

ADDRESS WORKPLACE HAZARDS AND RISKS

NQF Level: 2

Credits: 4

115101

WHAT IS THE PURPOSE OF THE HIRA PROCESS?

The purpose of hazard identification and risk assessment (HIRA) is to identify workplace hazards and associated risks, take control measures to rectify them at the source or report them to your supervisor if it is out of your scope of experience. Identifying the hazards includes being aware of those things that may cause injury or harm to the health of a person. This could be some stuff lying around that could catch fire, unguarded machinery, or rock that could fall on a worker. Each working place and each type of work has its hazards. Each hazard presents risks to the workers. It is important that you know and understand how to deal with each hazard that occurs in your workplace. For example, in a mine hazards will be different and more serious than in a factory that makes clothes! When you know about all the hazards, you will be able to make the workplace safer for you and your fellow workers.

How to prepare for a hazard inspection:

There are two main types of inspections **FORMAL** and **INFORMAL**

Formal inspections are planned, arrangements are made, and they must be recorded.

Informal inspections are your daily routine inspections when you walk through the workplace – they are recorded.

Several formal/planned inspections can be used.

Daily inspections /Weekly inspections /Routine inspections /Monthly inspections and Quarterly inspections

It does not matter which of the inspections you are doing, the preparation and commitment will always be the same.

Hazards come in many forms.

These could be such things as an object that could fall, or a noise that is too loud.

Some of the hazards we can see and there are some that we cannot see.

Identifying the hazards includes being aware of those things that may cause injury or harm to the health of a person. This could be some stuff lying around that could catch fire, unguarded machinery, or rock that could fall on a worker.

Each working place and each type of work has its hazards. Each hazard presents risks to the workers. It is important that you know and understand how to deal with each hazard that occurs in your workplace. For example, in a mine hazards will be different and more serious than in a factory that makes clothes! When you know about all the hazards, you will be able to make the workplace safer for you and your fellow workers.

Remember that an incident that may have occurred could still occur in the future.

Potential Workplace Hazards - Types of Hazards

Where to look first?

The first place to look is where there are high-risk conditions.

Hazards may be grouped into four types:

Physical hazards.

Chemical hazards.

Hazards to the well-being of the worker.

Hazards that can result in damage or loss.

Classification of hazards:- **A class hazard** (can seriously injure a person)- Fixed immediately **B class hazard**

(can cause possible injury or property damage)- Fix before the end of the shift) **C class hazard** (Can cause

property damage or work delay)- Fix within 1 day) **Hazards may be grouped into four types:** Physical

Hazards.-(Lifting of heavy equipment) chemical Hazards -(Working with dangerous chemicals) hazards to the

well-being of the worker.-(Dust/radiation) Hazards that can result in damage or loss-(Collisions, etc) **How do**

we manage risks? identifying the hazards- Conduct mini-risk assessments/ inspections. **Measuring the risk –**

This involves looking at the possibility of injury or harm happening to a person if exposed to a hazard.

Controlling the risk – By bringing in controls, which will lessen the risk of a person being exposed to a hazard.

Monitoring and reviewing controls – It is important to regularly look at the steps again and again. This is very

important when the work environment is changed, new technology is introduced, or risk assessment standards

are changed. **Continuous risk assessment process** Continuous Risk Assessment is the most important part of

Risk Assessment which is done daily in the workplace. It includes pre-use checklists, inspections, observations,

mini-risk assessments, etc Action must be taken in the workplace to prevent injuries and losses. All employees

must take part in this process.

Why is it important that the hazard that you have identified, is dealt with?

When you see something in the workplace that could injure yourself or a fellow employee, you must do something about it. There is no point in knowing that there is a problem, without doing anything about it.

The importance of reporting hazards concerning Health, Safety, and production:

Why should you report a hazard or a risk? For something to be done about the hazard, management needs to know about it. You as the worker are in the best place to improve the safety and health of your fellow employees. You can do this by spotting the hazards and reporting them to management. In this way, you have made the workplace safer for everybody.

Types of Risk Assessment: There are three types of Risk Assessments used to identify hazards and risks in a company and they are.

The Baseline Risk Assessment is a Helicopter view of the Company. Major things that can go wrong within the business process are identified during this process. Control measures are developed and implemented to effectively manage these risks.

The Issue-Based Risk Assessment. During this process, specific hazard identification techniques are used to identify all possible hazards related to a specific issue. It gets done on critical things identified in the Baseline Risk assessment, when any changes take place when new machinery or equipment is installed, in case of a special request, or after an accident occurs.

Continuous Risk Assessment is the most important part of Risk Assessment which is done daily in the workplace. It includes pre-use checklists, inspections, observations, and audits. **Remedial action** to deal with hazards and risks must be conducted as soon as reasonably practicable and meets a statutory sequence of control requirements: When hazards (sub-standard acts and sub-standard conditions) are present in a workplace it is a direct indication that some controls which form part of the Safety Management System failed. They are either non-existent or not adequate. When hazards are identified immediate action must be taken to prevent the hazard from resulting in an event. At this point, action must be taken to rectify the source, and everybody must be involved.

Employee's right to leave a dangerous working place:

The employee has the right to leave any working place whenever –

Circumstances arise at that workplace which, with reasonable justification, appear to that employee to pose a danger to the health and safety of that employee; or

the health and safety representative responsible for that workplace directs that employee to leave that workplace.

After consulting the health and safety committee at the mine, every manager must determine effective procedures for the general exercise of the rights granted by the subsection. Those procedures must notify supervisors and health and safety representatives of dangers that have been perceived and responded to in subsection.