HAZARDS IN THE WORKPLACE

(Before the Safety Meeting: Make copies of your department’s Hazard Assessment sheets and hand out copies as employees come in.)

TODAY’S LEARNING OBJECTIVE: Employees will learn about the hazards in their work environment, and know when they are required to wear PPE based on these hazards.

1. **QUESTION TO EMPLOYEES:** How many of you have ever experienced an injury while working? (Ask one person to describe how it happened?)

2. **QUESTION TO EMPLOYEES:** Were there hazards that existed prior to the accident?

3. **QUESTION TO EMPLOYEES:** Could the injury have been prevented by-
   - making an engineering change that could have taken away the hazard and prevented the injury? If it was not possible to make an engineering change then,
     - Could personal protective equipment or PPE been worn to protect the body to lessen the severity of the accident or to prevent the accident?

4. **STATEMENT TO EMPLOYEES:** This past year, this division worked with the Office of Safety to identify all of the hazards you face as you perform your work tasks, and have listed them on the paper I gave you as you came to the meeting. These are called Hazard Assessment Sheets. As you can see on the paper that I gave you, we do many different tasks in our shop that could lead to an injury. On the first page, the hazards have been ranked, with the most hazardous being listed first. On the third page are listed the tasks that are associated with each particular hazard.
LESSON 1

5. **QUESTION TO EMPLOYEES:** What is the greatest hazard we face when we do our jobs? (Go through each hazard on the hazard assessment form.)

6. **STATEMENT TO EMPLOYEES:** On the last section, Appendix D, each hazard is listed and then the form lists which PPE is required when facing that hazard, and when performing particular tasks. Let’s go over those. (Have different employees read each numbered hazard and the appropriate PPE.)

7. **STATEMENT TO EMPLOYEES:** The Hazard Assessment Sheet is your guide to tell you what PPE you should be wearing, and when you should be wearing it. The Office of Safety and OSHA will use this Hazard Assessment List when performing safety audits on the campus, and will cite us if we are not following the recommendations on the Hazard Assessments. So I encourage you to become familiar with the sheets, and know when you need to wear PPE and what type of PPE you should be wearing. If you need help or don’t understand, come ask me. In the next few safety meetings we will be covering each type of PPE and how to use it, so that it gives us the maximum protection.

Now as you can imagine this hazard assessment list will continue to change. We may find ways to remove the hazard to employees when we replace older equipment with newer equipment. Or we may find ways to make structural changes to lessen the risks. Or we may add to the list as we are asked to do new jobs, and identify new hazards. As we close, I want to ask you to constantly be on the look-out for hazards in the tasks you perform, and to report them by filling out the Employee Concern Forms so that solutions can be found and that we all can prevent an injury to you or a co-worker before it occurs.

8. **QUESTION TO EMPLOYEES:** Do you have any questions about the hazard assessment sheets and PPE?