

Title:	Temporary Hazard Pay Requests	
Purpose:	To establish the procedures and requirements for processing requests for temporary hazard pay.	
Issued by:	Industrial Safety and Workers' Compensation	Date: February 15, 2005
References:	CS Circular 1236 (2-26-80); Collective Bargaining Agreements for Units 1, 2, 3, 4, 9, 10, 12 and 13	

I. GENERAL

Collective Bargaining Agreements (except Unit 11, Hawaii Fire Fighters Association) allow the Director of Human Resources (Director) to grant hazard pay differentials to employees temporarily exposed to unusually hazardous conditions where the following conditions are met:

- A. The exposure to the unusually hazardous working conditions is temporary.
- B. The degree of hazard is Severe or Most Severe.
- C. The unusually hazardous working conditions have not been considered in the assignment of the class to its pay range.

II. PROCEDURES AND REQUIREMENTS

- A. Requests for temporary hazard pay determinations shall be initiated and submitted to the Director by department or agency heads or their authorized representatives. In addition, any employee or employee representative (union) desiring a temporary hazard pay review, may initiate and submit such request through the respective department or agency head. In instances where the employee or employee representative initiates the request, the department or agency head shall route the request to the Director with appropriate comments and recommendations supporting or opposing the request.
- B. All requests for initial temporary hazard pay determination shall be submitted in a format similar to that outlined in Attachment A. Requests for temporary hazard pay renewals shall be submitted in a format similar to that outlined in Attachment B.
- C. Prior to forwarding a request, the department or agency head shall ensure that the operation, activity or project with unusually hazardous working conditions has been carefully reviewed for compliance with the Hawaii Occupational Safety and Health Law and that the hazards have been minimized or eliminated. Consideration shall be given to engineering and administrative controls, guarding, personal protective safety equipment and any other safety measures necessary to perform the job safely. The request shall identify all the steps taken to minimize, eliminate or protect the employee(s) from exposure to the hazard(s).
- D. Requests shall be made in a timely manner, prior to the actual operation, activity or project, if possible. This will allow the department or agency head to conduct the pre-submittal review as required, and enable Department of Human Resources

- (DHR) staff to properly evaluate the requests by directly observing the working conditions and the safety rules, practices and procedures followed. Temporary hazard pay may not be granted when there is a direct violation of the Hawaii Occupational Safety and Health Law.
- E. At the completion of the hazard pay study, DHR staff will document any deficiencies in safety practices and procedures along with recommendations for improvement and submit them to the department or agency head for corrective action. Department or agency heads will provide a written response to DHR recommendations and comments, as appropriate.
 - F. After completion of the hazard pay study, the Director will identify those hazardous working conditions or situations that can be placed on a department or agency hazard pay renewal list. The department or agency head may then renew the hazard pay award every six months by verifying that the temporary unusually hazardous working conditions and duties remain the same. Requests for renewal should be submitted to DHR at least 30 calendar days before they expire (June 30th and December 31st each year).

ATTACHMENT A

(Date)

TO: DIRECTOR OF HUMAN RESOURCES

FROM:

SUBJECT: REQUEST FOR **INITIAL** TEMPORARY HAZARD PAY DETERMINATION

PART I – SUPERVISOR OR UNION

Name, Title, Phone Number of Person Requesting Study:

Name Title, Phone Number of Supervisor in Immediate Charge of Project:

Starting Date of Project and Exposure to Hazard:

Ending Date or Project Completion Date:

Location of Project:

[Provide street address, or give name of well-known site such as Sand Island Wastewater Treatment Plant, Keehi Transfer Station, Kapiolani Park, etc.]

Percent Hazard Pay Requested (Circle): 15% or 25%

Description of Work Activity or Project, including Machinery, Equipment and Tools Used:

[Describe purpose of the work activity. Examples: Sandblast machinery parts to remove rust and scale; remove plant overgrowth from drainage channel to improve water flow; lay pipe or conduit in 8- foot deep trench.

