



Hazard Resolution



“The Can Do Attitude”

Let’s imagine that you have just completed a office hazard assessment and you have found multiple hazards such as:

- Inadequate electrical receptacles (resulting in overuse of extension cords)
- Various office spaces that are cluttered with lots of files, books, and items on the floor.
- Various complaints about the office being too hot or too cold.
- Deficiencies in employee training requirements.

The first consideration when addressing hazards in the workplace is to create a “process”. This process should be developed by the people in the office and should include:

- Who will do what (roles) in conducting the inspection.
- Tools (ex. Office Safety Checklist form. See the RMSO web site)
- Frequency of inspections
- Areas to be covered by the inspection
- Documenting inspection
- Group to review and come up with action plan (trained in accident/hazard identification and resolution)
- Determine who will be responsible for what action, and the date the action needs to be completed. Includes documentation.
- Communication of the results and action plan to the rest of the staff
- On-going monthly meetings to review items from inspections, determine if follow-up items are complete and consider new hazards. Some items may require additional resources (i.e., money).

Hazard Remediation

True commitment to safety and health of employees involves commitment, care, and making people the first priority. It takes perseverance on the part of the group to identify what needs to be done, and what it will take to get it done.

For example, going back to the first item identified in our inspection above...older buildings located on the UW campus sometimes do not have enough electrical outlets and those present do not have ground connections. This is a potentially serious hazard that can result in fire due to having too much amperage running on one circuit. The group needs to do determine exactly what the electrical outlet needs are for the office, how much it will cost to have Physical Plant electricians come and add additional receptacles (free quote), and determine how to budget (if needed) the money to get it done. Due to departmental resources, it may take some time. If you communicate honestly, opening, and frequently, others will know the group is doing the best they can and will support them.

If the problem is more complex such as quality of air, lighting, or ventilation, call RMSO for further investigation at 766-3277.

Also visit our website for more information and tools (upper right corner).

New Training: Online Accident Investigation

- <http://www.uwyo.edu/ehs/Training/index.html>
- call us at 766-3277
- e-mail uwehs@uwyo.edu

Safety: It’s Our Job...
It’s YOUR Job