

# Hazard identification is the foundation of a safe workplace.

You cannot eliminate, reduce, or manage a risk until you know what the risk is. At the most basic level, hazard identification is simply looking at a task or a situation and asking, “Is there anything here that could hurt someone?”

Several standard hazard identification tools that can help you document the hazard-identification and risk-management process are:

## **Job hazard analysis (JHA)**

Also referred to as a job safety analysis (JSA), a JHA is a systematic way of identifying hazards associated with a specific task or operation. The JHA simplifies the process of identifying hazards by looking at the individual subtasks involved in a specific job.

## **Pre-task planning (PTP)**

Pretask planning is similar to conducting a JHA. PTP is a valuable tool in construction and other work where the operations and conditions can change frequently. It can be used daily to remind workers of the risks associated with the work they will perform that day.

## **Personal protective equipment (PPE) assessment**

Required by Oregon OSHA, a PPE assessment determines what PPE is required for a specific job or task. This document also serves as a valuable training and communication tool for teaching employees what PPE they need to wear to perform their work safely

## **Hazard inspections, surveys, and observations**

Hazard inspections can be general or specific. They can include the use of a checklist or be documented using a “blank page” approach. Checklists are easy to use and considered best for ensuring compliance with regulations, rules, and policies.



# Job hazard analysis (JHA)

The job hazard analysis (JHA) is useful for communicating and controlling known hazards in the workplace. Also called a job safety analysis (JSA), a JHA is a way for the employer and employees to document hazards and note the steps necessary to reduce or eliminate the risks when performing a particular task. The JHA can be used to train employees on the safety precautions necessary when they are not familiar with a specific task. It is also a useful refresher tool for experienced workers.

## Make the analysis easy

**Use the form** or create your own. This basic form uses three columns: Task, Hazard, and Control.

**Select the job or process** to be assessed and get employee input. Better yet, select a team of employees and have them work with you on the project.

**Break down the task into discreet steps.** It is very important to have each specific operation of the overall task evaluated as a separate step. Each step is an Action.

**Look at each step** and evaluate the risks and hazards associated with that step.

**List the controls** necessary to reduce or eliminate the hazards, including those already in place and additional controls that need to be implemented.

## Example

One of the common operations at XYZ Widget is drilling holes in sections of metal using a vertical drill press. A completed JHA for the use of a vertical drill press is attached, giving a step-by-step look at this process. This example shows that by breaking down an operation into simpler, discreet steps, the hazards posed by each step are more apparent. During the evaluation of each step of the operation, brainstorm, asking:

“Is there anything about this operation that could hurt someone?”

“What needs to be done to prevent any injuries?”

“Have I forgotten anything?”

## Sample form

| <b>Job hazard analysis worksheet</b>  |  |  |
|---|--|--|
| <p><b>Procedure:</b> drilling<br/> <b>Machine:</b> drill presses (all)<br/> <b>Lockout required:</b> no<br/> <b>Energy sources controlled:</b> N/A<br/> <b>Tools required:</b> drills, hammer, punch, drifts, Jacobs chuck<br/> <b>Hazardous materials required:</b> Dykem Blue, remover, coolant<br/> <b>PPE required:</b> safety glasses, hearing protection as necessary during drilling process, and gloves during set up only<br/> <b>Note:</b> Wearing gloves is not recommended during the drilling process.</p> |  |  |
| Task  | Hazard   | Control  |
| <p><b>STEP 1:</b> Set up for part</p>   | <p>Lifting materials can cause muscle strain.</p> <p>Drills have sharpened tips and edges and can cut.</p> <p>Drill table/platform could be slippery.</p>  | <p>Use proper lifting technique and body mechanics or an approved lifting device.</p> <p>Wear gloves or use a shop rag when handling sharp tooling.</p> <p>Wipe table down and avoid walking on table surface.</p>   |
| <p><b>STEP 2:</b> Move material to drill press</p>  | <p>Sharp edges and burrs can cut.</p> <p>Failure to use lifting device and improper lifting mechanics can cause muscle strain.</p> <p>Sling/rigging failure can drop on someone.</p> <p>Using a crane where there are pedestrians or other cranes can cause someone to be run over or crushed.</p> | <p>Deburr the material or the part with a file or emory paper and wear protective gloves.</p> <p>Use proper body mechanics and lifting devices.</p> <p>Inspect all rigging and attachments prior to use. Make sure rigging is adequate for weight involved, and check with an engineer if the weight is not specified. Use padding on corners and sharp edges.</p> <p>Make sure path is clear for travel from part storage position to mill and have an observer travel with the part if needed. Observe location of the other bridge crane before proceeding. Verbally warn pedestrians and other crane users in your path.</p> |

