

## Personal Protective Equipment Program Appendix B

### HAZARD ASSESSMENT GUIDELINES

#### 1. Perform a Walkthrough Survey

A walkthrough survey of the facility or work area to identify sources of hazards to employees will be conducted. The basic hazard categories that should be identified and documented during this survey include:

- Impact
- Penetration
- Compression (roll-over)
- Chemical (inhalation/skin exposure)
- Heat
- Harmful dust
- Light (optical radiation)
- Noise

The sources of above hazards also need to be identified during the walkthrough survey. The following sources will be identified and noted:

- Motion (i.e., machinery or processes where any movement of tools, machine elements or particles may exist, or movement of personnel that could result in collision with stationary objects)
- High temperatures that could result in burns, eye radiation injury, damage to personal protective equipment, etc.
- Chemical exposures
- Harmful dust
- Optical radiation (i.e., welding, brazing, cutting, furnaces, heat treating, high intensity lights, etc.)
- Falling objects
- Sharp objects
- Rolling or pinching objects which may lead to hand/foot injuries
- Electrical hazards

Special considerations should be given to potential hazards created by layout of the workplace or the location activities performed by co-workers. Certain tasks may be assessed separately from work areas; i.e., mobile equipment operation, marine terminal docks. There may be work areas similar enough in design and hazard potential to allow representative assessments to be performed to identify PPE needed at several locations.

#### 2. Document Survey Results

Use the PPE Hazard Assessment Survey to document the results of the walkthrough survey.

#### 3. Review Injury/Accident Data

Injury/accident data for the past two years should be reviewed to identify areas that may have been overlooked or missed during the walkthrough survey. Add any additional areas discovered by review of the injury/accident data to the PPE Hazard Assessment Survey. Other information

that should be reviewed during the assessment should include but are not limited to:

- Job Safety Analysis and Safe Work Procedures
- Material Safety Data Sheets for chemical exposures
- Interviews of Employees in the work area

#### 4. **Analyze Survey Data**

Once the basic hazard categories and sources of hazards have been identified, review and analyze the information collected. For each hazard category and source of hazard, the following should be determined and documented:

- Type of potential injury (cut, burn, contusion, illness, etc.)
- Risk of potential injury (high, medium, low)
- Seriousness of potential injury (high, medium, low)

The analysis results should be placed on the *PPE Hazard Assessment Survey*.

#### 5. **Select Appropriate Equipment**

After completion of the procedures in paragraph 4, the general guidelines for selection of protective equipment or verification of existing equipment are to:

- Become familiar with the potential hazards and the type of controls or protective equipment that is available and what it can do; i.e., impact velocities, splash protection, etc.
- Compare the hazards associated with the work environment and the protective equipment available to ensure it exceeds a level of protection greater than the minimum required to protect employees from the hazards.
- Make recommendations for any new protective equipment needed or modifications to existing equipment that is currently being used.

#### 6. **Review Assessments When Conditions Change**

The hazard assessments will be reviewed every five years, if processes change or a pattern of injuries due to inadequate personal protective equipment selection is observed in a particular area. A reassessment using the same procedures and forms will be performed if deemed necessary.

#### 7. **Recordkeeping**

All completed hazard assessment checklists and recommendations made will be kept on file by the Safety Group for review.