GRAND RIVER NAVIGATION COMPANY

RESET FORM

QUARTERLY & ON-SITE HAZARD RECOGNITION EVALUATION

What is Hazard Recognition Evaluation?

This guide is a tool to encourage & educate employees of Grand River Navigation to achieve & maintain a safe & secure work environment. It is not intended to be all inclusive of the many regulations. Rather, it addresses practical safety & security measures that can be recognized & controlled by employees on a daily basis. It is also a method of providing feedback on potential risks & hazards in the work area.

Stop Work Authority

The Stop Work Authority Program is available to all employees. Stop Work ensures all employees are provided the responsibility & authority to stop work practices in their immediate area that are imminently dangerous.

Instructions: Simply conduct a walk around inspection using the checklist provided. Provide feedback in the comments area to the respective department head for corrective action. Page 2 provides suggested controls for hazards encountered.

Training

☐Do workers have current training for the activities they are performing?
☐If work activities have changed, has training "needs" been updated?

House Keeping

☐Are accommodation & workspaces orderly & clean?
☐Are passageways & walkways maintained free from hoses, cords, chemicals, combustibles, etc.?
☐Are obsolete & unutilized equipment removed from the work place?

Security

☐Are restricted areas clearly marked?
☐Are visitor record logs being used?
☐Does crew & visitors know the current MARSEC Level?

Hazard Communication (HAZCOM)

☐Are chemical containers labeled as to the contents in the containers per HAZCOM policy?
☐Are flammable materials stored properly?
☐Are Safety Data Sheets (SDS's) available?

Emergency Preparedness

☐Are eyewashes & first aid kits clear & unobstructed?
☐Does crew know where First Aid Kits are located?
☐Does crew know what to do in the event of an emergency (fire, medical, spills, etc.)?

Fire Safety

☐Are fire extinguishers clear & unobstructed in the event of an emergency?
☐Are fire stations clear of obstructions?
☐Are excess combustible materials kept to a minimum?

Electrical

☐Are extension cords & power taps only used on a temporary basis?
☐Does cable wiring have frayed wires, damaged insulation, or inadequate grounding?
☐Is the access to breaker panels & motor controllers clear & unobstructed?

Equipment & Machinery

☐Are machine guards provided & in place?
☐Is preventative maintenance being performed on equipment as necessary?
☐Is Lockout / Tagout performed during service & maintenance?

Environmental

☐Are fixed containment areas drained of water & not contain rubbish?
☐Are fuel transfer hoses in good condition?
☐Are hazardous waste containers labeled?

Personal Protective Equipment (PPE)

☐Is PPE matched with known hazards?
☐Is PPE being used?
☐Are fall protection measures in place?

Comments:

Vessel: _____

Conducted by: _____

Date: _____

Quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4

Rev. 2/2018

Submit

GRAND RIVER NAVIGATION COMPANY

QUARTERLY HAZARD RECOGNITION EVALUATION

Hazards & Controls (*Used as a tool to trigger awareness to potential job hazards.)*

This Table presents a list of potential hazards & possible controls to assist managing hazards. Table does not include all possible hazards & only acts as a guideline.

Pressurized Equipment	Poor Lighting or Visibility	Personnel	High Noise	Hot or Cold Equipment	Environment	Potential Spills
☐Perform LO/TO ☐Depressurize, drain, purge, & vent ☐Verify pressure is relieved ☐Anticipate residual pressure or fluids	☐Provide portable lighting in the work area ☐Ensure lighting has appropriate guards ☐Wait or defer until visibility improves	☐Mentor, coach, or supervise ☐Verify competencies, skills, & experience ☐Address any personal limitations	☐Wear correct type of hearing protection ☐Conduct decibel noise test ☐Manage exposure times ☐Assess effect of vibration on equipment ☐Implement noise controls	☐Heat or cool equipment before work starts ☐Install barriers ☐Verify warning signs ☐Wear thermal gloves	☐Implement controls for slippery surfaces ☐High winds – defer work ☐Heat – hydration, breaks ☐Cold – PPE, heaters ☐Lightning – defer work ☐Water, ice, snow, cargo, on deck	☐Drain equipment ☐Spill containment available ☐Cover & secure waste containers, label & store at an approved location ☐Restrain & isolate hoses when not in use

Hazardous Substance	Ignition Sources	Manual Handling	Rigging Equipment	Slips, Trips, & Falls	Emergency Response	Working at Heights
☐Personnel familiar with chemical hazards ☐Work plan submitted to 3rd party for asbestos, lead & mold projects ☐Implement dust control ☐Implement ventilation control ☐Exposure air monitoring ☐SDS readily available ☐Personnel familiar with PPE	☐Hot work permit in place ☐Remove, isolate combustible materials ☐Provide extinguisher ☐Provide a fire watch ☐Conduct continuous testing in flammable use areas ☐Bond & earth for static electricity dissipation ☐Intrinsically safe/explosion proof per applicable hazardous location(s)	☐Assess the manual handling task & path ☐Use safe-lift technique ☐Confirm stability of load ☐Use a mechanical aids ☐Use gloves designed for gripping	☐Inspect & document condition & certification ☐Use a tag line ☐Use signs & barriers to restrict entry or access under work at elevation ☐Use mechanical lifting equipment to raise tools or use manually lift tools in a bucket ☐Secure tools (tie-off)	☐Identify & shield uneven surface or projections ☐Protect or elevate cables, cords, & tubing ☐Barricade or clean up spills immediately ☐Barricade openings, uneven surfaces & holes	☐Keep egress route open ☐Crew knows evacuation routes & emcy comms ☐Eye wash stations / first aid kits are accessible ☐Contractors/vendors familiar with emergency procedures ☐Keep emergency alarm, fire equipment, & shutdown locations unobstructed	☐Address controls for working at heights & fall protection safe work practices ☐Inspect portable ladders & ensure footing is stable & secure prior to use ☐Scaffold inspected prior to daily use ☐Verify fall restraint or arrest equipment inspected

Electrical Energy	Portable Electrical Tools/Equipment	Confined Space	Waste Clean Up & Disposal	Manual Hand Tools	Moving Objects or Equipment	
☐Restrict access to authorized personnel only ☐De-energize equipment ☐Observe safe work distances for live cables ☐Use insulated gloves, tools, & mats	☐Inspect equipment guarding & cord condition ☐Guards in place ☐Protect electrical leads from impact or damage ☐Face shield & safety glasses worn when grinding or bead blasting ☐Power actuated tool kept within a lockable container when not in use	☐Discuss safe for entry / safe work practices ☐Personnel trained ☐Completed permit / posted ☐Conduct continuous air monitoring & record data ☐Locate fuel-powered engines outside of space ☐Vertical openings protected from falls ☐Provide attendant at all times at entry ☐Verify rescue plan	☐Health & safety plan prepared ☐Apply environmental management practices ☐Clean up equipment & materials at site ☐Optimize task to minimize waste production	☐Inspect equipment & tools ☐Do not use modified tools ☐Attach protective guards ☐Use correct tools & equipment for the task ☐Use a self-retracting knife ☐Wear proper gloves ☐Protect sharp edges when tools are not in use	☐Confirm machinery guard integrity ☐Provide protective barriers ☐Observer to monitor proximity of people & equipment ☐Shut down & LO/TO equipment	