trips and Falls**

Any number of simple, fixable problems can result in slips, trips and falls. Some slip and trip hazards include the following:

* Damaged or slippery flooring
* Exposed cables
* Cluttered walkways
* Missing handrails

For example, an employee restroom might have a leaking sink. Upon being made aware of the problem, the business might assign a custodian to regularly mop the area, but on one occasion, the mopping doesn’t happen, the water accumulates and an employee slips and breaks an ankle. In this case, the business not only failed to fix the leak but also failed to post the appropriate sign and perform routine mopping.

While the trip hazards mentioned above can cause fatalities, deadly falls also result from the improper placement or use of ladders and scaffolding, unprotected sides or exposed holes, and unsafe working surfaces.

Aside from these more obvious slip and trip hazards, other less-apparent factors can contribute to falls. For example, obstructed views and poor lighting can also lead employees to slip or trip and injure themselves.

**Tips to Prevent Slips, Trips and Falls**

The No. 1 violation of OSHA standards pertains to fall protection. However, organizations can prevent these incidents by keeping in mind the following:

**Slip Prevention**

Slips often result from a lack of floor traction caused by spilled substances, such as soaps, oils or solvents. Prevention involves:

* Quick cleanups after spills
* Use of mats and other nonslip materials
* Proper drainage
* Proper signage
* Handrails
* High-traction treads on stairs

**Trip Prevention**

Any number of objects can result in tripping. To avoid trips, employers can:

* Ensure that rugs and mats are anchored
* Install proper lighting
* Keep aisles and pathways clear
* Maintain flooring
* Fall Prevention

**Three steps can help prevent falls**:

1. Organizations should assess all potential fall hazards on a project, especially those that require working from heights, and then carefully plan the tasks and safety equipment needed.
2. **Using the proper equipment**. Organizations must provide the right types of safety gear, ladders and scaffolds, and regularly inspect them.
3. **Training workers**. Organizations must train workers to use equipment safely and recognize job hazards.

**ERGONOMIC HAZARDS: KEY SYMPTOMS AND DANGERS**

Poor ergonomics in the workplace can lead to health issues for employees, such as cumulative trauma disorders, repetitive motion injuries and musculoskeletal disorders. Often, ergonomic hazards arise due to workplace design.

Possible ergonomic hazards include the following:

* Poorly adjusted chairs or workstations
* Repetitive movements
* Regular lifting
* Incorrect posture
* Vibration

Whether employees sit at desks that are too short for them, overuse their thumbs on laptops with centrally positioned track pads or strain their eyes looking at screens all day long, poor ergonomics can lead to debilitating symptoms. Sore joints and muscles; tingling in the hands, fingers and limbs; and pain and stiffness in the neck and back can all result from ergonomic hazards.

**Tips to Address Ergonomic Hazards**

Organizations can turn to several solutions that help address common high-risk behaviors and elements related to ergonomics.

Assess Ergonomic Hazards

An important first step to addressing this problem involves locating where it exists. Ask questions such as:

* Do workstations consider an employee’s height?
* Do workspaces encourage proper posture?
* What repetitive movements do workers perform?

**Make Adjustments**

After identifying ergonomic hazards, employers can properly counteract them. This might involve redesigning aspects of workstations or modifying employee routines. When employers can’t remove ergonomic hazards, they can implement controls that reduce their negative impacts. For example, they may break up tasks to reduce exertion, increase break periods, or rotate employees engaged in repetitive tasks.

**NATURAL DISASTER SAFETY AND ROLE OF EMERGENCY MANAGEMENT**

Organizations must prepare themselves for natural disasters and emergencies. Should a tornado or an earthquake hit, how will employers keep their workers safe? Those in safety, security and emergency management play key roles when it comes to preparing a workplace for hurricanes, fires, floods and other natural disasters.

**Ways to Ensure Emergency and Natural Disaster Safety**

Organizations can take several actions to protect their employees in emergencies and natural disasters. They include the following:

* **Developing Emergency Action Plans**

OSHA regulates that companies must document their emergency action plans according to specific standards. Additionally, employees should go through practice drills that familiarize them with emergency procedures and be provided with copies of emergency action plans.

* **Preparing Emergency Kits**

Survival kits include basics such as water (a gallon per day for each employee), nonperishable foods, first-aid kits, flashlights and battery-operated radios. Other items to store in stormproof rooms might include blankets, maps and cellphones.

