



Toolbox TALK

REDUCING EMPLOYEE EXPOSURES

Industrial hygienists employ a hierarchy of controls to minimize or eliminate occupational hazards. Whenever possible, the best solution is to eliminate a hazardous circumstance. Unfortunately, complete elimination is rarely a feasible option, leaving the following controls:

- 1. Engineering controls** reduce employee exposure by minimizing or removing a hazard at its source or isolating workers from the hazard (e.g., installing ventilation systems or enclosing machinery). Engineering control measures are a reliable way to manage worker exposures and minimize risk.
- 2. Administrative controls** involve altering the way a task is performed (e.g., developing policies and procedures for work tasks or scheduling production and tasks to minimize exposure levels). This control type requires procedure enforcement and does not eliminate exposure or reduce risk.
- 3. Personal Protective Equipment (PPE)** is best used in conjunction with another control, or when no other control is feasible (e.g., hard hats, gloves, safety shoes, safety glasses). PPE is the least effective hazard control method.

A safety professional can assess the various options for your environment and advise you on the preferred controls for your unique situation.



Date:

ATTENDANCE RECORD

SUPERVISOR:

CREW MEMBERS PRESENT:

COMMENTS/FEEDBACK: