

## 4. Elimination and Correction of Workplace Hazards

Hazards identified during scheduled or unscheduled inspections, or as a result of accident investigations, shall be corrected in a timely manner consistent with the severity of the hazard. The following procedures and guidelines shall be applied to eliminate or correct hazardous conditions in the workplace.

- Inspection findings will be prepared in writing and submitted to the Dean, Department Chair, Director or EH&S. Corrective action or a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department. EH&S shall provide assistance in the form of consultation and/or identification of corrective actions.
- Once identified, hazards will be ranked according to both consequence (i.e., severity) and probability (likelihood) as defined in Table 1. Prioritization of corrective actions will be based on the following ranking scheme.
  - **Imminent Hazard Situations**

An imminent (Priority 1) hazard is any condition or practice in which there is reasonable certainty that death or serious physical harm will occur unless the hazard is immediately eliminated or corrected. (For example, an employee working on high voltage equipment for which the power has not been shut off would be considered an imminent hazard.) Upon discovery of an imminent hazard during a safety inspection, the individual(s) conducting the inspection shall use appropriate means to immediately correct the situation. This may involve:

    - Asking the employee to discontinue work immediately.
    - Contacting the supervisor in question.
    - Taking a piece of equipment out of service or shutting down a procedure until a review can be performed.
    - Posting the area with a conspicuous warning notice, etc.

Immediate corrective actions shall be performed with the full knowledge of area employees, supervisors, and managers. The appropriate Dean, Department Chair, Director or EH&S shall be notified as soon as possible if any condition is identified which presents an imminent hazard to health or safety. The Dean, Department Chair, Director or EH&S shall take actions to inform all area employees of any such imminent hazard(s) that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent mishaps.

Personnel who continue to use an item that has been conspicuously tagged or who willfully remove a tag before the unsafe condition is corrected are subject to appropriate disciplinary action. Entry or use for the sole purpose of eliminating the hazardous condition may be allowed only with the knowledge and approval of the Dean, Department Chair, Director, or EH&S.

- **Less Serious Hazards**

Hazards that have a reasonable probability of producing injuries or illnesses, but are not deemed imminent dangers (Priority 2-4), must be corrected in a timely manner.

As a general guideline, corrective action shall be implemented within the following time frames:

- Priority 2 category within 24 hours
- Priority 3 category within 30 days
- Priority 4 category within 6 months

The Dean, Department Chair, Director or EH&S, as appropriate, shall be notified if assistance is required to correct the hazard or if additional time is required to correct the hazard.

Table 1  
Hazard Priority Classification

Order of Priority	Consequence (Severity)	Probability of Injury Occurrence
1	Imminent danger exists. Capable of causing death, possibly multiple deaths, widespread occupational illness and loss of facilities.	Imminent
2	Capable of causing severe injury, serious illness, property and equipment damage.	Probable
3	Capable of causing minor injury, illness or equipment damage.	Reasonably Probable
4	Capable of causing injury requiring first aid care.	Remote