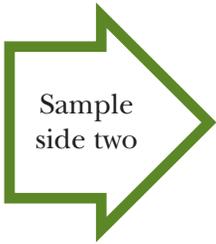
Questions to ask yourself as you fill out the form:

What about the action I'm going to take could harm me?

What action can I take to ensure my safety?

**Note:** Some JHA forms include a fourth column to more clearly separate controls into those in place and those that the worker must take action to implement.





|   |  |   |
|---|--|---|
| <p><b>STEP 3:</b> Layout part</p>   | <p>Eye hazards are present when hammer, punch, and other striking tools are used.</p> <p>Use of layout fluids and removers create eye and respiratory hazards.</p> <p>Compressed air can cause eye hazards.</p>  | <p>Safety glasses must be worn when any eye hazards are present.</p>  |
| <p><b>STEP 4:</b> Drilling<br/> <b>Note:</b> Before drilling, remove all tools, wrenches, indicators, drifts, and keys from the Jacobs chuck, drill stand, and table.<br/>         Remove slack from arm lifting screw.</p> | <p>Rotating chips can cut or snag.</p> <p>Drills and tooling can break, causing an eye hazard.</p> <p>Sharp edges of drilled holes can create a cut hazard.</p>  | <p>Interrupt feed to break chip-reverse motor or use chip hook to remove chip from drill.</p> <p>Wear safety glasses at all times during drilling process.</p> <p>Deburr part before handling or removing.</p>  |
| <p><b>STEP 5:</b> Remove part from machine</p>  | <p>Cuts can be caused by sharp edges and burrs.</p> <p>Muscle strain can be caused by improper lifting mechanics and failure to use a lifting device.</p> <p>Sling/rigging failure can drop a part on someone.</p> <p>Using a crane where there are pedestrians or other cranes can cause someone to be run over or crushed.</p> | <p>Deburr the material or the part with a file or emory paper and wear protective gloves.</p> <p>Use proper body mechanics and lifting devices.</p> <p>Inspect all rigging and attachments prior to use. Make sure rigging is adequate for weight involved and check with an engineer if the weight is not specified. Use padding on corners and sharp edges.</p> <p>Make sure the path is clear for travel from part storage to the mill and have an observer travel with the part if necessary. Observe location of the other bridge crane before proceeding. Verbally warn pedestrians and other crane users in your path.</p> |

JHA preformed by: \_\_\_\_\_ Date: \_\_\_\_\_

You can download the form “Pretask planning worksheet” at [saif.com/supervisorsguide](http://saif.com/supervisorsguide)

## Pretask planning worksheet

Job: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Description of work: \_\_\_\_\_

**A. Safety** (Check all that apply. Please describe control measures on back of form for any safety item checked.)

- Barricading and signage are required to protect personnel, facilities, or equipment.
- Work involves live systems or energized equipment.
- Lockout/tagout of energized systems is required.
- Work involves exposure to falls of six feet or greater.
- Ladders, personnel lifts, scaffolds, or work platforms are needed to perform task.
- Task is adjacent to process equipment or piping containing chemicals.
- Task involves the use of chemicals.
- Chemicals have been approved for use.
- Safety data sheets have been provided to crew.
- Containers are properly labeled (contents, hazards).
- Work generates chemical waste.
- Potentially affected parties have been notified of chemical use.
- Chemicals are stored properly.
- Task requires the demolition of installed utilities or equipment.
- Weather conditions affect the safe completion of this task.
- Work involves using sharp tools or materials (for example: saws, knives, sheet metal, etc.).
- Work takes place in an area where environmental cut hazards (sharp objects) exist.
- Work involves employee exposure to high noise levels (>85 dBA); you need to yell to be heard.

