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Collect and Review Hazard Information

Workplace injuries, illnesses, and incidents sometimes happen because a hazard wasn't noticed or planned for. It's very important to identify the hazards in your workplace—the ones that are there and the ones you can expect to be there in the future. The following steps can help you:

1. Involve your workers (Worksheet 1a)
2. Review other sources of hazard information (Worksheet 1b).

To-Do

- Find sources of information that can help you identify hazards.
- Make sure you include all worksites, areas, and tasks as you continue identifying hazards.
- Make sure to review any new information relevant for safety and health before changes are made in the workplace.

Review other sources of hazard information

There are many other places to look when you're identifying hazards in your workplace—outside sources of information, as well as other inside sources than the ones you used in Worksheet 1a. Review the sources described below. (If you don't have them at hand, don't let that hold up the inspection process described in Worksheet 2.)

OSHA and state standards

- Determine whether any part of your work is covered by an OSHA regulation or state law, standard, or regulation. This will help you find the hazards associated with that job. For example, confined space regulations cover hazards such as hazardous or flammable gases, asphyxiation, combustible dusts, explosion, and engulfment.
- Your local [OSHA field office](#) or [OSHA's On-Site Consultation Program](#) can help you identify the OSHA standards that apply to your operations. Your trade association may also be an information resource.

Safety Data Sheets (SDSs)

- Make a list of all toxic, reactive, flammable, or explosive chemicals that your workplace stores or uses and may cause hazards.

- If you use hazardous chemical products, your supplier is required to give you SDSs for them. An SDS identifies the possible hazards for a product—for example, harmful vapors or skin irritation.
 - Find hazard information by looking at Section 2 of the SDS.
 - If you don't have the SDS for a product, ask your supplier for one. You also might be able to find it online.
 - An SDS is a good starting point, but you might need to dig a little more to find out which of the hazards that it lists apply to your workplace. Consider talking to an industrial hygienist or other safety professional, or looking online.

Records of past injuries, illnesses, and incidents, including worker reports

- Review records such as the OSHA 300 Log of Work-Related Injuries and Illnesses, workers compensation reports, and reports from workers.
- Find what tasks the workers were doing, or where they saw hazards or had close calls/near misses.

Minutes from safety and health committee meetings, or results from any worker surveys on safety

- Look for repeating concerns or complaints.

Equipment and machinery manufacturers' literature

- Make a list of equipment and machinery you use. Remember to include smaller hand tools like box cutters and cordless power tools.
- Review manufacturers' operating manuals for information about hazards and precautions.
- If you don't have a manual, look online. (Check the manufacturer's website or search for the product make and model, along with the word "manual.")
- Also check equipment for safety warning labels.

Results from inspections or safety/industrial hygiene assessments in your workplace

- Review results such as insurance, fire, or OSHA inspection reports.

Use the table below to list hazards you can investigate. (You'll set priorities for preventing and controlling them in Worksheet 5.)

PRO TIP: Hazards at Multiemployer Worksites

When you are collecting hazard information, be sure to consider hazards that might be brought into the workplace by outside contractors and temporary workers. See the worksheet on "Communication and Coordination for Host Employers, Contractors, and Staffing Agencies."

Information source	Hazard(s) found	Potential injury or illness	Work area
Examples:			
Product SDS	Degreaser (chemical hazard)	Skin irritation	Machine shop
Machine or equipment operating manual Machine warning labels	Drill press: <ul style="list-style-type: none"> Rotating drill bit, chuck, and spindle Loose clothing, jewelry, hair, being entangled in rotating parts Flying chips Lockout or energy control Only authorized personnel to service 	Hand, eye, scalp injuries	Machine shop
Past injuries, illnesses, or incidents	Forklift hitting pedestrian	Crushing injuries	Warehouse
Worker reports of hazards	Opening boxes with box cutters	Finger/thumb lacerations	Shipping and receiving
Your list below:			

An Inventory of Work Areas

Together, workers and the owner of a convenience store did a thorough review of potential hazards. They created an inventory of every work area: the storeroom, grocery aisles, office, food preparation area, checkout area, bathrooms, fuel pump area, and parking lot. Then they looked at injuries workers had reported. They talked to all workers about times they had felt unsafe in each of these areas. They also checked other sources of information, such as SDSs.

They confirmed some hazards well known to workers—back strain from prolonged standing, trips and falls in the storeroom. They also identified some serious hazards that hadn't been well known, such as violence by customers and hazards from mixing cleaning products.

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