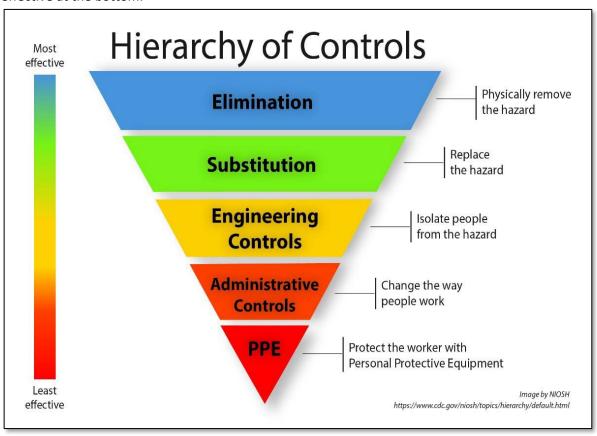


Toolbox Talks Hierarchy of Controls



The **Hierarchy of Controls** is a method of identifying and ranking safeguards that protect workers from hazards. The graphic shows how the safety measures (controls) are arranged from the most effective at the top down to least effective at the bottom.



- > To decide if a control is likely to work, it is necessary to understand how well it can protect workers and if it can be implemented successfully.
- ➤ Often, implementing a combination of control methods will protect workers the best.
- > If the hazard cannot be eliminated completely, then continue down the list choosing one or more controls that will provide the maximum protection to keep workers safe.
- > Do not rely on PPE as the only control mechanism when higher-level safety precautions can be implemented to provide a greater degree of worker safety. When other control methods have been implemented but are unable to reduce the risk to a safe level, then appropriate PPE must be utilized.

Elimination makes sure the hazard no longer exists. The best way to protect workers is to completely remove the hazard and eliminate exposure altogether. *Example: Ending the use of a hazardous material, heavy object, or sharp tool.*

Substitution means changing out a material or process to reduce the hazard. Effective substitutes reduce risk and do not create new hazards. *Example: Switching out a hazardous material for a safer, less toxic chemical.*

Engineering controls reduce exposure by preventing hazards from coming into contact with workers while still allowing workers to do their jobs. Examples: Noise enclosures, guardrail systems, and machine guarding.

Administrative controls change the way work is done or give workers more information by providing them with relevant procedures, training, and guidance. *Examples: Equipment inspection checklists and work schedule adjustments*.

Personal Protective Equipment (PPE) includes clothing and devices to protect workers. *Examples: Safety glasses, work boots, hearing protection, and gloves.*

Date/Time:

Safety Topic:

Facilitator:		Location:	
Name	Signature		