



June 12–18, 2017

# Find and Fix Hazards

## Conduct Analyses to Identify Hazards

### What Is It?

A systematic approach to **finding and fixing hazards** is a proactive, ongoing process to identify and control sources of potential injuries or illnesses. This means establishing procedures to collect and review information about known or potential hazards in the workplace, investigating the root cause of those hazards, and prioritizing hazard controls. Identifying and correcting these hazards before someone gets hurt ensures that workers go home to their families safe and sound after every shift.



### How Do You Do It?

You can find and fix hazards during Safe + Sound Week by **conducting analyses to identify hazards**. Hazard analyses can be conducted by reviewing industry data, examining company injury logs, or investigating specific jobs and identifying the hazards they might encounter. The following are a few suggestions and resources to get you started. You can select one of these activities or choose a different [activity to find and fix hazards](#) in your organization.

- Analyze OSHA injury logs to identify trends:** Review your current and past OSHA 300 logs to identify the types, sources, and circumstances of past incidents. Determine what, if anything, they have in common. What types of incidents are most common, and what types of hazards are they linked to? Are incidents concentrated among workers who perform certain activities, work in certain physical locations, or work with certain machines, equipment, or materials? Is the number of incidents trending up or down? Does their frequency correlate with busy production periods? Do they increase in periods of high turnover? Do they tend to occur during nonroutine operations?
- Engage your insurance carrier to discuss your workers' compensation records and loss control strategies:** Many workers' compensation insurers offer loss prevention and loss control services at no cost to policyholders. These services offer expert analysis of your loss history, training, hazard analysis and control advice, and more.
- Review the top hazards in your industry:** Understand the hazards that are common to your industry. If you participate in a professional or trade association for your business area, see if the organization collects information on common hazards in your field, or you can use [OSHA's frequently cited standards search tool](#) to find common safety concerns in establishments of a similar size in your industry.
- Complete a self-evaluation/gap analysis:** Compare the characteristics and features of your current safety and health efforts to those described in effective program models, such as OSHA's [Recommended Practices for Safety and Health Programs](#), National Safety Council's [Journey to Safety Excellence](#), OHSAS 18001, or ANSI/AIHA Z-10. Get a sense of how closely your program aligns with these practices, where you may have gaps, and elements you can focus on after Safe + Sound Week.
  - OSHA's [Safety and Health Program Audit Tool](#)
  - CPWR's [Safety culture worksheets and rating tool](#)

- Conduct a job hazard analysis (JHA):** Identify a work activity or process where there may be safety concerns, or, better yet, ask workers to recommend one. Assign workers and supervisors the task of conducting a JHA. Observe the work being done and list the steps. Discuss which steps have led to incidents in the past or are susceptible to something going wrong. Identify improvements in the process that could reduce hazards.
  - OSHA's [Job Hazard Analysis](#) (Appendix 3: Sample JHA Form)
  
- Conduct a mock incident investigation and root cause analysis:** Develop a mock workplace incident scenario based on a common hazard in your workplace or industry, or an incident that happened in the past. Ask a few worker volunteers to role-play the incident, then have another team of workers and supervisors conduct a mock investigation. Follow good investigative practices, including a focus on identifying the root cause(s) of the incident.
  - OSHA's [Root Cause: The Importance of Root Cause Analysis During Incident Investigation](#)
  - OSHA's [Incident \[Accident\] Investigations: A Guide for Employers](#) (Appendix F: Sample Questions for Identifying Incident Root Causes)
  - NSC's [How to conduct an incident investigation](#)
  - Washington State Department of Labor & Industries' [Accident Investigation Basics](#)
  
- Convene a workgroup to analyze safety and health data, report on trends, and suggest controls:** Convene a group of workers and managers to analyze injury data and identify trends (using the sources described above). Determine which hazards in your workplace could be in need of improved controls, and brainstorm ideas to control those hazards.
  
- Or, create your own activity!**

## How Do You Make It Effective?

**Start at the top:** Have the highest-level executive/leader/manager initiate and participate in the analyses.

**Be inclusive:** Ensure representatives of all affected work areas, shifts, locations, and departments can participate in the analysis.

**Do your homework:** Make sure the following items are available for analysis: injury/illness logs, workers' compensation data, equipment safety manuals, exposure monitoring reports (redacted to ensure privacy), and Safety Data Sheets.

**Be prepared to act:** If a serious or immediate hazard arises during the analysis, be prepared to eliminate the activity or item if possible, or put temporary controls in place while a more permanent solution is found.

## Show Your Commitment to Safety and Health

Remember to share your commitment to a safe and healthy workplace with all involved in your operations, including workers, contractors, customers, suppliers, and other stakeholders. Here are a few ways to do that:

- Create a "to do" list of outstanding items from the analysis to address/improve upon and post in break rooms, in a binder in a common area, or on your intranet site.
- Summarize what you saw, what you learned, and what has changed based on the analysis in your next company newsletter or communication to workers.
- If you conduct separate analyses, compare notes among different groups, shifts, and locations to encourage coordination and cooperation throughout the organization.
- Share the results of your analysis with other businesses in your field, as appropriate, or speak at trade or professional organizations to discuss best practices for controlling common hazards.

Visit the Safe + Sound Campaign website to learn more about [finding and fixing hazards](#).