**B. Required personal protective equipment (PPE)** (Check all that are required to perform the task.)

- Fall arrest     Hearing protection     Head     Foot/toe     Eye     Reflective vest     Face shield
- Respirator     Other (note on back)

Glove type required:     Kevlar     Rubber     Leather     Cotton     Latex     Other (note on back)

**C. Ergonomic risk factors** (Please describe any checked items on the back of this form.)

- Material requiring manual handling exceeds personal weight limitations.
- Material handling equipment should be used to move or lift materials (for example, forklift, pallet jack, chain fall).
- Task requires periodic stretching.
- Task involves musculoskeletal risk factors checked below (please note the source of the risk on the back of this form):
  - Forceful exertion     Shoulders     Vibration     Neck     Contact stress
  - Back     Repetitive motion     Knees     Static postures     Arms

**D. Emergency equipment and exit locations** (Note the location of the following.)

Nearest exit \_\_\_\_\_  
 Nearest phone \_\_\_\_\_  
 Fire extinguisher \_\_\_\_\_  
 Eye wash and shower \_\_\_\_\_  
 First aid kit \_\_\_\_\_

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**E. Review by crew lead**

By signing below, I certify the completion of following activities:

1. Crew has walked through the work area to identify safety concerns.
2. Area is safe for working (for example, housekeeping, guarding, congestion, work surfaces, access).
3. Work has been coordinated with others in the area.
4. All tools and equipment are safe and in good condition (includes assured grounding, slings, hand tools, etc.)
5. All necessary training for this task has been completed.
6. All new employees have been familiarized with the work area.
7. Sufficient personnel have been assigned to complete this task safely.
8. Emergency exits and equipment have been identified (phones, fire extinguishers, eyewashes, etc.).
9. Contingency plans have been developed for unexpected events (medical emergency and equipment failure).

Crew lead \_\_\_\_\_ Crew lead \_\_\_\_\_  
(Signature) (Print name)

| Sequence of basic job steps | Risks involved in completing steps | Risk control method |
|-----------------------------|------------------------------------|---------------------|
|                             |                                    |                     |
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|                             |                                    |                     |

**Crew signatures**  
(By signing below, I certify that I have participated in the creation of this document. I have read and understood it, and I agree with the content.)

**If work conditions or activities change, this task plan must be revised and reviewed by crew.**

# Personal protective equipment (PPE) assessment

The personal protective equipment (PPE) assessment is a useful tool for identifying hazards in the workplace. Similar to a job hazard analysis (JHA), the intent of this

tool is to have a systematic way for the employer and employees to evaluate and document hazards in the workplace and the PPE necessary to protect employees from those hazards.

This assessment is required by Oregon OSHA for general industry.

## Using the assessment

A manageable way to use this tool is to complete a PPE assessment for each job position in the company. For example, if you have 15 welders who perform similar duties, then you would only have to complete one assessment. However, if you have multiple positions, such as shipping and receiving clerk, welder, grinder, painter, and installer, then you would complete an assessment for each of those positions, because they will face different hazards.



## Simple steps:

1. Use the sample form on the back of this sheet, or create your own.
2. Select the position to be assessed and get employee input on hazards. Better yet, select a team of employees and have them work with you on the project. Select employees who work in the position and who work with or around the position.
3. Using video of the job duties can help identify hazards, so if you have access to a video camera or smartphones, use them.
4. Once the hazards have been identified, your SAIF safety consultant, PPE vendors, and employees are valuable partners in selecting the appropriate PPE. Internet research can also be helpful.
5. After the assessment is completed, be sure to share the results with the employees and train them on the appropriate PPE.
6. Finally, keep the documented assessment with your safety files, because it is required by Oregon OSHA.

You may keep the assessment short if you can eliminate the hazards and the need for PPE using the “hierarchy of controls.”

