

## Hazard Analysis

### Legal Requirements for Hazard Analysis

Hazard Management is the **core activity** in a health and safety system. Employers are required to identify hazards that could potentially injure any people and put in place effective measures to prevent injury

The first task is to accurately identify workplace hazards, including those that may not be immediately apparent

### Procedure for Hazard Analysis

**This file type is not the place to register hazards. For that, use the file named "Hazard Details"**

**Hazard Analysis** is a generic checklist designed to help the analytical process required to identify potential hazards. Unless hazard identification has previously been comprehensively completed, a deliberate process of identification needs to be undertaken, preferably with input from employees

The process should cover all geographical areas, jobs and processes, take into account existing regulations, codes and guidelines and information about previous injuries

### How to do a Hazard Analysis using SafetyBase

Open a **Hazard Analysis** file under the **Hazards** heading. SafetyBase prompts a systematic analysis of area, task, process and existing information

This process will result in a broad approach and a more systematic hazard identification than could be done by routine observation

The hazards must then be assessed and controlled by entering them into a **Hazard Details** file

### Using Tasks while completing Hazard Analysis

Tasks can be notifications, instructions, alerts or corrective actions associated with a particular file. You can add Tasks as you go during data entry, using the inline **New Task** button in your screen. You can also use the Toolbar at the bottom of your screen during data input, or the **Tasks** tab after you submit the file

As you create a file, SafetyBase may automatically set suggested Tasks, depending on some of your droplist selections. Watch for inline informational messages, which are there to alert you if a droplist might create an automatic Task

Please note that although these automatic Tasks may be created as helpful prompts, they do have generic wording, so you have the choice of creating Tasks yourself. This is advisable if you prefer the wording to be specific or personal. If appropriate, you can select the **"Recurring"** button, which lets you create a repeating schedule, (say, an inspection, review or check-up interval)

When any Task is set in the system, it will display in the form you created, a summary tab in the file and in the Task List of the person it is allocated to (Recurring Tasks don't show until they are due). Tasks are also e-mailed to the allocated person on the required number of days prior to the Due Date

A small number of tasks have been set as mandatory (example, reporting serious injuries to the statutory authority). *These cannot be deleted*

### SafetyBase Tips and Tricks for managing Hazard Analysis

Attach an electronic document (example, an existing Hazard Analysis completed on another type of document): Use the **Attach Documents** inline button in the Toolbar at the bottom of your screen while entering data, or afterwards, using the tab. Browse to the document and submit it. The document will download and be available for viewing

Link a relevant SafetyBase file (example, Accident Investigation, Accident Report or similar file that has direct relevance): use the **Link Files** inline button in the Toolbar at the bottom of your screen while entering data, or afterwards, using the tab. Select the SafetyBase file from the drop-lists and submit. The file will become linked

Remember you can associate People with this file type, using the **Associate People** inline button in the Toolbar at the bottom of your screen while entering data, or afterwards, using the tab. This allows you to get reports on their safety history