



# Find and Fix Workplace Hazards

## Spotlight Hazards and Controls

### 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 **spotlighting hazards and controls**. OSHA injury logs and workers' compensation records are some of the most important tools employers and workers have to find and fix the hazards that injure workers. This information can be a useful starting point for determining which hazards and controls you should spotlight in your workplace. 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.

- Send email or video blasts:** Send your workers an email every day during Safe + Sound Week or make a set of short videos to alert them to the different types of hazards they could potentially face or be exposed to on the job. Focus on just one or two hazards in each email or video and clearly communicate the controls you have identified to address them. Include information on additional resources (e.g., job aids, fact sheets) or directions on how to find out more about the hazards and controls.
- Post tips in high-visibility areas:** Create posters with hazard control tips and illustrations in highly visible areas, including break rooms, restrooms, or workspaces. High-visibility areas are a good place to post controls for hazards associated with nonroutine operations and emergencies—such as fires, explosions, unplanned equipment shutdowns, or medical emergencies. You could also launch a regular hazard control “tip sheet” focusing on a different topic every month or season, and insert it in pay envelopes or post it so workers can read when clocking in or during breaks.
- Create signage for equipment:** Ask workers who use specific equipment to assist you in evaluating and communicating potential hazards and controls. Use this information to develop signs or placards that can be posted near equipment to communicate how it can be operated safely. Make sure to cover signs with clear plastic or tape to keep them intact.
- Or, create your own activity!**

## How Do You Make It Effective?

**Involve workers:** Since your workers are the experts at their jobs, ask them to help you identify hazards and provide input into how to best communicate about them to their peers; “focus group” all signs, tip sheets, and other materials with a core group of plugged-in workers.

**Keep it simple:** Each sign or bullet point should be able to be read in a few seconds, so use few words, don't complicate instructions, and incorporate visuals where possible.

**Stay current:** Review sources such as OSHA standards and guidance, industry consensus standards, and trade association reports to help you identify the latest control measures to communicate in your email blasts, videos, posters, or tip sheets.

**Investigate other sources:** Review your industry's lists of hazards and potential control measures, if available, to see if they would be effective in your workplace; you can also ask equipment and tool vendors for easy-to-understand safety instructions in multiple languages.

**Be inclusive:** Write to the education level of your workers and use pictures, photos, or symbols (e.g., a red circle with a slash across is universally recognized as what not to do) where possible. Translate written materials if needed to reach all your workers.

**Follow up:** After Safe + Sound Week, follow up to confirm that the hazard controls identified and communicated have been understood and remain effective.

## 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:

- Share reminders about new hazard control communications in your employee newsletter or workers' paycheck envelopes.
- Make sure to add information about hazards and controls to new employee orientations, and keep this information in a place where it is accessible to all workers (e.g., intranet site, shared computer, binder).
- Use your website, brochures, and annual reports to tell your customers and suppliers what you did to communicate hazards and controls during Safe + Sound Week and how you will use these methods to keep your workplace safe in the future.

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