### Hierarchy of controls:

Traditionally, a hierarchy of controls has been used as a way to control exposures to occupational hazards. A fundamental method for protecting workers, the hierarchy can be summarized as follows:

1. Engineering controls
3. Administrative controls
3. Personal protective equipment

Control methods at the top of the list are potentially more effective and protective than those at the bottom. Following the hierarchy can lead to the implementation of safer systems where the risk of illness or injury has been substantially reduced.

### Personal protective equipment (PPE) assessment

|                   |                      |       |
|-------------------|----------------------|-------|
| Name of position: | Department:          | Date: |
| Location:         | Name of assessor(s): |       |

Identify the activities of the job, the hazards, body part, and the personal protective equipment needed to address the hazards. You can use additional forms if you need more space. Re-evaluate whenever there are changes to the equipment, processes, or chemicals.

| Activities/task                | Hazard                              | Body part                             | PPE  |
|--------------------------------|-------------------------------------|---------------------------------------|--|
| <i>Sample task:</i><br>Welding | Burn, flying particles, inhalation. | Eyes, respiratory, trunk, arms, hands | Welding helmet/lens, respirator (fume), welding vest, welding gloves |
|                                |                                     |                                       |  |
|                                |                                     |                                       |  |
|                                |                                     |                                       |  |
|                                |                                     |                                       |  |

