



Recycled Materials
Association

"Halt a Hazard" Fire Safety Challenge

Manager Guide

Total Time: 15 minutes

Materials Needed: Checklist, video access, pens/pencils

Opening & Handoff (2 minutes)

Welcome Back

"Good morning! Today we're using OSHA's 'Halt a Hazard' approach - we'll pick ONE fire hazard and really solve it, rather than discussing everything broadly."

Introduce Today's Leader (If applicable)

"[Name] is going to lead today's discussion. [Name], take it away!"

Set the Framework (Discussion leader takes over)

"Today's approach is different from yesterday. Instead of discussing lots of topics, we're going to pick ONE specific fire hazard and really dive into understanding it and developing solutions. OSHA calls this 'Halt a Hazard' - we identify one hazard and figure out how to control it better."

Video Segment (3 minutes)

Setup

"Let's watch [a video about fire hazards](#), then choose our focus for today."

Hazard Selection & Problem-Solving (10 minutes)

Choose Your Focus (3 minutes)

"Looking at the most common fire risks in recycling, which one is most relevant to us?"

[Present options from checklist, facilitate decision]

"Today we're focusing on: [SELECTED HAZARD]."

Four-Question Framework (7 minutes)

"Now we'll work through four questions to really understand and solve this hazard:"

1. *"What could go wrong if this happened?"*
2. *"What controls do we have now?"*
3. *"Is what we're doing working effectively?"*
4. *"What other controls could we try?"*

[Follow checklist for detailed guidance and note responses]

Action Planning

"What are our top 2 solutions to pursue?"

[Assign owners and deadlines using checklist]

Preview Tomorrow

"Tomorrow we're doing an 'Eyes on Safety' challenge in our work area focusing on injury prevention."