

General Safety Program & Responsibilities – Appendix B: Hazard Assessment Instructions

Hazard assessments are important tools for identifying potential hazards associated with a work task or work area. This form has been developed as a tool for managers to document workplace hazards as well as hazard controls that can be implemented. Departments should file and maintain all completed hazard assessments for future reference and review.

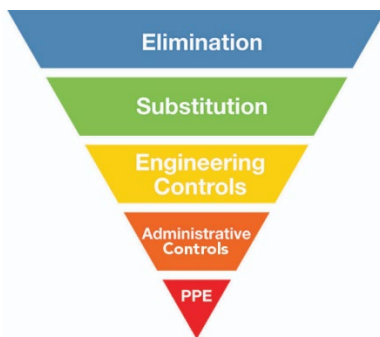
Hazard Assessment

1. The assessment form should be completed by department management. Managers, supervisors, and deans are encouraged to work with the employees impacted by the process, equipment, or work area in completing the assessment.
2. Select the area of focus that the assessment is being completed for. Indicate the PCC location impacted by the assessment and who at PCC will be impacted. Describe the area of focus and include as much detail as possible, especially any specific product information.
3. Select which of the listed potential hazards are present. Check all that apply and describe the situation.
The potential hazard could be:
 - the equipment or process
 - a by-product of the process (vapors/heat)
 - changes in the work environment due to the process or equipment
4. Select which of the environmental conditions are potentially present. Check all that apply and provide details of the process, equipment, or material that might require testing or monitoring, including relevant product information.
5. Select any of the listed sources of harm that could be present. Check all the apply and describe the scenarios, equipment, or processes that could result in those incidents.

Hazard Controls and Next Steps

6. List what hazard controls are currently in place for the identified hazards. List what additional controls will be needed.

PCC uses the hierarchy of controls when identifying and implementing controls.



Engineering control

Engineering controls prevent the hazard from reaching the employee and require a physical change to the workplace.

Administrative controls

Administrative controls require an employee or PCC to take a specific action through policies and/or procedures.

Personal protective equipment (PPE)

Personal Protective Equipment provides a barrier between the worker and the hazard. It never eliminates the hazard but will provide a degree of protection should the worker come in contact with the hazard, whether it be physical or chemical in nature.

7. Select what additional training employees will need to complete. Additional resources for training information can be found in the [academic](#) and [operational](#) training charts.
 - A. Department specific training should be provided/facilitated by the manager.
 - B. EH&S provided training covering more general PCC procedures is available in MyCareer@PCC.
8. Select which, if any, additional actions are needed to establish hazard controls for the area of focus.
9. If any of the additional actions selected in Section 8 require working with other departments or stakeholders, list them and what is needed to accomplish the additional action.
10. List any sources of non-physical risks that might be present.