## PPE Hazard Assessment Certification Form

**Name of work place:** \_\_\_\_\_ **Assessment conducted by:** \_\_\_\_\_

**Work place address:** \_\_\_\_\_ **Date of assessment:** \_\_\_\_\_

**Work area(s):** \_\_\_\_\_ **PPE Selected By:** \_\_\_\_\_

**Job/Task(s):** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_

|   |  |                          |
|---|--|--------------------------|
| <b>EYES/FACE</b> <input type="checkbox"/> Negligible Hazard      Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |                          |
| <b>Work-related exposure to:</b><br><input type="checkbox"/> airborne dust<br><input type="checkbox"/> flying particles<br><input type="checkbox"/> hazardous liquids/chemicals<br><input type="checkbox"/> intense light<br><input type="checkbox"/> blood splashes<br><input type="checkbox"/> other: _____   | <b>PPE required to manage hazard:</b><br><input type="checkbox"/> Safety glasses<br><input type="checkbox"/> Safety goggles<br><input type="checkbox"/> Face Shield<br><input type="checkbox"/> Shading/Filter (# _____)<br><input type="checkbox"/> Welding shield<br><input type="checkbox"/> Other: _____   | <b>Comments:</b><br><br> |
| <b>HEAD</b> <input type="checkbox"/> Negligible Hazard      Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/>   |  |                          |
| <b>Work-related exposure to:</b><br><input type="checkbox"/> beams<br><input type="checkbox"/> pipes<br><input type="checkbox"/> falling objects<br><input type="checkbox"/> exposed electrical wiring or components<br><input type="checkbox"/> machine parts<br><input type="checkbox"/> other: _____   | <b>PPE required to manage hazard:</b><br><input type="checkbox"/> Protective Helmet<br><input type="checkbox"/> Type A (low voltage)<br><input type="checkbox"/> Type B (high voltage)<br><input type="checkbox"/> Type C<br><input type="checkbox"/> Hair net or soft cap<br><input type="checkbox"/> Other: _____  | <b>Comments:</b><br><br> |
| <b>HANDS/ARMS</b> <input type="checkbox"/> Negligible Hazard      Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/>   |  |                          |
| <b>Work-related exposure to:</b><br><input type="checkbox"/> hazardous liquids/chemicals<br><input type="checkbox"/> scrapes, bruise, or cut<br><input type="checkbox"/> injuries from tools<br><input type="checkbox"/> extreme heat/cold<br><input type="checkbox"/> blood (OPIM)<br><input type="checkbox"/> other: _____  | <b>PPE required to manage hazard:</b><br><input type="checkbox"/> Gloves<br><input type="checkbox"/> Chemical resistance <input type="checkbox"/> Liquid/leak resistance<br><input type="checkbox"/> Temperature resistance <input type="checkbox"/> Cut resistance<br><input type="checkbox"/> Gauntlet or long necked <input type="checkbox"/> Work Gloves<br><input type="checkbox"/> Chemical Protective sleeves<br><input type="checkbox"/> Long sleeves<br><input type="checkbox"/> Other: _____   | <b>Comments:</b><br><br> |
| <b>FEET/LEGS</b> <input type="checkbox"/> Negligible Hazard      Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |                          |
| <b>Work-related exposure to:</b><br><input type="checkbox"/> hazardous liquids/chemicals<br><input type="checkbox"/> heavy falling/rolling objects<br><input type="checkbox"/> heavy equipment<br><input type="checkbox"/> exposed electrical wiring or components<br><input type="checkbox"/> slippery surfaces<br><input type="checkbox"/> explosive atmospheres<br><input type="checkbox"/> tools<br><input type="checkbox"/> other: _____ | <b>PPE required to manage hazard:</b><br><input type="checkbox"/> closed shoes (e.g. no opened toes or sandals)<br><input type="checkbox"/> long pants<br><input type="checkbox"/> Safety shoes or boots<br><input type="checkbox"/> Toe protection <input type="checkbox"/> Metatarsal protection<br><input type="checkbox"/> Electrical protection <input type="checkbox"/> Heat/cold protection<br><input type="checkbox"/> Anti-slip soles <input type="checkbox"/> Chemical resistance<br><input type="checkbox"/> Leggings or chaps<br><input type="checkbox"/> Foot-Leg guards<br><input type="checkbox"/> Other: _____ | <b>Comments:</b><br><br> |
| <b>BODY/SKIN</b> <input type="checkbox"/> Negligible Hazard      Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |                          |
| <b>Work-related exposure to:</b><br><input type="checkbox"/> hazardous liquids/chemicals<br><input type="checkbox"/> sharp or rough edges<br><input type="checkbox"/> extreme heat/cold<br><input type="checkbox"/> other: _____  | <b>PPE required to manage hazard:</b><br><input type="checkbox"/> Lab Coat <input type="checkbox"/> Raingear<br><input type="checkbox"/> Coveralls, Body suit <input type="checkbox"/> Apron<br><input type="checkbox"/> Welding leathers <input type="checkbox"/> Abrasion/cut resistance<br><input type="checkbox"/> Other: _____  | <b>Comments:</b><br><br> |
| <b>BODY/WHOLE</b> <input type="checkbox"/> Negligible Hazard      Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/>   |  |                          |
| <b>Work-related exposure to:</b><br><input type="checkbox"/> working from heights of 4 feet or more<br><input type="checkbox"/> working near water<br><input type="checkbox"/> other: _____   | <b>PPE required to manage hazard:</b><br><input type="checkbox"/> Fall Arrest/Restraint: Type: _____<br><input type="checkbox"/> PFD: Type: _____<br><input type="checkbox"/> Other: _____   | <b>Comments:</b><br><br> |
| <b>LUNGS/EARS</b> <input type="checkbox"/> Negligible Hazard      Can hazard be eliminated without the use of PPE? Yes <input type="checkbox"/> No <input type="checkbox"/>   |  |                          |
| <b>Work-related exposure to:</b><br><input type="checkbox"/> irritating dust or particulate<br><input type="checkbox"/> irritating or toxic gas/vapor<br><input type="checkbox"/> loud work environment<br><input type="checkbox"/> noisy machines/tools<br><input type="checkbox"/> other: _____   | <b>PPE required to manage hazard:</b><br><input type="checkbox"/> Respirator (Cartridge type: _____)<br><input type="checkbox"/> Particulate Mask<br><input type="checkbox"/> Hearing Protection   | <b>Comments:</b><br><br> |

The formal identification of hazards is not only an Oregon OSHA requirement for safety committees, but it should be an integral part of a company's daily efforts to improve workplace safety and health. While no one hazard inspection checklist works for all locations, the following list includes hazards that may be general to many industrial locations and classifications.

