

JOB HAZARD CHECKLIST



Safe working conditions continue to rank in OSHA's Top 10 violations for manufacturing. Taking a proactive step to evaluate your current work environment will begin the process of lowering your risk and hazard levels. Polytron's complimentary Job Hazard Checklist is easy to follow.

Getting started:

In what plant areas can this checklist be used? This checklist can be used for any area in which work is being performed and where there is potential for personnel to be exposed to safety hazards.

Who should complete this checklist?

1. Anyone who has knowledge of the job responsibilities of plant personnel, OR
2. Anyone who is capable and comfortable identifying unsafe conditions.

Recommendation: Involving a combination of operators and/or maintenance personnel will be beneficial to the process.

How to use the checklist:

1. Use one (1) Job Hazard Checklist per plant area. Select an area by identifying any or all of the following criteria:
 - Area seems to have unsafe conditions, OR
 - Area has known safety incidents, i.e., slips, falls, burns, etc.
2. Take a print-out of the Job Hazard Checklist to the area to begin the evaluation.
3. Answer each question as accurately as possible. Most of the questions listed pertain to specific safety standards set by governing bodies including OSHA, NFPA, ISO, etc. A Safety Standards Ready Reference guide is provided.



JOB HAZARD CHECKLIST

Company Name:		Work Area/Department:	
Company Address:		Personnel Interaction: (Ops, Maint., Elec.)	
Completed By:		Date:	

SAFETY CHECKPOINTS		ADDITIONAL DETAILS		
	Yes	No	Don't Know	
SAFETY COMMUNICATION/DOCUMENTATION/TRAINING				
1.	Is Company Safety Standards documentation available?			
2.	Have there been any safety incidents or OSHA fines associated with activities in any work area?			DATE: INCIDENT/FINE
3.	Has a Job Hazard Analysis been completed for employee work areas in this facility?			DATE: STANDARD THAT APPLIES: OSHA 29 CFR 1910.132(d)(2); ANSI/RIA R15.06
4.	Are there clear warning notices or markings (e.g. to wear PPE, restriction on use, list of authorized users) where appropriate?			DATE: STANDARD THAT APPLIES: OSHA 29 CFR 1910.145(a)(1)
GENERAL AREA SAFETY AND PPE				
5.	Are there any areas where workers are unprotected from floor openings?			STANDARDS THAT APPLY: OSHA 29 CFR 1910.23(a)(1)
6.	Are fire extinguishers available within the appropriate distance of use in Class B areas?			STANDARDS THAT APPLY: OSHA 29 CFR 1910.157(d)(4)
7.	Are routes for employee exits clearly lit and marked?			STANDARDS THAT APPLY: OSHA 29 CFR 1910.37(b)(1)(2)(3)
8.	Do workers use hand protection when handling items that might cause severe cuts or lacerations?			STANDARDS THAT APPLY: OSHA 29 CFR 1910.138(a)
CHEMICAL AND FIRE HAZARDS				
9.	Do Safety Data Sheets for toxic and hazardous substances contain the minimum information required by OSHA?			STANDARDS THAT APPLY: OSHA 29 CFR 1910.1200 App D
10.	Do labels for toxic and hazardous substances contain the name, address, and telephone number of the chemical manufacturer, importer, or responsible party?			STANDARDS THAT APPLY: OSHA 29 CFR 1910.1200 App C
11.	Have all employees received training on detecting the presence or release of a hazardous chemical in their work area?			STANDARDS THAT APPLY: OSHA 29 CFR 1910.1200(h)(1)(3)
12.	Are flammable liquids correctly stored in approved portable containers and tanks?			STANDARDS THAT APPLY: OSHA 29 CFR 1910.106(d)(2)(i)
NOTES				

Disclaimer: This is a Discovery Document and the results of this form do not certify compliance or non-compliance of safety standards.

Putting Performance in the Hands of Your People

The Industry Standards citations below are for your convenience when completing the Job Hazard Checklist form. The purpose is to provide clarification of relevant Standards for each of the corresponding questions. The clarification is to enable you to enter the best response relative to the scope of the Standards. **Note:** Questions 1 - 2 do not have corresponding Standards.

