

# MD 52 WASTE MANAGEMENT AUTHORITY CORPORATE HEALTH AND SAFETY PROGRAM

## UNSAFE ACTS AND CONDITIONS

All accidents are the result of an unsafe act, an unsafe condition or a combination of both. Unsafe acts account for approximately 80% of all incidents/accidents, while unsafe conditions only account for approximately 20% of incidents/accidents.

### THE 12 COMMON UNSAFE ACTS

- 1) **Operating or using equipment without authorization** - accidents happen when unauthorized personnel try to operate equipment, drive a vehicle, throw a switch, etc.
- 2) **Failure to prevent unexpected movement** - failure to lockout or secure equipment before working on it, improper securing of stacked and/or moving loads.
- 3) **Working or operating at an unsafe speed** - speeding, rushing through a job, taking shortcuts and/or operating beyond safe limits are all things, which will cause accidents.
- 4) **Failure to warn or signal** - any failure to warn or signal every time, regardless of whether it seems necessary or not, is an unsafe act which will cause accidents.
- 5) **Removing, nullifying or not using guards** - this should be treated as a serious matter, since it invariably leads to an incident/accident.
- 6) **Using defective tools or equipment** - there is a high risk to workers who use broken, worn, damaged or defective tools. Keep them sharp and in good condition.
- 7) **Using tools or equipment unsafely** - a screwdriver is not a pry bar, a wrench is not a hammer. Tools and equipment should be used as intended and within rated capacities.
- 8) **Taking an unsafe position** - climbing over equipment, working under a moving load, standing too close to another worker swinging a hammer. These are all examples of people putting themselves in harms way.
- 9) **Failure to shut down and lock-out** - no service or repair work should ever be attempted unless the power is shut off at the source and so locked out that it cannot be accidentally started.
- 10) **Riding equipment** - persons who ride on machines or equipment that was not designed for passengers are asking for an accident.

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- 11) **Horseplay, startling or distracting** - anything that distracts a person from the job at hand is potentially dangerous. Accidents happen when people are not paying attention to what they are doing.
- 12) **Failure to wear or use personal protective equipment** - anyone who ignores the requirement for PPE is inviting an injury, which could most likely have been avoided if wearing the proper clothing or PPE.

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## THE 12 COMMON UNSAFE CONDITIONS

- 1) **Lack of or inadequate guards** - poor guarding, inadequate guarding, lack of safety, cut-off or limit switches make for unsafe conditions.
- 2) **Lack of or inadequate warnings or signaling systems** - without this type of protection, workers are constantly in danger of unexpected movement, which could cause an incident/accident.
- 3) **Improper storage of flammables and explosives** - flammable materials stored near heat or other sources of ignition, accumulations of old rags in boxes, lockers, etc., leaving flammables uncovered in the open.
- 4) **Unexpected start-up conditions** - materials not secured properly, machines stopped but not locked-out, vehicles parked without parking brakes set, electrical equipment not disconnected and locked-out.
- 5) **Poor housekeeping** - these practices create a vast assortment of tripping, slipping, bumping and falling hazards.
- 6) **Protruding objects** - Valves, levers, pipe ends, lumber ends, and scraps sticking out over the edge of a truck are all examples of objects that catch people regularly.
- 7) **Congested conditions** - close clearance between workers and moving equipment or machinery is dangerous. When free movement is restricted, accidents happen.
- 8) **Atmospheric conditions** - when workers must inhale air, which is contaminated by fumes or toxic gases or vapors, or when the oxygen content of the air is low, we have a very dangerous condition.
- 9) **Improper placement or stacking** - things left sitting around in walkways or in front of exits, etc. are dangerous. Adequate storage space of the proper type must be provided.
- 10) **Defective tools or equipment** - broken, slippery, worn and/or damaged tools are a major source of injury.
- 11) **General working conditions** - intense noise, inadequate lighting, uncomfortable temperatures, untidy workplaces are all major safety and/or health hazards.
- 12) **Improper clothing** - the worker becomes an unsafe condition on the move when he/she wears oil soaked clothes, loose fitting clothes, shoes with loose heels, flammable clothing or certain types of jewelry.

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## HAZARD IDENTIFICATION AND ASSESSMENT DIRECTIVE

### PURPOSE:

The purpose of this directive is to control losses of human and material resources by identifying and correcting unsafe acts and conditions before the job commences.

Hazard identification will be an ongoing program carried out by everyone involved in the operation of the MD 52 Waste Management Authority as a whole. No one is exempt from or above identifying potential hazards. Although workers and supervisors have a responsibility to identify and document hazards during their informal inspection of a specific worksite, it is the expectation that all of our workers will participate in the active identification, reporting, assessing and elimination of hazardous conditions and acts.

It is imperative to the health and safety of everyone at the MD 52 Waste Management Authority that the individuals that identify hazards, whether Immediately Dangerous to Life and Health or otherwise, report these hazards immediately.

If an employee identifies a hazard and chooses not to report it, so that corrective action can be taken this employee is ultimately allowing a potential injury, illness, loss of life, damage to property or equipment, and will be subject to the enforcement and discipline program of the MD 52 Waste Management Authority.

To ensure that our Hazard Identification Program is effectively functioning, the MD 52 Waste Management Authority will be responsible to oversee all matters pertaining to this directive and its contents.

Supervisors will be responsible for ensuring that tool box meetings are being held on job sites that they control, so that they may point out hazards before the job begins.