## Inspection tips

**Customize your list:** Add anticipated hazards to your list by department or location. Hazards can be obtained by employee input, previous recordable injuries, or incidents.

**Review the list before the survey.** A quick review of the list before an inspection helps you to focus on the big picture instead of the checklist during surveys.

**Ask permission before you inspect.** Asking a manager's permission before you begin an inspection builds trust that leads to mutual benefit.

**Point out hazards as you progress.** Don't assume others see the hazards you see. Identify potential hazards as you complete the survey and offer potential solutions.



**Don't forget the positive observations.** Most worksites are, on a percentage basis, safe. Build confidence and rapport by pointing out an area's best safety practices.

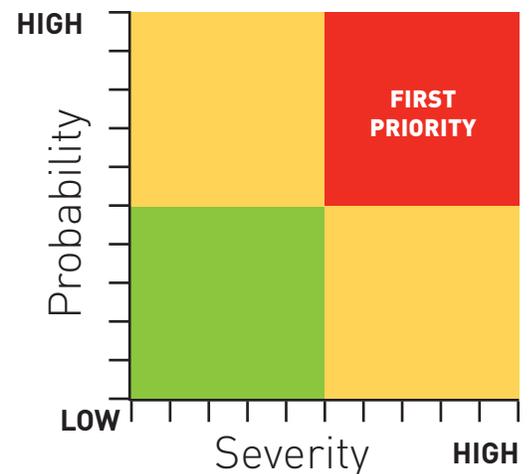
**Summarize and prioritize your observations.** List the hazards found from most hazardous (critical area) to least hazardous and submit the list to management.

The number of observations can be overwhelming. Risk prioritization can help you to decide what observation to correct first using a simple probability and severity grid system.

## Risk mapping

- Determine the probability that an observation will cause a loss.** Draw a dot on probability axis on the chart.
- Determine the potential accident severity of an observation.** Severity is between low (no injury) and high (which could include death). Draw a dot on the severity axis on the chart.
- Draw a dotted line horizontally across the graph from the probability mark.** Draw a dotted line vertically across the graph from the severity mark. Where the lines intersect determines where you are on the grid.

- First** Observations with a **high probability** of occurring with a **high severity** rating are critical area items that should be corrected first.
- Second** Observations with a **low probability** of occurring with a **high severity** in the lower right hand side of the graph should be corrected second.



- Third** Observations with a **high probability** of occurring but with a **low severity** in the upper left hand side of the graph should be corrected third.
- Fourth** Observations with a **low probability** of occurring and have a **low severity** rating should be corrected fourth.

Company \_\_\_\_\_ Date of inspection \_\_\_\_\_

Department \_\_\_\_\_ Area inspected \_\_\_\_\_

Inspector(s) \_\_\_\_\_

| Area of inspection  | Action to be taken |
|---|--------------------|
| 1. OSHA notice permanently posted in conspicuous place(s) |                    |
| 2. Medical services (call 911)                            |                    |
| a. OSHA log/summary up-to-date; injury reporting          |                    |
| b. First aid facilities                                   |                    |
| c. First aid training                                     |                    |
| d. Hazard communication program                           |                    |
| e. Other  |                    |
| 3. Firefighting equipment (call 911)                      |                    |
| a. sprinkler system                                       |                    |
| b. Hand extinguishers                                     |                    |
| c. Special hazards systems                                |                    |
| d. Standpipe and hose                                     |                    |
| e. Alarm system   |                    |
| f. Other  |                    |
| 4. Building exits   |                    |
| a. Number of exits  |                    |
| b. Proper markings  |                    |
| c. Unobstructed   |                    |
| d. Other  |                    |
| 5. Stairs and stairways                                   |                    |
| a. Enclosed   |                    |
| b. Unobstructed   |                    |
| c. Handrails  |                    |
| d. Treads   |                    |
| e. Other  |                    |
| 6. Personal protective equipment                          |                    |
| a. Protective clothing                                    |                    |
| b. Eye and face protection                                |                    |
| c. Ear protection   |                    |
| d. Respiratory protection                                 |                    |
| e. Eye wash and showers                                   |                    |
| f. Other  |                    |
| 7. Illumination of work areas                             |                    |
| a. General  |                    |
| b. Temporary  |                    |
| c. Outside areas  |                    |
| d. Other  |                    |

