

GRAVITY

SECTION 6

CHAPTER 3

DEVELOPING CORRECTIVE ACTION

Purpose This chapter outlines the requirements for correcting identified hazards in the workplace.

Scope This policy applies to all company facilities.

In this chapter

Topic	See Page
Identifying the Severity of the Hazard	2
Correcting Hazards	3
Following-up after Hazard Correction	4

Identifying the Severity of the Hazard

Purpose The corrective action for a particular hazard depends upon its severity.

Assessing hazards The following table outlines the requirements for assessing hazard severity.

Hazard	Description
Imminent hazard	Immediately dangerous to life or health (IDLH) of all exposed employees. May cause death, dismemberment, or a disabling injury.
Serious hazard	Substantial probability that an employee will suffer serious physical harm.
General hazard	May affect the safety and health of exposed employees.
Regulatory hazard	Pertains to permits, posting, record-keeping, or reporting requirements established by OSHA, EPA, etc.

Correcting Hazards

Purpose This document outlines the requirements for correcting hazards in the workplace.

Eliminating hazards Whenever possible, the Yard Manager will correct all unsafe conditions and workplace hazards as soon as they are identified.

Taking corrective action The following table outlines the required corrective actions.

Hazard	Corrective Action
Imminent hazard	<ol style="list-style-type: none"> 1. Remove all personnel from the area. 2. Provide required personnel all necessary safeguards. 3. Remove defective or hazardous equipment from service. Lockout and tagout the equipment according to the policies in <i>Performing a Lockout/Tagout</i>. 4. Complete all necessary repairs.
Serious hazard	Correct all serious hazards when they are discovered. IF it is not possible to correct the condition, THEN isolate it from employees and correct it.
General hazard	Correct general hazards as you would serious hazards.
Regulatory hazard	Correct regulatory hazards while abating all other identified hazards.

Following-up after Hazard Correction

Purpose This document outlines the requirements for follow-up a hazard correction procedure.

Documenting the correction Note completed corrections on the hazard checklists. Have the person making the corrections initial the lists.

Maintain all completed hazard checklists at the Area Office for a minimum of 3 years.

Communicating to employees Communicate results of the hazard correction to all employees.
