BSA Program Hazard Analysis

Joseph Trovato
Chair, Enterprise Risk Management Committee

June 26, 2017
BSA’s Commitment to Safety

We want you to know that the safety of our youth, volunteers, staff, and employees cannot be compromised. Health and safety must be integrated into everything we do to the point that no injuries are acceptable beyond those that are readily treatable by Scout-rendered first aid.

…
Systematically and proactively identify, assess and resolve health and safety issues and hazards associated with new, modified, or expanded program activities, and with newly recognized hazards/potential risks/loss exposures in existing programs. (Ongoing)
Enterprise Risk Management Committee (“ERMC”)

Thank you for being part of the Scouting movement and creating an exciting and safe experience for every participant.

Enterprise Risk Management Committee

The Enterprise Risk Management Committee will be an advocate for the safety, health, and well-being of all participants in council Scouting programs; a demonstrated leader promoting safety and healthy behaviors; and a resource advancing competent risk assessment and anticipation of hazards in council programs, activities, and services.

Mission

The purpose of the Enterprise Risk Management Committee is to develop, communicate and sustain an effective Council Risk Management system incorporating health, safety, youth protection, and risk management:

- Developing and maintaining integrated risk management policies and procedures.
- Systematically and proactively identifying, assessing, and resolving health and safety issues and hazards associated with new, modified, or expanded programs, activities, and with newly recognized hazards/potential risks associated with existing programs.
- Work with council leadership to develop and implement a training plan that addresses health, safety, and hazards issues and health/medical policies.
- Develop, implement, and maintain a Council enterprise risk management communications plan and providing regular communications to leaders at all levels relative to risk management.
- Assist Council in the implementation and periodic review of its disaster recovery, business interruption and crisis management plans.

Membership

The Enterprise Risk Management Committee is comprised of volunteers from across the Council with specialized skill sets in the various subject matter areas applicable to the Committee Vision and Mission. If you wish to participate in this Committee please contact the Committee Chair.

Risk Management Resources

- Information on Risk
- Managing Risk
- Health & Safety
- Child and Adult Protection
- Enterprise Risk Management
- Incident Information/Report: 800-518-3164
- Local Law Enforcement: 911
- Local EMS/EMT: 911
- National Hotline: 1-800-678-1528
- Call 911 immediately
- Contact the Council’s Insurance Company at: 800-977-2374

http://www.wpcbsa.org/News/managingrisk
Objectives—to Help Leaders:

- Understand importance of Risk & Hazard Assessments
- Recognize hazards
- Evaluate hazards
- Reduce risk through controlling measures
- Identify and use safety resources
There Are Risk and Hazards in any BSA Program

- Accidents and injuries occur during Scouting activities
- We share responsibility with unit leaders for the well-being of youth under our care.
Why are Risk & Hazard Assessments Important?

• If we identify all serious risks and likely hazards then we can address them.
• Addressing risks and hazards means we limit incidents
• Fewer incidents mean:
  – A safer program
  – Scouts and Scouters are not injured
  – Property and assets are protected
  – Lowering costs on claims and lawsuits (more money to program)
  – Peace of mind for parents
Program Hazard Assessments

1. Define the Program Activities
2. Identify Hazards
3. Identify Possible Controls
4. Assess Severity and Frequency of the Identified Hazards
5. Compute Risk Assessment
6. Follow Up
# Program Hazard Assessment

## Program Hazard Analysis

**Program Hazard Analysis – New, Modified, or Recognized Activities**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Program Description:</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Hazard Description</th>
<th>Cause</th>
<th>Effect</th>
<th>Initial Risk Rating</th>
<th>Possible Controlling Measure</th>
<th>Closing Comments</th>
<th>Status</th>
<th>Final Risk Rating</th>
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EXAMPLE: RECOGNIZED ACTIVITY

Program: “Summit Base-Climbing”
Description: “Scouts climb 60 ft. tower”

Hazard Description: ????????
PARTICIPANT MAY FALL FROM HEIGHT
HAZARD CAUSES

Hazards and risks can be broken down into two major categories: UNSAFE ACTS and UNSAFE CONDITIONS. We have to guard against both.

