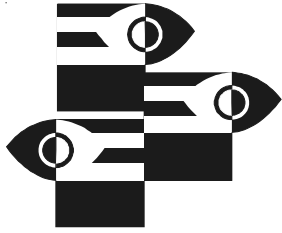


Criteria for decision-making (sample)

	What's important? (Our criteria)	How do we measure success?	Do our recommended solutions match the criteria?
1	How do we (each of us) feel about the solution(s)?	What evidence supports our feeling?	In the absence of evidence, how do we proceed?
2	How many people are affected by the problem? the solution(s)?	Should we set a minimum or maximum?	If one person is affected severely by a hazard, how do we rate its importance?
3	How severe are the consequences of the problem?	What are the acute and chronic effects? How serious are they?	If the consequences are only short-term or only long-term, how appropriate is our solution?
4	How much does the <u>problem</u> cost?	Does the solution cost less, the same or more than the problem? How much?	How are costs considered, compared to severity and consequences?
5	What does the law about this topic? What is "reasonably practicable" to do in terms of time, effort and money?	What absolute requirements must the employer follow? How does this account for "reasonably practicable"?	Is management informed and clear about the health and safety law?
6	What do workplace documents say about this situation?	What guidelines do we already have to help us? What's in our health and safety program? union contract (if there is one)? other policies?	In the absence of policy, do we develop one? If this situation is not covered in our program, what needs to be added?
7	Can the problem be fixed easily and quickly?	What is the effect of fixing something right away?	How do we still go after long-term solutions?
8	How important is the problem to the people involved, especially those affected?	If the committee identifies a hazard that others don't "see", how do we measure its impact?	If the potential consequences are severe, does the committee go ahead when the problem is not apparent? How do we use the prevention principles (including substitution and precaution)?
9	Where does the solution fit on the prevention triangle?	How close are we to the root cause or source of the problem?	If the fix fits in Level 2 or 3, what should we do to find out more about a Level 1 solution?





Criteria for decision-making

	What's important? (Our criteria)	How do we measure success?	Do our recommended solu- tions match the criteria?
1			
2			
3			
4			
5			
6			
7			
8			
9			





Criteria for decision-making - setting priorities about hazards to tackle

Criteria	Hazard # 1	Hazard # 2	Hazard # 3	Hazard # 4	Hazard # 5
How serious a hazard/issue is it?					
How many people are or could be affected?					
How severe are the (potential) consequences (acute and chronic effects)?					
How often is the problem likely to occur (frequency)?					
How much does the problem (hazard) cost?					
What's the law say about this?					
If applicable, what does the collective agreement say about this?					
Could the problem be fixed easily and quickly?					
How important is it to the people involved?					



To complete the chart:

Write the names of five hazards in the empty second row of the chart. If you've got more than five, make a copy of the chart and put everything down.

You can do the questions (in at least) two ways. Whichever way you do it, use a pencil. This way, you can make changes as you go.

1. Write down an answer that will help you evaluate the hazard's priority.
2. Use check marks or Xs where appropriate. If you think it'll help, use several to indicate the seriousness of that particular hazard.
3. If you don't know the answer, put in a question mark and assign someone to do the research.
4. When you're done, look at the results and start to decide which hazards are more important to tackle than others.

