

Tasks and Corrective Actions

Structuring Hazard Controls

There are five general methods, in descending order of effectiveness, for controlling hazards:

1. ELIMINATE IT by redesigning the process.
2. SUBSTITUTE IT with a safer process or product.
3. Provide ENGINEERING CONTROLS at the source.
4. REDUCE exposure through administration.
5. USE PPE as a last resort.

The best corrective actions are often a **combination of hazard controls**.

Encourage reporting to identify system weaknesses and hazard control ideas!

Solely relying on training and procedures to address issues that are about work areas and equipment is almost never the best idea; consider adding other controls.

If you determine that training, procedures and counseling are the primary corrective actions being taken, your causal analysis may be too superficial!

Systemic issues can affect multiple people in multiple areas.

Choosing and Implementing Corrective Actions

When you consider how to choose and implement corrective actions, think about:

- Risks/Hazards
- Severity
- Frequency
- Probability
- Cost

Your goal is to mitigate risk to a more tolerable level.

As you plan corrective actions, remember that:

- Workers may need training about the actions you implement
- You may need to update procedures, job hazard analysis forms and training materials to account for changes
- Habits may be difficult to change; practice is necessary

Involve employees BEFORE your decisions about corrective actions to:

- Show that you care
- Take advantage of their experience/expertise
- Get them to own the solution

Make controls as easy as possible. The benefits should exceed the difficulty.

Timelines

Remember:

- The higher the risk, the faster you need to implement corrective actions
- For high or extreme risks, isolate the hazards until a solution is ready
- Document your recommendations on which actions deserve highest priority and funding and provide them to management
- Plan for corrective actions that require capital expenditures
- Identify the appropriate responsible parties for each action and establish a realistic completion timeline
- Systems accountability is critical, especially for long-term solutions

Leading companies take action as soon as possible. You may even be able to implement some corrective actions immediately or within 48 hours.

Monitoring

Monitor and determine the effectiveness of corrective actions.

You may need to adjust your plans and timelines.

Don't forget to follow up with employees to let them know about progress and completion!

After controls are in place, employees can help:

- Test corrective actions in the field
- Monitor effectiveness over time
- Provide feedback
- Make sure theoretical solutions work well in practice

Evaluating and Prioritizing Risks with a Risk Matrix

Many people use a risk matrix to assess risk before and after corrective actions. The following is a SAMPLE risk matrix.

Likelihood		Rare The event may occur in exceptional circumstances.	Unlikely The event could occur at some time.	Moderate The event will probably occur at some time.	Likely The event will occur in most circumstances.	Certain The event is expected to occur in all circumstances.
		Less than once in 2 years	At least once per year	At least once in 6 months	At least once per month	At least once per week
Consequence	Level	1	2	3	4	5
Negligible No injuries. Low financial loss.	0	0	0	0	0	0
Minor First-aid treatment. Moderate financial loss.	1	1	2	3	4	5
Serious Medical treatment required. High financial loss. Moderate environmental implications. Moderate loss of reputation. Moderate business interruption.	2	2	4	6	8	10
Major Excessive, multiple long-term injuries. Major financial loss. High environmental implications. Major loss of reputation. Major business interruption.	3	3	6	9	12	15
Fatality Single death.	4	4	8	12	16	20
Multiple Multiple deaths and serious long-term injuries.	5	5	10	15	20	25

Risk Rating	Risk Priority	Description
0	N	No Risk: The costs to treat the risk are disproportionately high compared to the negligible consequences.
1 – 3	L	Low Risk: May require consideration in any future changes to the work area or processes, or can be fixed immediately.
4 – 6	M	Moderate: May require corrective action through planning and budgeting process.
8 – 12	H	High: Requires immediate corrective action.
15 – 25	E	Extreme: Requires immediate prohibition of the work process and immediate corrective action.