

# **HBACA Builder Safety Committee**

## **Hazard Identification Awareness Initiative**

September 2021

### **Tool Box Talk #3 - Correcting and Preventing Hazards.**

Change your environment, change your equipment, or add PPE to eliminate hazards


## **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).



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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.



## Protect Yourself Construction Personal Protective Equipment (PPE)

### Eye and Face Protection

- Safety glasses or face shields are worn any time work operations can cause foreign objects to get in the eye. For example, during welding, cutting, grinding, nailing (or when working with concrete and/or harmful chemicals or when exposed to flying particles). Wear when exposed to any electrical hazards, including working on energized electrical systems.
- Eye and face protectors – select based on anticipated hazards.

### Foot Protection

- Construction workers should wear work shoes or boots with slip-resistant and puncture-resistant soles.
- Safety-toed footwear is worn to prevent crushed toes when working around heavy equipment or falling objects.

### Hand Protection

- Gloves should fit snugly.
- Workers should wear the right gloves for the job (examples: heavy-duty rubber gloves for concrete work; welding gloves for welding; insulated gloves and sleeves when exposed to electrical hazards).

### Head Protection

- Wear hard hats where there is a potential for objects falling from above, bumps to the head from fixed objects, or of accidental head contact with electrical hazards.
- Hard hats – routinely inspect them for dents, cracks or deterioration; replace after a heavy blow or electrical shock; maintain in good condition.

### Hearing Protection

- Use earplugs/earmuffs in high noise work areas where chainsaws or heavy equipment are used; clean or replace earplugs regularly.

For more complete information:



OSHA 3260-09N-05

## 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.