Hazards and risks can be found in four areas:

- **Equipment and Materials**
- **Procedures**
- **Participants**
- **Environment**
HAZARD CAUSES

• **Unsafe Conditions**
  – Worn climbing rope
  – Wall surface cracked /worn spots
  – Worn belay bars

• **Unsafe Acts**
  – Climbing outdoor tower in the rain
  – Poorly fit/ inappropriate harness
  – Insufficient counselor training or climber instruction
Effect

Worn climbing rope
Rope can break

Poorly fit/inappropriate harness
Climber can slip out
Possible Controlling Measures

- Daily Checked Items
- Weekly Checked Items
- Monthly Checked Items
Worn climbing rope
Rope can break

**visual and tactile check.** Each rope should be visually inspected for irregularities and tactiley checked for irregularities before each use. Examples of problems are: soft spots, flattened spots, sheath slippage contracted to one end (also known as caterpillaring)

**Damaged equipment** or equipment at end of life is altered in a way to prevent further use.
### Program Hazard Analysis

**Program: Summit Base - Climbing**

**Description:** Scouts Climb 60 foot tower

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<tbody>
<tr>
<td>Participant may fall from height</td>
<td>Worn rope</td>
<td>Rope may break</td>
<td></td>
<td>Condition of Rope monitored per Inspection Schedule (see attached)</td>
<td>Follow BSA Belay On equipment inspection standards</td>
<td></td>
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<tr>
<td>&quot;</td>
<td>Inappropriate Harness</td>
<td>Climber may slip out</td>
<td></td>
<td>Ensure correct fitting and use before climb</td>
<td>&quot;</td>
<td></td>
<td></td>
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Basic Strategy

• The process is simple; ask yourself:
  1. What is the activity
  2. What can go wrong* (Identify the risks & hazards)
  3. How are we making it safe? (Controls)
  4. Can we make it safer (Eliminate or change the risks & hazards)

*Consider Likelihood of Injury – **sliding scale** – Likelihood and Extent of injury
  • Likely Serious
  • Possible Serious
  • Likely Minor
  • Possible Minor
Risk & Hazard Identification
Strategy

• Keys to good risk & hazard identification assessments:
  – Gather the experts. Best to do this in a group
  – Don’t get bogged down in whether you are using the right form or tool. Best to have the conversation on risks.
  – Address unique hazards to your activity. No form can cover all risks or all events.
  – There is no “correct” risk assessment. These are all subjective exercises and the unit must determine how to handle issues not specifically covered by BSA.
  – Questions old ways of doing things and seek continuous improvement.
Now you try!

• Consider you specific program area
• What risks and hazards are out there?
• DESCRIBE ONE MAJOR HAZARD
• WHAT MAY CAUSE THAT HAZARD TO OCCUR?
• WHAT EFFECT WOULD RESULT SHOULD THAT HAZARD OCCUR?
• HOW MIGHT THAT HAZARD BE MITIGATED (CONTROLLING MEASURE)
# Program Hazard Analysis

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Next Steps; The ERMC

- Not all risks & hazards can be eliminated.
- But, if we know we can:
  - Accept the risk
  - Eliminate the risk
  - Alter the risk
    - Change the likelihood of an incident
    - Change the severity of an incident
- The more we know about the risks and hazards the more we can plan and react.
PHA Frequency and Impact

Risk Assessment

Once severity and frequency are established for a given hazard, a risk matrix can be used to decide whether to accept the risk or to implement hazard elimination or control measures.

