



Hazpak worksheet

Observer name

Date

What is Hazpak?

Deaths, permanent disabilities and serious injuries are rare, but they do happen. We need to do whatever we can to find the more unlikely sorts of hazards that might cause them.

Hazpak is designed to help management work together with employees to make the workplace a safer and healthier place to be.

There are four steps to follow:

- A** find any hazards to health and safety
- B** decide how big a risk each one is
- C** work out what to do to get rid of or lessen each hazard, then do it
- D** make sure that the solutions really do work.

Finding the hazards

You'll be checking your whole workplace looking out for anything that could make people ill or hurt them.

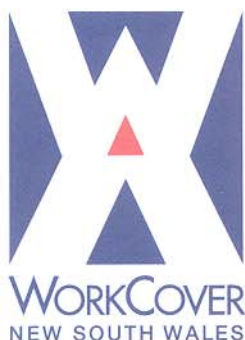
Your task will be to list as many hazards as you can find, and to note how dangerous you think they are. *Include all the ones you know are already being dealt with.*

You will be using one of the Hazpak 'thinking prompts' lists to help you to see things in a new and different way.

This should help you to find the more unlikely things that may have been missed so far.

Ask yourself questions that begin with "What if ...?"

Now read the two boxes below, then choose one of the six lists on the back of this worksheet and turn to the inside pages to record your findings.



About looking for hazards

When looking for hazards you should consider

- how suitable the things you use are for the task, and how well they are located
- how people use equipment and materials
- how people might be affected by noise, fumes, lighting, etc
- how people might be hurt by equipment, machinery or tools
- how people might be hurt by chemicals and other materials used in the workplace.

About judging severity and likelihood

You may decide that the same hazard could lead to several different possible outcomes.

Judging how likely it is that something will happen is like predicting the future. You can only make your best guess.

So for each hazard you should judge how likely each possible outcome is, and record the highest priority you come up with.

How dangerous is the hazard you've found?

For each hazard, think about:

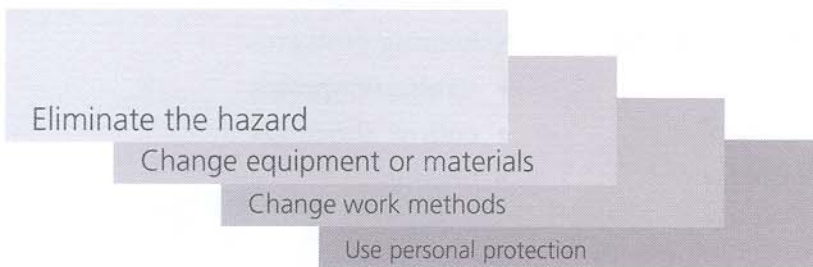
1 How severely could it hurt someone or how ill could it make someone?	2 How likely is it to be that bad?			
	++ very likely could happen any time	+ likely could happen sometime	- unlikely could happen, but very rarely	-- very unlikely could happen, but probably never will
☠ kill or cause permanent disability or ill health	1	1	2	3
!!! long term illness or serious injury	1	2	3	4
!! medical attention and several days off work	2	3	4	5
! first aid needed	3	4	5	6

The numbers show you how important it is to do something:

1 top priority: do something immediately

6 low priority: do something when possible

Four ways to deal with hazards



Eliminate the hazard

This is the most effective way to make the workplace safer.

Always try to do this.

Change equipment or materials

If you can't eliminate the hazard, you can next think about the redesign of equipment or processes.

(For example, putting in exhaust fans or lifting equipment will mean people are less likely to be affected by fumes or backstrain.)

Change work methods

If you can't eliminate the hazard or change the equipment or the materials, think about different ways the work could be done.

(For example, change daily routines so that keyboard operators have breaks from their keyboards to do other duties.)

Use personal protective equipment

Personal Protective Equipment (PPE) is the least effective way of dealing with hazards.

You may have to use PPE while you find better ways of dealing with the hazard.

Thinking prompts for observers

Choose one of the lists below. These are *not full checklists*, but ideas to get you thinking. Circle the number of the one you choose, and keep it in mind as you check the workplace.

1

Could people be injured or made sick
by things such as

- noise
- light
- radiation
- high or low temperatures
- electricity
- moving or falling things (or people)
- flammable or explosive materials
- things under tension or pressure (compressed gas or liquids; springs)
- any other energy sources or stresses

2

What could go wrong?

- What if equipment is misused?
- What might people do that they shouldn't?
- How could someone be killed?
- How could people be injured?
- What may make people ill?

3

Can workplace practices
cause injury or sickness?

- Are there heavy or awkward lifting jobs?
- Can people work in a comfortable posture?
- If the work is repetitive, can people take breaks?
- Are people properly trained?
- Do people follow correct work practices?
- Is there poor housekeeping? Look out for
 - clutter
 - torn or slippery flooring
 - sharp objects sticking out
 - obstacles

4

How might these injuries
happen to people?

- broken bones
- eye damage
- hearing problems
- strains or sprains
- cuts or abrasions
- bruises
- burns
- lung problems
- poisoning

5

Imagine that a ten-year-old child were to be brought into your workplace.

What would you warn them to be extra careful of?

6

What are the special hazards
which may occur only
occasionally—for example
during maintenance and other
irregular work?