

TOOLBOX TOPIC – MAY 2010 (All Departments/Projects)



CORKE INSTRUMENT ENGINEERING (AUSTRALIA) PTY. LTD.

HAZARD IDENTIFICATION & REPORTING

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This presentation is a company training awareness toolbox and is applicable to all employees, it is designed to give all employees an understanding of the need for Hazard Identification and Reporting when working on company and client controlled sites.

Please be advised that specific procedures surrounding Hazard Identification and Reporting may be applicable at client sites that you work on and these requirements should be followed whilst working on those sites.

If you are not sure, ASK.



Hazard Identification / reporting

Workplace hazard identification is the first step in workplace risk management. The range of tools / methods utilised for hazard identification vary and can include any of the following:

- JSEA - Job Safety & Environmental Analysis
- Stepback 5 x 5
- Hazard Reports
- Risk Assessments
- Workplace Inspections
- Workplace Audits / Reviews

TOOLBOX TOPIC – MAY 2010 (All Departments/Projects)



Hazard Identification / reporting

Regardless of the method utilised, once a hazard has been identified, it must be reported and documented so as to afford the best opportunity for rectification and / or control.

You See – You Act (remember Step back 5x5)

- Correct the Hazard where practicable / safe
- Isolate the Hazard to protect others
- Complete Hazard report (HSE-F-016)

Inform your supervisor / manager

- Communicate to others

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Hazard Report

Project Name: _____

Report No: _____

Reported By: _____ Position: _____ Date: _____

Reported To: _____ Position: _____ Date: _____

Department / Area: _____

Type Of Hazard:
 Incident Near miss Workplace Hazard Hazardous Work Practice

Description of Incident / Hazard:

Has the hazard been rectified? (If Yes How?) (If No Why?):

Corrective actions to be taken (to implement it and by whom)		Completion date completed
CORRECTIVE ACTIONS:	Who needs to action these corrective actions?	

Comments:

Hazard Report HSE-F-016

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Hazard Identification / reporting

Workplace Inspections

Workplace inspections will be carried out on a weekly basis by the Supervisor or personnel as directed by the supervisor. These inspections will follow a standard checklist. The list prompts the Supervisor to check all major areas of the job and make comments on issues requiring action, as each issue is identified and or resolved the action taken must be detailed on the checklist.

A record of this site inspection must be maintained in the project file and a copy forwarded to the company HSE manager for recording purposes.



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Hazard Identification / reporting

The factors to be considered in order of preference (from top to bottom) to control hazards are detailed below:

The Hierarchy of Control must be used to control hazards:

Elimination; i.e. remove the hazard altogether

Substitution; i.e. usually chemicals or materials

Isolation; i.e. isolate the hazard from the workplace or workers

Engineering Controls; i.e. modify existing machinery, guarding

Administrative Controls; i.e. safe work practices

Personal Protective Equipment; i.e. gloves, safety glasses


Note: Provision of protective equipment should always be the *last* control option considered. A combination of controls may be appropriate however the combination must be based on the control hierarchy.

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Hazard Reporting.

- As each department completes the required site inspections and management inspections as well as completing any general hazard reports, we should be a long way down the track to ensuring the work place is a safe work place.
- When a hazard is identified either by completing a scheduled site inspection and or through general observation around the work site make sure that hazard is documented on the appropriate form, even if the hazard has been corrected at the time it was identified.
- It is important that we document these non-injury (hazard or near miss) reports as it helps identify any trends that may be occurring in addition to removing a hazard that may have resulted in an injury down the track.


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Management Site Visit

Project: _____
 Location: _____

Code/Region: _____ State: _____ Site: _____
 Date: ____/____/____

Safety Meeting Details:
 Safety Topic Discussion: _____

Use this section to guide to check off areas of your safety walk inspection:

	Yes	No	N/A		Yes	No	N/A		Yes	No	N/A		Yes	No	N/A
Site Conditions / House Keeping				SHA's / Safety 100				Credent Issues				Personal Training Records			
Risk Tools and Permit Levels				Labels				DO's Storage in Handing				Stat/4th			
Electrical Testing / Tagging				Permit System				Mobile Plant & Equipment				Hazard Report			
Offices & Cash For Decision				Project Isolation Records				Personal Protective Equipment							
Fire Protection / Fire Equipment				Material Storage / Logistics Area				Compressed Gases							

Comments and corrective actions (completion date and by whom)

DEFECTIVE ACTION	Who needs to action non-compliance items?	Priority	Corrective action completed

Inspection / Condition / Work / Support

Comments:

HSE/F03 - M1 - Rev 01/Dec 03/02

Management Site Visit HSE-F-030

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Hazard Reporting.

- We ask that all employees take the time to have a quick look around your work places on a regular basis to see if you can identify any hazards that may be an injury/incident waiting to happen?
- Examples may include poor housekeeping / trip hazards / equipment being used not in test date or with tag / equipment or material stored in front of exits, switchboards and or fire services etc.
- If you do identify something, attempt to rectify the issue and report it to your supervisor – either way also document the hazard (even if rectified) and forward a copy of the completed form to the HSEQ department.
- We all have a responsibility to work safely and to not put others at risk, if you see a hazard, don't leave it for someone else find, take the time to make the area safe.

“If only I did, or said something at the time that incident may have not happened”