(√) Satisfactory (X) Unsatisfactory (O) Not applicable

| Area of inspection   | Action to be taken |
|--|--------------------|
| 8. Working and walking surfaces  |                    |
| a. Floors and work surfaces  |                    |
| b. Aisles - unobstructed   |                    |
| c. Handrails and guardrails  |                    |
| d. Manhole and floor-opening protection                                  |                    |
| e. Other   |                    |
| 9. Ventilation (general and comfort)                                     |                    |
| a. Air distribution  |                    |
| b. Amount of air flow  |                    |
| c. General air cleaning  |                    |
| d. Temperature   |                    |
| e. Other   |                    |
| 10. Environmental controls   |                    |
| a. Noise   |                    |
| b. Air (gases, mists, dust, etc.)  |                    |
| c. Solid waste   |                    |
| d. Liquid waste  |                    |
| e. Local exhaust ventilation   |                    |
| f. Other   |                    |
| 11. Sanitation   |                    |
| a. Toilet facilities   |                    |
| b. Locker rooms  |                    |
| c. Housekeeping facilities   |                    |
| d. Lunch room  |                    |
| e. Local exhaust ventilation   |                    |
| f. Other   |                    |
| 12. Boilers, heating and cooling equipment, pressure vessels, and piping |                    |
| 13. Elevators, power platforms, manlifts, and hoists                     |                    |
| a. Capacity-posted   |                    |
| b. Door and other interlocks   |                    |
| c. Emergency signals   |                    |
| d. Other   |                    |
| 14. Ladders and scaffolds  |                    |
| a. Wood and metal  |                    |
| b. Railings and handrails  |                    |
| c. Landings  |                    |
| d. Toe boards  |                    |
| e. Others  |                    |

(√) Satisfactory (X) Unsatisfactory (O) Not applicable

| Area of inspection                            | Action to be taken |
|---|--------------------|
| 15. Electrical equipment                      |                    |
| a. Wiring clear of combustibles               |                    |
| b. Portable power tools grounded              |                    |
| c. Three-foot clearance around control panels |                    |
| e. Lock-out controls                          |                    |
| f. Other                                      |                    |
| 16. Machine guarding devices machinery        |                    |
| a. Point of operation guarding                |                    |
| b. Belts, pulleys, gears, shafts, etc.        |                    |
| c. Cleaning and adjusting                     |                    |
| d. Maintenance and oil leakage                |                    |
| e. Electrical wiring                          |                    |
| f. Noise control                              |                    |
| g. Lockout-tagout program                     |                    |
| h. Other                                      |                    |
| Robotic operations                            |                    |
| i. Guarding operating area                    |                    |
| j. Power disconnects and interlocks           |                    |
| k. Mechanical stops; range of motion          |                    |
| l. Presence sensing devices                   |                    |
| m. Other                                      |                    |
| 17. Hand and portable power tools             |                    |
| a. Grounding                                  |                    |
| b. Guarding                                   |                    |
| c. Power cutoff devices                       |                    |
| d. Handles free of cracks                     |                    |
| e. Wiring                                     |                    |
| f. Storage adequate                           |                    |
| g. Other                                      |                    |
| 18. Welding, cutting, heating, and brazing    |                    |
| a. Proper equipment, usage, and storage       |                    |
| b. Fire protection                            |                    |
| c. Flash back protection                      |                    |
| d. Other                                      |                    |
| 19. Painting and finishing                    |                    |
| a. Surface preparation                        |                    |
| b. Dip tanks                                  |                    |
| c. Spray painting                             |                    |
| d. Drying                                     |                    |
| e. Ventilation                                |                    |
| f. Other                                      |                    |

