

Looking Back and Forward

Time Requirement: 1 hour

Number of Instructors: 1 or more, consistent with ratio in the Minimum Criteria

Materials

- Participant Guide and worksheets
- Whiteboard or equivalent; markers

Objectives

When completed, participants will be better able to:

- Identify actions/activities that could be done more safely
- Identify hazard controls for these actions/activities

Suggested Instructor Preparation

- Review the Work Practices section of the 40H Hazardous Waste Site Worker Training
- Review this exercise
- Ensure that you have assembled all the materials needed for the exercise
- Make class notes

NOTE: This exercise is required in all 40H refreshers. (See 29CFR1910.120(e)(8))

Questions You May Be Asked

1. Students might remark, "We don't do it this way in our site. So what are we supposed to do?" You should be prepared to facilitate a discussion about working through union or management representatives to facilitate changes in the facility HASP.
2. Trainees may state that particular SOPs are lacking at their work site despite relevant ongoing activities. You must be ready to facilitate discussion of how to determine if an SOP exists, how to obtain a copy within the union/management structure, and how to approach problem resolution.

Presentation of the Session

This session can be presented as follows:

Review the objectives

Review the Hierarchy of Controls graphic in the Participant Guide

Observations from the past year

Briefly introduce the benefits of reviewing past accidents, near misses and observations.

Exercise 1 – Year in Review

Distribute the Worksheet. Ask participants to complete it individually and be prepared to share with the group. During the report back, list input from the participants, grouping as appropriate.

Types of Hazard Control

Refer to the figure on page 3 and describe the Hierarchy of Controls.

Ask: Can someone give an example of?

Define Engineering and Administrative controls.

Ask: Can someone give an example of Engineering Controls used during the past year?

Ask: Can someone give an example of Administrative Controls used during the past year?

Exercise 2 – Identify Controls to Reduce Risk

Go back to your list from the report back following the previous exercise. Form small groups to address the types of controls that could be implemented to reduce the risk.

Be prepared to facilitate a discussion during the report back. (There is no worksheet.)

Summary

Review the learning objectives

Ask: Based on this exercise, what takeaways do you have as you go back to work?

List them on the board

Answer any remaining questions

Follow up

Make this exercise better:

Forward suggestions to your Program Director

Are there other 'Questions you may be asked' that should be included?

Put listing of approaches to controls in the Program File. This can be used next year to identify any changes that resulted directly from this program.

Organize the listing of 'takeaways' and forward to your Program Director. These are very important impacts to report to NIEHS.

Looking Back and Forward Exercise Worksheet

Think about your past year at work and record your answers. A few examples are given as guidance only. Do not feel restricted by the examples.

During the past year have you....	Yes	No	Don't Recall	N/A
Observed a work practice that could have been done more safely? <u>Examples:</u> worked at heights without harness or rail used a vehicle in need of repair use of tools that spark				
Identified a tool that needed a repair? <u>Examples:</u> frayed electrical cord				
Been exposed to dust, gas or vapor in the workplace?				
Been exposed to a physical hazard? <u>Examples:</u> heat/cold, noise, confined space, fall, electrical, slip/trip, struck-by				
Discovered PPE was not ready for use (missing, dirty or torn)?				
Wanted a resource to find information (that was not available) <u>Examples:</u> NIOSH Pocket Guide or Safety Data Sheets are missing				
Discussed a health and safety problem with co-workers? <u>Example:</u> One of the supervisors seems to have difficulty hearing - we all need to make sure we speak directly to him, not from the side				
Discussed a health and safety problem with supervisor/manager? <u>Example:</u> eye wash station full of dirt or debris				
Had or observed a near-miss? <u>Example:</u> Someone almost hit by forklift while operator backed up				
Reviewed the Site Safety Plan for needed changes or updates				
Discussed possible changes to a Work Plan to increase safety				