PROCESS OVERVIEW WORKSHEET

Begin your process hazard analysis by writing down answers to the following questions:

1. What kind of process is it? Mechanical? Chemical? Biological?

2. What is the product?

3. What is the rate of production?

4. What raw materials will be used? How Much?

5. Will there be intermediate products? Their quantities?

6. Will there be waste materials that will be a problem because of their toxicity and/or their quantity?

7. Does process pose inherent hazards that suggest that you should look for a safer way to produce the product?

8. Have their been previous incidents involving this process that had a likely potential for catastrophic consequences in the workplace?

9. Is the process sited where it could be affected by a failure in nearby processes or where its failure could affect other processes?

10. What kinds of equipment are used in the process? Is other, safer equipment available?

11. Is there sufficient and reliable monitoring and control equipment? Is it fail-safe in all instances?

12. What are the workers' roles? _____

13. Where employees work directly with substances and equipment, are their activities as safe as possible?

14. Are there points in the process where workers, exposure to hazards could be reduced?

15. Could emergency situations develop? How many unexpected events could happen at the same time? What would result? _____

Combine the above questions and your answers, plus any added information that you believe to be pertinent, into a detailed narrative report. This will be the basis for your process flow chart.