* Establishing Evacuation Plans

Employees should know the location of the nearest exit, as well as alternatives. Additionally, evacuation plans should indicate the best routes to exit a building and where to meet after exiting a building. Organizations should have evacuation plans posted in visible areas throughout work areas.

**Managing Disaster Recovery**

Recovering from disasters and emergencies requires thoughtful management. Security and emergency managers help a workplace recover in the aftermath of a disaster in several ways.

First, they perform a damage assessment, examining property to determine what requires repairs or replacement and to identify areas of a building that pose safety threats. After damage assessment, emergency managers work to help an organization return to normal operations. They also reflect on what aspects of their emergency action plans need revision.

**The Impact of COVID-19 on the Workplace**

The COVID-19 pandemic has highlighted another threat to safe working environments: communicable disease. As a result, employers are considering different ways to protect their employees from exposure to the virus and others like it.

COVID-19 poses a greater risk to older people and those with certain preexisting conditions. As such, employers are examining ways to accommodate workers in high-risk categories and set up remote working arrangements for all workers when possible.

When remote work isn’t an option, employers are assessing sources of exposure and implementing controls that reduce exposure. Additionally, they’re promoting or requiring behaviors that emphasize infection prevention, such as social distancing and frequent handwashing.

**ELECTRICAL SAFETY IN THE WORKPLACE**

In 2018, 160 workers died from electrocution while on the job, an 18% increase from the prior year. That same year, 1,560 workers suffered electrical injuries. While electrical hazards pose a danger to workers across every industry, those most likely to suffer electrical fatalities or injuries work in construction, which is responsible for 52% of electrical fatalities. Such numbers highlight the importance of high standards for electrical safety in the workplace.

* Electrical Hazards

Electrical hazards can result in burns, shock, fires, explosions and death. Some common electrical hazards include the following:

* Overhead Power Lines

Overhead power lines carry deadly voltages of electrical power. Failure to maintain a careful distance from them can result in electrocution or severe burns.

* Damaged Equipment and Tools

Tools or equipment with damaged cords and wires or other defects can pose dangers to those using them. Additionally, untrained workers shouldn’t use tools.

* Improper Wiring

Different electrical currents call for specific types of wiring. Using the wrong wiring can cause overheating and fires. They can also occur from using the wrong type of extension cords, overloading outlets and using improper circuit breakers.

Exposed Electrical Parts

As potentially dangerous levels of electrical power surge through electrical components, they must remain safely covered. Temporary lighting, power distribution units and power cords with exposed electrical parts all pose electrical dangers.

* Wet Conditions

Water makes electrocution more likely. Using electricity in wet environments, particularly when equipment has damaged insulation, poses significant safety risks.

**Strategies to Improve Electrical Safety in the Workplace**

Safety, security and emergency management professionals can help minimize the risks of electrical incidents in several ways. Many electrical accidents result from a failure to recognize energized sources and the incorrect use of extension cords. However, by implementing the following strategies organizations can protect employees from electrical hazards.

**Understand and Follow OSHA Regulations**

OSHA outlines standards that promote electrical safety. Organizations must understand and follow the guidelines, which deal with:

* Avoiding the use of hot equipment to avoid electrical hazards
* Disconnecting conductors or circuit components from energized parts to ensure electrically safe working conditions

**Establish Electrical Safety Programs**

Electrical safety programs can bring awareness to electrical hazards and provide the training employees need to remain safe. They can also develop safe work procedures and identify electrical safety principles.

**Identify and Assess Electrical Hazards**

By locating and assessing risks, organizations can best address electrical hazards and properly inform employees.

**CREATING A CULTURE OF SAFETY**

Organizations that commit to addressing environmental hazards in the workplace can best create and maintain safe environments for their employees. Safe working environments not only prevent injuries and illness but also reduce costs, improve productivity and increase employee morale.

**INFORMATION SHEET #4.2-4**

**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

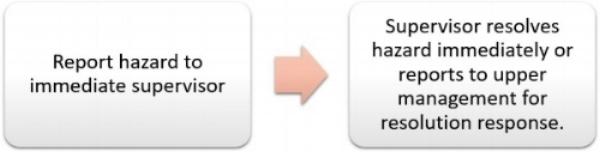
like, simple to more complex. Design a program that works for your company

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.



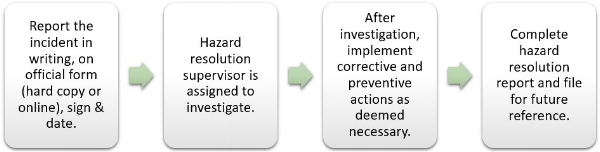
Example 1



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.