

## Develop and Update a Hazard Control Plan

A hazard control plan is a “roadmap” to help you put hazard controls in place. To stay on track, create a step-by-step plan that spells out the tasks, identifies responsibilities, and includes ways to track your progress.

### To-Do

- For each control, determine responsibilities, resources needed, a timeline, and ways to monitor effectiveness.
- Involve workers in developing the plan.
- Communicate the final plan and responsibilities.
- Review and revise the plan periodically.

Once you’ve chosen controls, create a **hazard control plan**. This describes what needs to be done, who should be involved, when key tasks should be completed, and what resources are needed. Consult affected workers as you develop your plan.

Here are steps you can follow to develop your plan:

- Address the highest-priority, most serious hazards first.
- Include your emergency action plan in your overall hazard control plan (see Worksheet 3).
- Identify resources needed. These include money, time, equipment, and expertise.
- Set a target date for implementing the controls.
- Assign responsibility to a person (or people) with the authority and ability to implement the controls.
- Decide how you will track progress.
- Can you identify interim steps? For example:
  - Seek input from your workers
  - Get approval to buy a replacement guard
  - Order a replacement guard

- Install the guard
- Verify that it's working properly and doesn't interfere with operations
- Plan how you will verify the effectiveness of controls after they are installed or implemented (see Worksheet 6).
- Share the hazard control plan with workers. This is your final chance to get their insight into whether the selected controls are the most appropriate and effective before you start implementation. Sharing the plan also builds trust and creates accountability. It makes everyone aware of what is happening, who is responsible, and when tasks should be completed.
- When asking for worker input, acknowledge that some controls may not work as well for some as for others). When implementing controls, take into account differences among workers such as size, strength, and agility. Explain that accommodations can be made in such cases.
- Revisit the hazard control plan periodically to update and adjust it.

The table below builds on the table from Worksheet 2, where you listed hazards and controls in order of priority. Fill in information for the hazards you will be working on. The table is a tool to help you plan, keep track of, and update your activities to implement controls over time.

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Hazard	Selected control(s) (include interim controls and any accommodations needed)	Resources needed	Target date for implementation	Steps	Who is responsible? (for each step as needed)	Date completed
Example: Unguarded mechanical power press (risk of amputation)	Light curtain  (Interim control: Use of long hand tools to insert and remove parts)	\$3,000	2–3 months (for light curtain)	<ul style="list-style-type: none"> <li>• Request and review cost estimates</li> <li>• Select vendor</li> <li>• Install device and integrate controls</li> <li>• Verify and test</li> <li>• Train personnel on use, limitations, and periodic testing</li> </ul>		

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