

METHODS AND PROCEDURES FOR CORRECTING UNSAFE OR UNHEALTHY CONDITIONS, PRACTICES – Example 1

All unsafe or unhealthy work conditions or work practices identified will be evaluated and corrected.

Unsafe or unhealthy work conditions or work practices will be corrected in a timely manner, as determined by the severity of the hazard. Under no conditions will *our* personnel be required to, or permitted to, work under conditions which pose a clear or imminent hazard.

Problems that cannot be corrected immediately will be assigned to the Responsible Person to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be developed or obtained by the responsible person.

When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or property, the following steps will be followed:

1. Remove all potentially endangered employees;
2. Provide employees responsible to correct the condition with necessary safeguards;
3. Correct the problem; and .
4. Document the corrective action and date corrected in accordance with this section. The documentation is to be completed by the Responsible Person or his/her designee. Documentation will be maintained on file by the Responsible Person.

Unsafe or unhealthy work conditions needing corrective action will be documented by using the Hazard Identification form (attached to this IIPP).

Unsafe work practices will be immediately corrected by providing the affected employees with retraining to be provided by the Responsible Person or his/her designee.

All operating procedures will be reviewed annually and whenever new chemicals or equipment are introduced into the system, or when there is a process change. When changes are made, affected employees will receive additional information.

HAZARD ABATEMENT PROCEDURE – Example 2

A record of hazard abatement will be kept at each location to track the steps taken to correct the hazardous conditions. This record will be periodically reviewed by the Safety Director, the Risk Manager and/or the Safety Consultant.

Appropriate action will be taken by the supervisor in charge (with direction from the Safety Director, if necessary) to address any noted hazardous activities. This action will be documented where appropriate (i.e. on employee training record, maintenance records, etc.)

When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, all exposed personnel will be removed from the area, except those necessary to correct the existing condition, who will be provided all necessary safeguards.