

# Hazard Investigation Team (HIT)



## Orientation

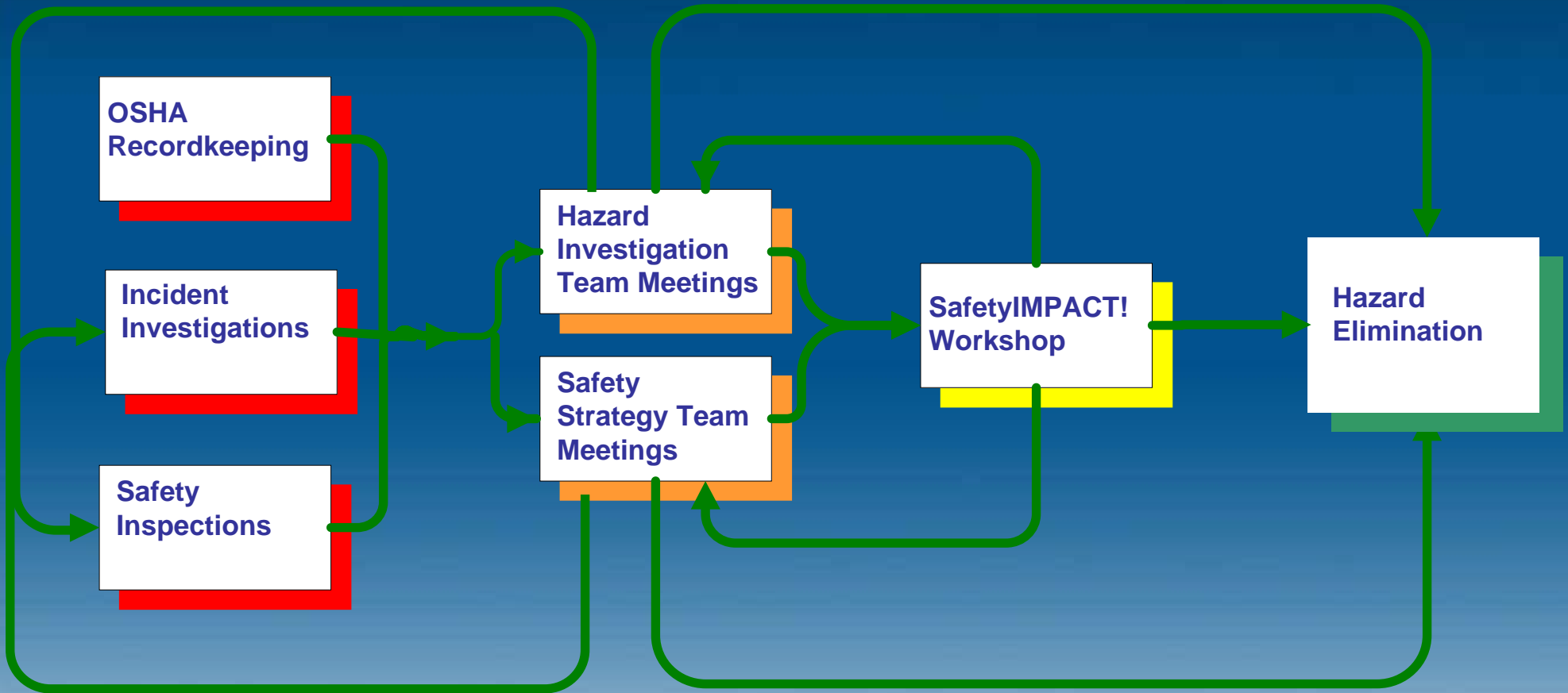
# Agenda

- The purpose of the Hazard Investigation Team (HIT) Meeting
- The HIT Process Customization Checklist, and the Roles and Responsibilities Record
- The HIT Meeting Agenda
- Tools, reports, and other information
- Q & A
- Coaching process and schedule

# Purpose of HIT Meeting

- Safety Report Card
  - Incidents/Lost Work Day Injuries—Target vs. Actual
  - Incidents Related to Safety Inspections
- Incident Review
- Hazard Review
  - Inspections
  - Corrective actions
  - Read across

# How the HIT Fits Into the SafetyIMPACT! System



# Success Measures

- 1) Is the team doing its job?
- 2) Is the team getting results?

# HIT Meeting Process

## Readiness

- Check progress on action items.
- Gather data and other information.
- Analyze data.
- Identify new/open issues.

## Meeting

- Progress on Action Items
- Safety Report Card
- Incident Review
- Hazard Review
- Read Across

## Follow Through

- Complete action items.
- Establish SafetyIMPACT! Workshops.

# Your Hazard Investigation Team

- HIT Customization Checklist
- HIT Roles and Responsibilities Record

# HIT Meeting Agenda

- Action Items Review
- Safety Report Card Review
- Incident Review
- Hazards Review
  - Safety Inspections Summary
  - Status of Safety Inspections Corrective Actions
- Other Business

# HIT Hazard Database Reports

- Detailed Hazard
- Open High Priority Hazard
- Past Due Hazard
- Safety Inspection Summary

# Other HIT Data Input

- OSHA Recordables
- Incident Investigation Reports
- Near Misses

# Your Questions?



# Next Steps

- The first HIT meeting is scheduled for (date) at (time), in (room).
- Get ready for the meeting:
  - Locate data and information
  - Analyze data and information

# Coaching Process

- Action learning
  - Structured OJT; “live” coaching.
- Schedule a pre-meeting coaching time:
  - One-on-one or a small group who have similar responsibilities
- Coach will check in with every member privately.
- Alert the coach immediately if you have any difficulty.