Describe machinery, power tools and hand tools used to carry out the work. Examples: Industrial air compressor and related high pressure hoses and hardware used for sandblasting; cane knives, sickles and chain saws to cut overgrowth; backhoe, picks and shovels to excavate trench and mobile crane to lower pipe sections into position.]

Specific Description of Unusually Hazardous Conditions:

[Examples: Exposure to hazardous dusts, toxic gases, falls from heights, explosive gas, entrapment, and extreme temperature.]

Classes of Employees Actively Exposed to Unusually Hazardous Conditions (Correct class titles must be used. If supervisors and support personnel are included, for example equipment operators, explain how they are directly exposed to the hazards):

[The purpose of this section is to identify those employees directly exposed to the hazards so that unaffected workers will not "piggyback" on the hazard pay award. In particular, exposure of supervisors, truck drivers, equipment operators and others who come and go from the worksite should be explained. By providing this information, conflicting statements by persons involved can be resolved. The correct class title of workers assigned to the project or activity must be given. This will also serve to resolve conflicts in oral testimony. Avoid broad descriptions such as "workers in the repair section." This will help move the process of awarding temporary hazard pay.]

Title and Pay Range:
Number of Employees and Bargaining Unit:
Task(s) Performed:

Title and Pay Range:
Number of Employees and Bargaining Unit:
Task(s) Performed:

Title and Pay Range:
Number of Employees and Bargaining Unit:
Task(s) Performed:

Describe Efforts to Minimize, Eliminate or Control Hazards (work procedures, training, use of specialized equipment or personal protective safety equipment, etc.):

[Identify specific hazards and indicate efforts to minimize, eliminate or control each. Examples: Use of Self-Contained Breathing Apparatus (SCBA) for protection from toxic gases; safety lines or lanyards worn to prevent falling from heights; shoring installed to prevent trench collapse. Explain why the hazard cannot be eliminated, minimized or controlled by use of personal protective safety equipment or work procedures. Examples of situations where little control can be exerted over hazards would be work in a rock slide area created by nature and too vast in size to be shored and work in confined space with toxic gas present that could result in severe injury or death from short exposure if SCBA equipment fails.]

Accident History Involving the Described Work Activity (past 5 years):

[Information on past accidents may be obtained from accident report files or from crewmembers in oral testimony. The "type of injury" means burn, electric shock, laceration, fracture, abrasion, puncture, etc. "Corrective Action" should be in sufficient detail to determine if the same type of accident can be prevented again. If this is the first time this type of project or activity has been undertaken, or if there have not been any past accidents related to the activity, then so indicate.]

Date of Accident:

Type of Injury:

Describe Accident:

Corrective Action:

Date of Accident:

Type of Injury:

Describe Accident:

Corrective Action:

Date of Accident:

Type of Injury:

Describe Accident:

Corrective Action:

Other Comments:

[Please provide any other comments that may help in making this initial temporary hazard pay determination.]

Signature of Person Originating Request

Date

PART II – DIVISION CHIEF

Can the Hazardous Condition(s) Be Eliminated, Minimized or Controlled? Explain.

[If there is no way to eliminate, explain why. If the hazard cannot be eliminated, can it be controlled? Suggest alternate methods of doing the work to eliminate or control the hazard(s).]

Division Chief's Findings and Recommendations:

[Elaborate on findings to support award for hazard pay, or findings why hazard pay may not be warranted. Provide recommendations or conclusions.]

Signature of Division Chief

Date

PART III – DEPARTMENT PERSONNEL OFFICER

Personnel Officer's Findings and Recommendations:

[Confirm that class titles furnished are correct and make corrections as necessary.]

Signature of Personnel Officer

Date

PART IV – DEPARTMENT HEAD

Concur or Do Not Concur (Circle)

[If department head does not concur, elaborate. If the department head is unable to concur but still wishes to forward the request for study by DHR, this should be so stated here.]

Signature of Department Head

Date

Work situations and employees involved (Duties and working conditions remain the same)	Bargaining Units and Rates				
	BU__	BU__	BU__	BU__	BU__