

A systematic approach to manage workplace safety.



**Elimination** removes the cause of danger completely.



**Substitution** controls the hazard by replacing it with a less risky way to achieve the same outcome.



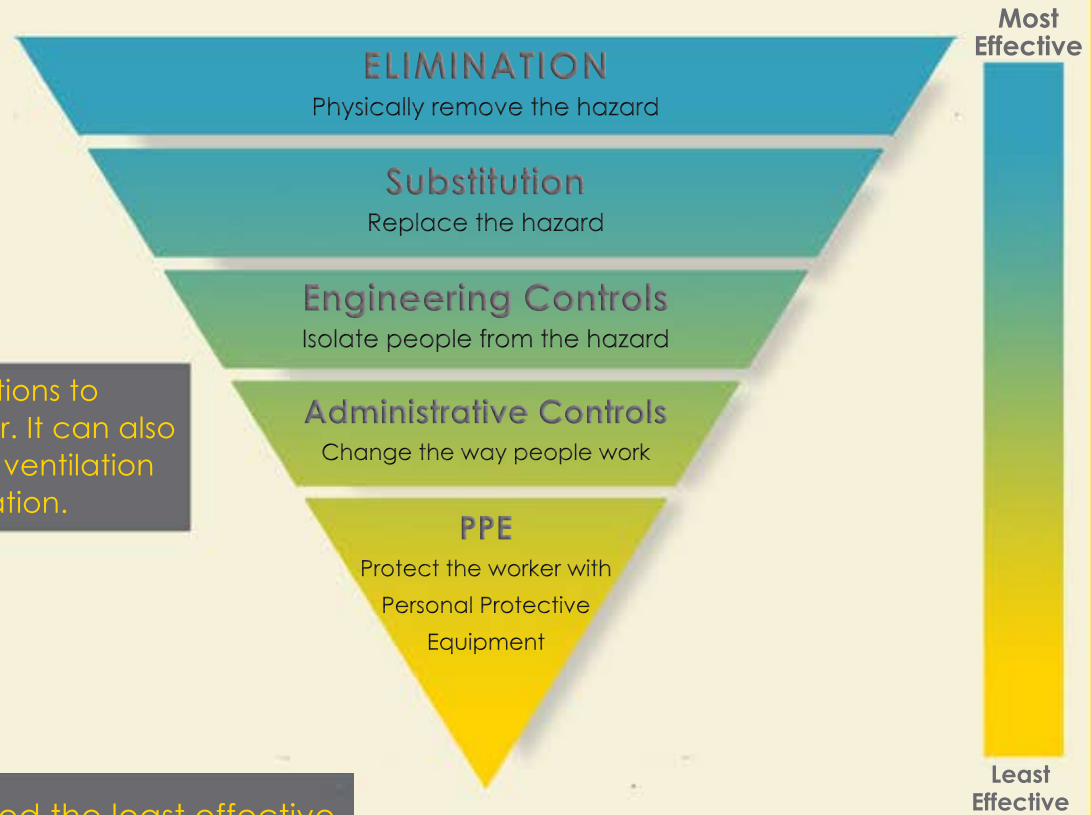
**Engineering Controls** includes designs or modifications to equipment and processes that reduce the danger. It can also include using guards, fencing and railings or local ventilation to reduce exposure to the hazard in normal operation.



**Administrative Controls** include items like training, education, safe work procedures and job rotation.



**Personal Protective Equipment (PPE)** is considered the least effective way to control hazards. PPE includes: Safety eyewear, hearing protection, gloves, etc. If this control fails, injuries are the result.



When assessing a hazard, it is important to attempt to use the most effective means of control before the (perceived) easiest or cost effective control is used. PPE should not be used before attempting to eliminate or substitute the hazard.

It is important that the hazard assessment is documented along with reasons why the particular control was selected over the others.