



*This safety resource was written for the recycled materials industry by the recycled materials industry and was developed to assist you in making your recycling operation a safe place for employees, customers, and visitors. This resource covers OSHA requirements that may or may not be applicable to your operation.*

## **MODULE 3.0: BASELINE HAZARD AND SAFETY PROGRAM ASSESSMENT**

**APPLICABLE STANDARD:** OSHA General Requirements

**EMPLOYEES AFFECTED:** All

### **WHAT IS IT?**

A hazard and safety program assessment is the process of analyzing each of your company's work areas and processes to determine what safety and health hazards exist. It is also a way to evaluate key elements of your safety program and to see how employees are involved with the process.

**WHY IS IT IMPORTANT?** Every scrap yard has the potential for hazards. A program assessment helps you to identify them, so that you can fix them or control them. Furthermore, using the tools provided here, you can evaluate management's commitment to safety and the degree to which employees are involved.

### **WHAT IS REQUIRED?**

- Complete a written, documented hazard assessment of the workplace.  
The documentation must include:
  - **what workplace was evaluated**
  - **identification of the person completing the assessment**
  - **the date the assessment was performed.**
- Assess the workplace to determine if hazards are present, or are likely to be present.
- Following the assessment, correct all hazards by means of engineering, administrative policy, personal protective equipment, and/or training.
- Reassess workplace hazards on a regular basis.

### **HOW DO YOU DO IT?**

#### **Develop a company hazard assessment**

The "Safety Inspections" module of this manual has information and can be used within your assessment process.

#### **Walk around**

The only way to assess your hazards is to get out and walk around, corner to corner, operation to operation. Use checklists in the areas you are assessing to determine hazards. Talk to employees. They will give you insight into problem areas. Portions of the checklists may need

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to be expanded or modified to suit your particular needs. At the conclusion of the tour, prioritize the identified hazards and begin the process of correcting them.

### **Correct the hazards**

Generally, hazards can be mitigated through some combination of the following:

- engineering controls (e.g., repairing broken equipment, guards, handrails, etc.)
- administrative controls (e.g., creating work safety rules, policies, etc.)
- personal protective equipment (PPE)
- additional training.

### **Training requirements**

Training the assessor is very important to the validity of the assessment. At a minimum, any employee charged with assessment responsibility should complete a 10-hour OSHA certification. (Note: ISRI offers free OSHA 10- hour training to members who sign the Safety Pledge.) Also consider working with your insurance company or using an outside safety consultant to provide training.

### **Audits**

A yearly hazard assessment is done to ensure that you maintain a hazard-free facility. You will find that every time you do your assessment, you will see hazards you did not see the previous time, or you will discover new hazards that have entered the facility. You may use the same hazard assessment form to assess your facility as a whole rather than in parts.

### **WHERE CAN I GET MORE INFORMATION?**

- OSHA
- State Health and Safety Programs
- ISRI Safety