Workers are responsible for participating in and contributing to the Hazard Identification and Assessment Program, and for discussing hazards of the job site at toolbox meetings.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
MD 52 Waste Management Authority

# MD 52 WASTE MANAGEMENT AUTHORITY CORPORATE HEALTH AND SAFETY PROGRAM

## **HAZARD IDENTIFICATION**

Hazard Identification is a basic practice in any industrial safety program. The MD 52 Waste Management Authority uses this practice to make our work sites safer for our workers, visitors, contractors etc. This section summarizes the basic steps for all workers to practice on a routine basis.

Hazard identification at the worksite is the first step prior to starting any job. Potential Hazards of various activities can be identified by reviewing:

- Operations procedures
- Codes of Practice
- Safe Work Permits
- WHMIS Documents
- TDG Documents (labels, placards, manifests)
- Applicable Legislation
- Incident History
- Experience of Workers

## **HAZARD IDENTIFICATION PRACTICES**

1. Hazard Assessments can be done by anyone, however it is beneficial for it to be done in teams of two. Experience with the identification of hazards is an asset when choosing the right people for the job. Also, a familiarity with the worksite, and adequate amount of experience will also be essential in a workers ability to identify and assess hazards.
2. New hires should be included when they are under the supervision of a more experienced worker. It is beneficial to familiarize new workers with the hazard identification and assessment process right from the start.
3. The greater the number of eyes performing the hazard assessment, the better the chances are of picking out more unsafe acts, unsafe conditions, infractions, complacencies, deficiencies etc.
4. Look at every job and work process at the work site. Involve the workers and ask questions to identify where the hazards exist in each area. Ask “What if...” questions.
5. All of the hazards, including those that have a current control measure in place, must be identified.
6. Describe all of the hazards and their location at the worksite on the Hazard Identification form.

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## **HAZARD ASSESSMENT PRACTICES**

A Hazard Assessment requires understanding of the work and work site activities and can be defined as any circumstance that poses the risk of an incident. Hazards are usually a physical situation with the potential for personal injury, damage to property or damage to the environment. The six groups of hazards are:

### **Physical Hazard:**

A Hazard that can cause injury by physical contact, such as acute burns, abrasions, pinch points etc.

### **Chemical Hazard:**

A Hazard that the worker may be exposed to such as fumes, gases, aerosols, corrosives, alkalis, chemicals, solvents, sprays, heavy metals, poisons, pesticides etc.

### **Environmental Hazards:**

A Hazard that is or may be present in the work environment such as heat, noise, cold etc.

### **Biological Hazards:**

A Hazard that can cause illness through exposure, such as hanta virus, allergies, hepatitis etc. The symptoms or exposure to biological hazards may occur rapidly, or after an extended period.

### **Psychosocial Hazards:**

A Hazard that may affect the health or productivity of a worker, such as stress, fatigue, boredom, long-term effects of shift work etc.

### **Ergonomic Hazards:**

A Hazard that may affect the health of a worker due to such things as cramped workspaces, improperly adjusted equipment, repetitive tasks etc. Meta-Carpal Syndrome is a good example.

## **HAZARD INVENTORY:**

After we determine the degree of risk for the hazards in question (refer to Risk Assessment paragraph) we will prepare a Hazard Inventory, listing the hazards in order of priority.

The Hazard inventory will assist with control implementation and can be referenced in the back of this Corporate Safety Manual.

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## OCCUPATIONAL HEALTH HAZARDS:

MD 52 Waste Management Authority will provide periodic assessment of environmental conditions that may expose workers to harmful agents. Based on monitoring results, establish the necessary controls to protect workers. These include engineering controls and administrative controls, in addition to personal protective equipment. Any coordinating of industrial hygiene testing that may be required will be done by the appropriate authorities.

Expectations:

Management and Workers are responsible for meeting the following requirements:

- Evaluating potential exposure to environmental toxins utilizing both the personal and area monitoring.
- Ensuring occupational health standards are met.
- Recommending controls necessary to minimize the exposure to the harmful environmental stresses.
- Educating workers on practices, precautions, and procedures established to control chemical and physical stresses to which they may be exposed.

## RISK ASSESSMENT

A Risk Assessment may be conducted after hazards are identified based upon the probability of occurrence and potential of consequences. The Risk Assessment is done by using the MD 52 Waste Management Authority Risk Matrix. This Risk Matrix can be found in this section. Risk is comprised of two components:

**Probability of Occurrence:** How likely is it that the event should occur? Probable? Rare?

**Consequence of Occurrence:** If the event does occur, what are the results? Would someone be hurt? Would property be damaged? Would the public be concerned? Would the environment be impacted? How severe would the results be?

When these risk questions are answered, consider the acceptability of the risk and determine the need for further action. Workers should contact their supervisor to review the risk assessment and need for further action.

# MD 52 WASTE MANAGEMENT AUTHORITY CORPORATE HEALTH AND SAFETY PROGRAM

## REVIEW OF HEALTH AND SAFETY HAZARDS

Each Hazard Analysis will be reviewed annually and updated as necessary to reflect the changes that have occurred in operation procedures or in the workplace. Additionally, they will be reviewed whenever:

- There is a change in tools or equipment being used
- Health and Safety statistics are reviewed
- Additional Health and Safety issues are identified in formal or informal inspections
- A new employee starts a position
- Deficiencies in the Hazard Analysis are identified by any other means