<table>
<thead>
<tr>
<th>Frequency of occurrence</th>
<th>Catastrophic (I)</th>
<th>Critical (II)</th>
<th>Marginal (III)</th>
<th>Negligible (IV)</th>
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</thead>
<tbody>
<tr>
<td>Frequent (A)</td>
<td>IA</td>
<td>HA</td>
<td>IIIA</td>
<td>IVA</td>
</tr>
<tr>
<td>Probable (B)</td>
<td>IB</td>
<td>HB</td>
<td>IIIB</td>
<td>IVB</td>
</tr>
<tr>
<td>Occasional (C)</td>
<td>IC</td>
<td>IIC</td>
<td>IIIC</td>
<td>IVC</td>
</tr>
<tr>
<td>Remote (D)</td>
<td>ID</td>
<td>IID</td>
<td>IIID</td>
<td>IVD</td>
</tr>
<tr>
<td>Improbable (E)</td>
<td>IE</td>
<td>IIE</td>
<td>IIIE</td>
<td>IVE</td>
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</table>

Legend
- Hazard Risk Index: IA, IB, IC, IIA, IIB, IIIA, ID, IIC, IID, IIIB, IIIC, IE, IIE, IIID, IIIE, IVA, IVB, IVC, IVD, IVE

Acceptance Criteria
- Unacceptable
- Undesirable (decision required)
- Acceptable with review
- Acceptable without review

Prepared. For Life™
PHA Tools

BSA Program Hazard Analysis

Joseph Trovato
Chair, Enterprise Risk Management Committee
The Guide to Safe Scouting

- Read it
- Follow it
- Make it a way of life
Safety Checklist

- Simple tool that lists hazards and risks that you are likely to encounter.
- Can be edited to address new hazards and risks
  - Campout Checklist
  - Event Checklist
  - Annual Motor Vehicle Checklist
  - Meeting Place Inspection Checklist
Youth Protection Training

BSA Policy is:

- Youth Protection training is required for all BSA registered volunteers.
- Youth Protection training must be taken every two years. If a volunteer does not meet the BSA’s Youth Protection training requirement at the time of recharter, the volunteer will not be reregistered.
Sweet 16 of BSA Safety

1. Qualified supervision
2. Physical fitness
3. Buddy system
4. Safe area or course
5. Equipment selection and maintenance
6. Personal safety equip.
7. Safety procedures and policies
8. Skill-level limits
9. Weather checks
10. Planning
11. Communications
12. Permits and notices
13. First-aid resources
14. Applicable laws
15. CPR resources
16. Discipline
Sweet 16 of BSA Safety
• Scouter Code of Conduct
• Policy on the Storage, Handling, and Use of Chemical Fuels and Equipment
• Age-Appropriate Guidelines for Scouting Activities
• Age Guidelines for Tool Use and Work at Elevations or Excavations guidelines. Another good reference that contains state-specific guidance is www.youthrules.gov.
• BSA Bike Safety Guidelines
• The Driver’s Pledge
BSA Risk Resources

- Exercise, Hydration, and Sports Drink Use in Scouting
- Guidelines for Managing Food Allergies
- Medication Use in Scouting, No. 680-036
- Service Project Planning Guidelines, No. 680-027
- Meeting Place Inspection Checklist

http://www.scouting.org/Home/HealthandSafety/Forms.aspx
What are we up against?

The Seven Deadly Sins Against Safety

• **Indifference** – Differing opinions are valuable. When someone just doesn’t care…that’s dangerous.

• **Procrastination** – “We’ll worry about life vests when we get to the river.”

• **Lack of Knowledge** – If we aren’t sure…we should stop

• **Denial** – “It won’t happen to this Troop”, or “It’s really not that risky”

• **Lack of Focus** – Distraction management (family, finances, emotions, work load, heat, etc…)

• **Non-Conformist** – I don’t care what the Guide to Safe Scouting says.

The Deadliest Sin…

• **Complacency** – We’ve done this campout like this for years and nothing bad has ever happened. We are all vulnerable to this…
Questions?