**Name of Appendix: Identifying and Removing Hazards/Risks**

1. **General**
	1. Identifying hazards is a process of physical mapping to expose, if any, interfering elements and/or lack of infrastructure support elements that pose a hazard or potential risk to safety in all the University’s varied areas of activity.
	2. Proper and effective handling of hazards/risks will reduce/eliminate accidents and damage, and allow tasks to be performed at the highest quality and efficiency.
2. **Purpose of the procedure**

To define the necessary actions, responsibility and authority, in connection with identifying and removing a safety/health hazard/risk, in the University’s buildings and courtyards.

1. **Definitions**

| **Term** | **Definition** |
| --- | --- |
| **Tel Aviv University** | Institution of higher education |
| **Safety sector** | Defined work area consisting of a sector head, that includes all members of the Safety Committee |
| **Sector head** | Dean of a faculty responsible for the entire issue of safety for his sector |
| **Administrative assistant to the Dean** | Administrative assistant to the Sector Head (dean) for logistical matters  |
| **Laboratory manager** | Researcher who heads a laboratory in one of the following areas: Chemistry, biology, radiation, lasers |
| **Hazard/risk factor** | Factor that has the potential of causing injury to health, or any other damage to a person, property or the work environment |
| **Identifying risk factors** | Orderly process of identifying improper situations that are liable to cause injury to people or damage to property |
| **Safety risk** | Combination of the probability (or prevalence) of an event occurring causing injury or damage, and of the severity of the consequences expected from the occurrence of that event. |
| **Sector/building head** | The person defined as being responsible for ongoing maintenance and providing general service for a faculty, and responsible for evacuating workers and others from the floor in an emergency. |
| **Safety supervisor** | As defined in the Labor Inspection (Organization) Regulations (Safety Supervisor), 5756-1996. |
| **Chemical safety supervisor** | Third Supplement (Amendment: 5756) (Regulation 5B) |
| **Biological safety supervisor** | First Supplement (Regulation 1, Definition of “Agriculture”) |
| **Radiation supervisor** | Second Supplement (Regulation 4(2)) |
| **Safety committee** | As defined in Chapter 2 of the Law and in accordance with the Labor Inspection (Organization) Regulations (Safety Committees and Safety Trustees), 5721-1960. |

1. **Method**

Identifying and locating safety hazards

* 1. Identifying safety hazards will be carried out methodically, through fixed patrols according to the annual safety plan, by various entities, such as:

Each employee in his own workplace, laboratory managers, section heads, sector managers/custodians, workshop managers, safety supervisor.

* 1. A safety survey will be conducted by the safety supervisor, together with the custodian in each sector.
	2. At the end of the patrol the safety supervisor will update the database with the results of the safety survey.
	3. The safety supervisor will disseminate the results of the survey to relevant entities for immediate handling of the survey results.
	4. Table with details for identifying risk factors and hazards:

**Table of details of the identifying person and frequency of action**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Identifying person** | **Frequency of identification** | **Nature of inspection** | **Finding reported to…** | **Remarks** |
| 1. | Employee at his workplace | Daily review | Visual, at his workplace | Custodian |  |
| 2. | Custodian | Weekly review | Patrol of the entire building | Chair of the Safety Committee/Safety Unit |  |
| When accepting an outside contractor at the faculty | Obtain a list of risks. Preliminary patrol and briefing the contractor and his workers. Marking the contractor’s work area | Administrative assistant to the dean |  |
| 3. | Dedicated patrols and inspections | As requested | Professional, specific | To the person who ordered the inspection and the sector Safety Supervisor |  |
| 4. | Safety committee | Meeting at least 8 times per year | Patrol of selected sites in the faculty, with the committees and all members of the Safety Committee | Administrative assistant to the dean, committee chairperson |  |
| 5. | Safety supervisor | Before a new job/task, new machinery, change in procedures | Adapting the task and fulfilling the required safety conditions | Administrative assistant to the dean |  |
| Before performing a non-routine task | Adapting the task and fulfilling the required safety conditions, while protecting students and employees | Administrative assistant to the dean |  |
| Ongoing patrols during the year | Survey of risks and hazards, patrols and inspections | 1. Chair of Safety Committee2. Administrative assistant to the dean | High-risk defects must be updated immediately. Other defects are described in a summary report. |

* 1. A hazard/safety risk will be reported immediately, by telephone, by calling the administrative assistant to the dean/head of the Safety Unit/Safety Supervisor.
	2. The administrative assistant, in consultation with the safety chairperson/safety supervisor/Safety Unit director, will report to the place of the safety risk/hazard, will recommend ways of dealing with the risk and send his recommendations to the head of the safety sector.
	3. Hazards that required immediate action must be dealt with at high priority.
	4. The safety committee will discuss hazards and risks that have been identified and will defined priorities for handling them. If unusual resources are required to deal with it, the matter will be brought to the head of the safety sector for his decision.
	5. Sector directors/custodians will bring the presence of risks/hazards to the attention of employees/students.
	6. At every meeting of the safety committee, the safety supervisor will update regarding progress of dealing with hazards/risks.
	7. Removal of a safety/health hazard/risk:

**After identifying risks, the hazards will be removed by the company’s entities as specified in the table below:**

|  |  |  |
| --- | --- | --- |
| **Type of risk** | **Responsible for removal** | **Supervising performance** |
| Electrical risk | Electricity division | Electrical engineer |
| Hygiene risk | Administrative assistant to the dean | Chair of the Safety Committee |
| Firefighting and evacuation risk | Security and Safety Unit | Safety Unit |
| First aid risk | Sector manager | Administrative assistant to the dean |
| Risk requiring outside consulting | Security and Safety director | Deputy director for maintenance |
| Risk involving signs | Sector managers/custodians | Administrative assistant to the dean |
| Risk in the sphere of work/emergency procedures | Security and Safety director | Chair of the Safety committee |
| Risk regarding emergency equipment | Administrative assistant to the dean | Chair of the Safety committee |
| Building risk  | Dep. Director of the Maintenance Unit | Director of Maintenance Unit |
| Risk in protection/PPE | Laboratory/workshop directors | Head of the Safety Committee |
| Risk in periodic inspections | Maintenance Unit | Dep. Director for Maintenance |

After removing the hazard/safety risk, the person responsible for removal will report to the Safety Supervisor. The Safety Supervisor will inspect the situation after removal, and will report to the Safety Unit director that the corrective action has been taken.

1. **Responsibility**
	1. Overall responsibility for implement this procedure applies to the head of the safety sector.
	2. All of the relevant entities, including University employees, are responsible for performing all actions relating to themselves.
2. **Applicable documents**
	1. Work Safety Ordinance, 5730-1970 and its regulations.
	2. Labor Inspection (Organization) Law, 5714-1954 and its regulations.
	3. File of procedures relating to safety.