HOW TO IDENTIFY WORKPLACE HAZARDS

One of the easiest ways to identify hazards in the workplace is to use the GOAL Method – Go Out and Look! Periodic safety inspections should be scheduled, documented and conducted daily, weekly, monthly or on quarterly intervals depending on the exposures and types of hazards involved.

- **Daily:** High hazard or frequently changing operations or equipment (forklifts, power press guarding).
- **Weekly:** High hazard areas (flammable storage areas, construction sites and hazardous manufacturing areas).
- **Monthly:** Most manufacturing, retail and warehousing areas.
- **Quarterly:** Offices, grounds, parking lots.

Documentation of the inspections is critical for various regulations, and it is essential if follow up is to occur. Records should include the name(s) of the individual(s) conducting the inspection, the unsafe conditions and/or work practices identified, and the action(s) taken to correct the identified unsafe conditions and work practices. Follow up to the corrective action is imperative.

Identified conditions must be documented and remediation methods noted. It is highly recommended that all inspections be reviewed by the safety committee and senior management to monitor remediation process and identify any trends in the operation that may exist.

On the following pages are a sample of general inspection forms. Be sure that the inspection form being used is tailored to your industry and operation.
# Safety Inspection Report

Use the space below for general safety observations. Look for unsafe behaviors and note them below. When unsafe acts are observed, the situation should be corrected immediately.

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### Administrative:
- A. OSHA Poster conspicuously displayed.
- B. OSHA recordkeeping requirements met.
- C. Workers trained prior to new or unfamiliar tasks.

### Material Handling:
- A. Employees trained in proper lifting methods.
- B. Equipment provided for heavy or awkward loads.
- C. Materials stored to prevent overreaching.

### Housekeeping:
- A. Walkways clear of obstructions.
- B. Employees clean up as they go.

### Floors:
- A. Walking and working surface kept clear.
- B. Spilled materials cleaned up immediately.
- C. Holes in floor repaired or covered.

### Machinery and Equipment:
- A. Moving parts guarded.
- B. Kept in safe operating condition.
- C. Operated and inspected per manufacturing instructions.

### Hand Tools:
- A. Always inspected before using.
- B. Only used for intended purpose.
- C. Damaged tools repaired or replaced promptly.

### Stairs:
- A. Lighting adequate.
- B. Non slip surface.
- C. Handrails secure.

### Ladders:
- A. Proper type for intended use.
- B. Maintained in good condition.
- C. Proper ladders used instead of chairs, boxes, etc.

### First Aid:
- B. Emergency telephone numbers posted.
- C. At least one person trained in first aid.
## How to Identify Workplace Hazards

**Emergency Action Plan:**
- A. Written, covers fire and other emergencies. ☐ ☐  
- B. Communicated to all employees. ☐ ☐  
- C. Employees designated and trained to implement plan. ☐ ☐  

**Fire Protection:**
- A. Fire fighting equipment is serviced and accessible. ☐ ☐  
- B. Employees instructed in use of fire fighting equipment. ☐ ☐  
- C. Employees instructed in fire protection procedures. ☐ ☐  

**Egress:**
- A. Exits clearly marked. ☐ ☐  
- B. Exits accessible. ☐ ☐  
- C. Exit doors unlocked. ☐ ☐  

**Electrical:**
- A. All equipment either grounded or double insulated. ☐ ☐  
- B. Extension cords in good repair. ☐ ☐  
- C. At least 3 foot clearance around control panels. ☐ ☐  

**Personal Protective Equipment:**
- A. Proper equipment in use where needed. ☐ ☐  
- B. Properly maintained and stored. ☐ ☐  
- C. Employees trained in proper usage. ☐ ☐  

**Health Hazards:**
- A. Hazard communication program in place. ☐ ☐  
- B. Hazardous materials stored and used properly. ☐ ☐  
- C. Warning and identification signs clearly posted. ☐ ☐  

Use this space to list additional items specific to your operations. Use an additional sheet to continue your list if you run out of space.

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Conducted by: ____________________________  Date: ____________
Reviewed by: ____________________________  Date: ____________

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