**Safety Manual**

**Hazard Assessment**



Approved:

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**Change Record**

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| --- | --- | --- | --- |
| Rev.: | Date: | Responsible Person: | Description of Change: |
| 0 | 12/10/03 | M Cadotte | Initial Issue |
| 1 | 02/06/09 | M Cadotte | Updates to section 5 addition of biological |
| 2 | 09-24-14 | Corp. Safety Team | Audit | add section 5.1.7 |
| 3 | 04-03-18 | M Cadotte | Section 4.0 enhancements – PPE care & Training defined |
| 4 | 10/04/18 | M Cadotte | Sec 5.2.2 addition of severity ratings  |
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1. **Purpose**

To review the potential safety hazards of a job site and identify all PPE that may be required to perform our duties at said job site.

1. **Scope**

This policy applies to all GDI Omni employees, managed labor and sub contractor labor working under GDI’s authority at any GDI controlled location/job site.

1. **Responsibility**

Supervisors and employees (GDI or subcontracted) are always responsible for wearing all issued and required PPE and as such shall be part of the completion of this risk assessment. Any changes to the scope of work that would have an impact on PPE should be reported immediately and a NEW assessment shall be conducted.

1. **Procedure**
	1. PPE Policy

Supervisors and employees must follow all relevant OSHA Standards.

Any failure to follow standards which results in injury will subject the violator to dismissal from employment. Other violations will result in dismissal or warning upon administrative review of the incident.

Site supervisors/manager and/or an GDI corporate safety offices are responsible for conducting the hazard assessment and site management is responsible for posting the assessment on the job site in a visible location. Employees maintain the right to a copy if requested.

Employee shall be trained on PPE for tasks performed and training documented within GDI’s training documentation matrix (hard copy sign-offs saved on site employee file or site training document folder). Training should include type of PPE, why it is needed, how it is to be used, where to find and/or order more, the fact GDI pays for all PPE and how the employee is to maintain PPE and the requirement to dispose of all disposable PPE and never re-use. Training shall further be provided on task hazard determination for those employees completing an assessment.

All PPE should be inspected before use and re-usable PPE should be maintained in a sanitary and reliable condition after every use and inspected to be in such before every use.

In the event there is a change in service at the job site (to include a reduction in services provided or the addition of new services, or significant change in the way we execute current service delivery) the SP-07 assessment (SP-07 section 5) shall be re-done to include new site postings and training of employees per all changes.

* 1. Hierarchy of Controls

When conducting your assessment in Section 5 below and you identify a potential hazard or risk you must follow the steps below in determining if this is a declaration of risk (§5.1) with PPE assigned (§5.2.2):

1. Is it possible to eliminate the hazard?
	1. YES – hazard eliminated and not need to declare.
	2. NO – continue to next step
2. Are engineering controls (methods built into the process to minimize the hazard)
	1. YES – hazard eliminated and not need to declare.
	2. NO – continue to next step
3. Are administrative controls possible – actions that re-write procedures or rules to avoid the hazard?
	1. YES – hazard eliminated and not need to declare.
	2. NO – continue to §5.1 and declare the hazard
4. **Procedure - Assessment**
	1. Assessment Survey

Instructions: Use the following form as a guide for your walk-through survey. It will help you identify the hazards in each work area. Once you have completed the form you will be ready to select the appropriate PPE that you will identify on in section 5.2 of this document.

* + 1. Area Identification
			1. Job Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Service Type (check all that are appropriate):

 [ ] Janitorial-general [ ] Power Plant [ ] Manufacturing

 [ ] Transportation [ ] Food Plant [ ] Landscape

 [ ] Temporary Work [ ] Managed Labor [ ] Industrial

 [ ] Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + - 1. Assessor: (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. Date of Assessment (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		1. Head Hazards: Tasks that can cause head hazards include: working below other workers who are using tools and materials which could fall; working on energized electrical equipment (ie: man cart or ridding scrubber); working with chemicals; and working under machinery or processes which might cause materials or objects to fall.

