

Collect and Review Hazard Information

Step 1. Involve your workers

One of the causes of workplace injuries, illnesses, and incidents is the failure to identify or recognize hazards that are present, or that could have been anticipated. Identifying the hazards in your workplace is the first step towards preventing injuries and illnesses. The following steps can help you identify hazards:

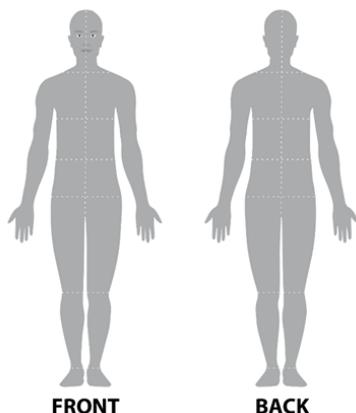
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Workers are the experts on the tasks they perform and the tools, equipment, and materials they use. Therefore, workers are often best positioned to identify safety and health concerns such as unsafe conditions, close calls/near misses, and actual incidents.

Make sure they are involved in identifying and reporting hazards.

Start by asking workers to think about all the tasks they and co-workers do (including non-routine tasks), and identify the associated hazards they are aware of. Consider both safety and health hazards. One way to do this is to create a *body map*:

- Draw a large outline sketch of a person on butcher paper or a white board. Include a front side and back side.
- Ask workers to identify parts of the body that have been (or could be) injured or stressed by their job by placing a dot on the drawing. They should include things that have happened (or might happen) to them when something goes wrong on the job.
- On the table, record what workers have identified (body part affected, hazard, activity involved, work area/location).



Step 2.

Review other sources of hazard information

What is a hazard?

A workplace hazard is any condition or activity that could, if left uncontrolled, lead to an injury or illness.

Examples of workplace hazards include:

- **Safety hazards** – slippery floors, broken ladder rungs, hot surfaces, machinery with moving parts, electrical hazards, confined spaces.
- **Health hazards** – chemicals, viruses, heat, noise.
- **Other hazards** – stress, workplace violence, wear and tear on the body.



To Do

- Ask your workers for help identifying hazards they already know about.
- Get their input and note information that will help later in setting priorities for controlling hazards.

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Motivations for Improving Safety and Health

Body part affected	Hazard	Job/work activity involved	Work area/location	Notes*
Examples:				
Head	Striking head on low pipe	Plumbing repair	Mechanical room	Easily corrected – supplied hard hat
Finger	Cuts from opening boxes	Unpacking boxes	Warehouse	We don't have a policy to wear gloves for this task
Shoulder	Lifting heavy parts onto table	Receiving deliveries	Shipping and receiving	Affects two workers
Eyes	Flying chips from Metal grinding	Deburring parts	Machining area	Could cause serious injury
Lungs	Dust conditions	Sandblasting	Repair garage	Affects many workers
Your list below:				

*While you have workers engaged in this activity, discuss and record characteristics of the hazard that will help you later in setting priorities for hazard control. For example, consider how many workers are affected, how often the hazard occurs, how serious the potential injuries are, and how easy the hazard is to control.