(√) Satisfactory (X) Unsatisfactory (O) Not applicable

| Area of inspection                         | Action to be taken |
|--|--------------------|
| 20. Material handling lift trucks          |                    |
| a. Guarded                                 |                    |
| b. Capacities and instructions posted      |                    |
| c. Inspected daily                         |                    |
| d. Maintenance records current             |                    |
| e. Other                                   |                    |
| 21. Material hazards                       |                    |
| a. Gases                                   |                    |
| b. Vapors                                  |                    |
| c. Flammable liquids                       |                    |
| d. Chemicals                               |                    |
| e. Compressed or liquefied gases           |                    |
| f. Combustible dusts                       |                    |
| g. Other                                   |                    |
| 22. Material storage                       |                    |
| a. Rack storage                            |                    |
| b. Boxed                                   |                    |
| c. Bagged                                  |                    |
| d. Bulk                                    |                    |
| e. Vaults                                  |                    |
| f. Palletized                              |                    |
| g. 18-inch clearance from sprinkler system |                    |
| h. Other                                   |                    |
| 23. Unsafe practices                       |                    |
| a. Improper/unnecessary lifting            |                    |
| b. Repetitive motion and trauma            |                    |
| c. Excessive speed of vehicles             |                    |
| d. Horseplay                               |                    |
| e. Smoking in danger areas                 |                    |
| f. Running in aisles or on stairs          |                    |
| g. Improper use of air hoses               |                    |
| h. Removing machine or other guards        |                    |
| i. Work on unguarded moving machinery      |                    |
| j. Other                                   |                    |
| 24. Vehicle                                |                    |
| a. Operator training                       |                    |
| b. Brakes, horn, lights, windows           |                    |
| c. Steps or ladders, provide safe access   |                    |
| d. Seat belts provided and used            |                    |
| e. All materials in cab secured            |                    |
| f. Cargo separated from driver compartment |                    |
| g. Preventative maintenance                |                    |
| h. Other                                   |                    |

(√) Satisfactory (X) Unsatisfactory (O) Not applicable

| Area of inspection  | Action to be taken |
|---------------------|--------------------|
| 25. Display areas   |                    |
| a. Counters         |                    |
| b. Shelves—displays |                    |
| c. Fixtures         |                    |
| d. Storage          |                    |
| e. Furniture        |                    |
| f. Equipment        |                    |
| g. Other            |                    |
| 26. Office areas    |                    |
| a. Furniture        |                    |
| b. Fixtures         |                    |
| c. Equipment        |                    |
| d. Other            |                    |

(√) Satisfactory (X) Unsatisfactory (○) Not applicable

Links to websites that provide additional information or resources on identifying hazards in the workplace.

### Oregon OSHA

**Foundation of a Safe Workplace publication**

<http://orosh.org/pdf/pubs/4755.pdf>

**Checklists for a variety of hazards:**

<http://orosh.org/standards/checklists.html>

**Personal Protective Fact Sheet and sample assessment:**

[http://orosh.org/pdf/pubs/fact\\_sheets/fs03.pdf](http://orosh.org/pdf/pubs/fact_sheets/fs03.pdf)

### Federal OSHA

**Job Hazard Analysis publication:**

<https://www.osha.gov/Publications/osha3071.pdf>

**Personal protective equipment assessment:**

[https://www.osha.gov/dte/library/ppe\\_assessment/ppe\\_assessment.html](https://www.osha.gov/dte/library/ppe_assessment/ppe_assessment.html)

### National Institute for Occupational Safety and Health (NIOSH)

<http://www.cdc.gov/niosh/>

NIOSH is the research arm of the federal government's occupational safety and health effort, and it has a lot of great information. If you know the topic, use the A-Z Index.

**Topics page:**

<http://www.cdc.gov/niosh/topics/default.html>

### SAIF Corporation

**A-Z topic list:**

<http://www.saif.com/employer/safety/safety.aspx>

**Effective Hazard Recognition and Control**

<http://www.saif.com/files/SafetyHealthGuides/S927EffectiveHazRecControl.pdf>

### Washington State Department of Labor and Industries

**Personal Protective Equipment Guide:**

<http://lni.wa.gov/WISHA/publications/PPEGuide/PPEGuideVol-1.pdf>