 Description of Hazard(s)

Burn [ ] Yes [ ] No

Chemical Splash [ ] Yes [ ] No

Electrical Shock [ ] Yes [ ] No

Impact [ ] Yes [ ] No

* + 1. Eye Hazards: Tasks that can cause eye hazards include: working with chemicals; transferring any liquid from one container to another; chipping; grinding; working with pressurized equipment; sanding; use of high pressure air or water hoses.

 Description of Hazard(s)

Chemicals [ ] Yes [ ] No

Dust [ ] Yes [ ] No

Heat [ ] Yes [ ] No

Impact [ ] Yes [ ] No

Light/Radiation [ ] Yes [ ] No

* + 1. Hand Hazards: Tasks that can cause hand hazards include: cutting material; working with chemicals; working with hot objects; working around sharp objects; working around objects with pinch points or compression; working on areas with exposure to bacteria and viruses (ie: rest rooms).

 Description of Hazard(s)

Burns [ ] Yes [ ] No

Chemical Exposure [ ] Yes [ ] No

Cuts/Abrasion [ ] Yes [ ] No

Impact [ ] Yes [ ] No

Bacterial [ ] Yes [ ] No

* + 1. Foot Hazards: Tasks that can cause foot hazards include: carrying or handling heavy material that could be dropped; performing manual material handling or working with chemicals.

 Description of Hazard(s)

Chemical Exposure [ ] Yes [ ] No

Compression [ ] Yes [ ] No

Impact [ ] Yes [ ] No

Puncture [ ] Yes [ ] No

* + 1. Biological:Tasks that may expose employee to significant bacterial or viral hazards beyond normal exposures such as rest room cleaning of toilets.

 Description of Hazard(s)

 Bacterial Exposure [ ] Yes [ ] No

 Viral Exposure [ ] Yes [ ] No

 Pathogen Exposure [ ] Yes [ ] No

 Other Biological Risk [ ] Yes [ ] No

* + 1. Body: Tasks that may create a hazard to your overall body that may include some/all of the above as well but would require additional PPE:

 Description of Hazard(s)

Slip – Fall Risk [ ] Yes [ ] No

Fall From Elevation [ ] Yes [ ] No

Extreme Heat/Cold [ ] Yes [ ] No

Inhalation [ ] Yes [ ] No

* 1. PPE Declaration

Note: PPE alone should not be relied upon to provide protection against hazards, but should be used in conjunction with guards, engineering controls and sound operation practices.

* + 1. Guide
1. Familiarize yourself with the potential hazards in the area and the types of PPE that are available.
2. Consider the hazards associated with the environment
3. Select PPE that ensures a great level of protection then the minimum required to protect workers from the hazards.
4. Fit the worker with PPE and give instructions on its use and care. It is very important that workers be made aware of all warning labels for and limitation of their PPE.
	* 1. Based in the assessment conducted above in section 5.1.2 – 5.1.5 for the job site listed in section 5.1.1 the following PPE is required at this job site/location at GDI’s cost:

CERTIFICATION OF HAZARD ASSESSMENT

**PPE REQUIRED AT THIS JOB LOCATION**

**Listed in each section by importance according to risk potential using the rating scale of 1-5 where 1=HIGH RISK/PROBABILITY AND 5=LOW RISK/PROBABILITY**

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| --- | --- | --- | --- | --- |
| **HAZARD CLASS** | **PROBABILITY RATING** | **FREQUENCY ENCOUNTER RATING** | **CONSEQENECES OF IMPACT OF HAZARD RATING** | **PPE TO BE UTILIZED** |
| **HEAD HAZARD** |  |  |  |  |
| **Sample: Impact** | **2** | **3** | **1** | **Hard Hat** |
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| **EYE HAZARD** |  |  |  |  |
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| **HAND HAZARD** |  |  |  |  |
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| **FOOT HAZARD** |  |  |  |  |
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|  |  |  |  |  |
| **BIOLOGICAL** |  |  |  |  |
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|  |  |  |  |  |
| **BODY / OTHER** |  |  |  |  |
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