SAFETY STANDARDS READY REFERENCE

3.	OSHA 29 CFR 1910.132(d)(2): "The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment; and, which identifies the document as a certification of hazard assessment."
4.	OSHA 29 CFR 1910.145(a)(1): "These specifications apply to the design, application, and use of signs or symbols (as included in paragraphs (c) through (e) of this section) that indicate and, insofar as possible, define specific hazards that could harm workers or the public, or both, or to property damage. These specifications are intended to cover all safety signs except those designed for streets, highways, and railroads. These specifications do not apply to plant bulletin boards or to safety posters."
5.	OSHA 29 CFR 1910.23(a)(1): "Every stairway floor opening shall be guarded by a standard railing constructed in accordance with paragraph (e) of this section. The railing shall be provided on all exposed sides (except at entrance to stairway). For infrequently used stairways where traffic across the opening prevents the use of fixed standard railing (as when located in aisle spaces, etc.), the guard shall consist of a hinged floor opening cover of standard strength and construction and removable standard railings on all exposed sides (except at entrance to stairway)."
6.	OSHA 29 CFR 1910.157(d)(4): The employer shall distribute portable fire extinguishers for use by employees on Class B fires so that the travel distance from the Class B hazard area to any extinguisher is 50 feet (15.2 m) or less.
7.	OSHA 29 CFR 1910.37(b)(1): Each exit route must be adequately lighted so that an employee with normal vision can see along the exit route. OSHA 29 CFR 1910.37(b)(2): Each exit must be clearly visible and marked by a sign reading "Exit." OSHA 29 CFR 1910.37(b)(3): Each exit route door must be free of decorations or signs that obscure the visibility of the exit route door.
8.	OSHA 29 CFR 1910.138(a): General requirements. Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
9.	OSHA 29 CFR 1910.1200 App D: A safety data sheet (SDS) shall include the information specified in Table D.1 under the section number and heading indicated for sections 1-11 and 16. If no relevant information is found for any given subheading within a section, the SDS shall clearly indicate that no applicable information is available. Sections 12-15 may be included in the SDS, but are not mandatory.
10.	OSHA 29 CFR 1910.1200 App C: Clause 1.1 The labels on shipped containers shall also include the name, address, and telephone number of the chemical manufacturer, importer, or responsible party.
11.	OSHA 29 CFR 1910.1200(h)(1)(3): Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and safety data sheets.
12.	OSHA 29 CFR 1910.106(d)(2)(i) Storage containers for flammable liquids. "General." Only approved containers and portable tanks shall be used. Metal containers and portable tanks meeting the requirements of and containing products authorized by chapter I, title 49 of the Code of Federal Regulations (regulations issued by the Hazardous Materials Regulations Board, Department of Transportation), shall be deemed to be acceptable. OSHA 29 CFR 1910.106(d)(2)(ii) "Emergency venting." Each portable tank shall be provided with one or more devices installed in the top with sufficient emergency venting capacity to limit internal pressure under fire exposure conditions to 10 p.s.i.g., or 30 percent of the bursting pressure of the tank, whichever is greater.



SAFETY CHECKPOINTS		ADDITIONAL DETAILS			
		Yes	No	Don't Know	
HAND AND PORTABLE POWER TOOLS					
13.	Do power tools contain appropriate guarding?				STANDARDS THAT APPLY: 1910.243(a)(1)(i)
14.	Are power tools being stored correctly?				STANDARDS THAT APPLY: 1910.243(d)(4)(iii)(vi)
15.	Are power tools in good operating condition?				STANDARDS THAT APPLY: 1910.243(d)(4)(xiii)(xiv)
MATERIAL HANDLING					
16.	Do forklift operators maintain clear aisles and passage-ways for traffic in storage areas?				STANDARDS THAT APPLY: OSHA 29 CFR 1910.176(a)
17.	Are stored materials securely stacked and interlocked to prevent sliding or collapse?				STANDARDS THAT APPLY: OSHA 29 CFR 1910.176(b)
18.	Are clearance limits in storage areas clearly marked?				STANDARDS THAT APPLY: OSHA 29 CFR 1910.176(e)
19.	Are unattended forklifts or other powered industrial trucks correctly "parked"?				STANDARDS THAT APPLY: 1910.178(m)(5)(i)(ii)
20.	Do drivers use appropriate actions to avoid injury to pedestrians when approaching areas with obstructed views?				STANDARDS THAT APPLY: 1910.178(n)(3)(4)
ELECTRICAL SAFETY					
21.	Do all employees follow a documented lockout/tagout procedure?				STANDARDS THAT APPLY: OSHA 29 CFR 1910.333(b)(1)(2)
22.	Are safeguards in place to prevent workers from performing cleaning or housekeeping duties near electrical hazards?				STANDARDS THAT APPLY: 1910.333(c)(9)
CONSTRUCTION-RELATED HAZARDS					
23.	During construction or repairs, are appropriate exit routes maintained for worker egress?				STANDARDS THAT APPLY: OSHA 29 CFR 1910.37(d)(1)(2)(3)
NOTES					

SAFETY STANDARDS READY REFERENCE

13.	OSHA 29 CFR 1910.243(a)(1)(i): All portable, power-driven circular saws having a blade diameter greater than 2 in. shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts. The lower guard shall cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to covering position.
14.	OSHA 29 CFR 1910.243(d)(4)(iii): Tools shall not be loaded until just prior to the intended firing time. Neither loaded nor empty tools are to be pointed at any workmen. OSHA 29 CFR 1910.243(d)(4)(iv): No tools shall be loaded unless being prepared for immediate use, nor shall an unattended tool be left loaded.
15.	OSHA 29 CFR 1910.243(d)(4)(xiii): All tools shall be used with the correct shield, guard, or attachment recommended by the manufacturer. OSHA 29 CFR 1910.243(d)(4)(xiv): Any tool found not in proper working order shall be immediately removed from service. The tool shall be inspected at regular intervals and shall be repaired in accordance with the manufacturer's specifications.
16.	OSHA 29 CFR 1910.176(a): Use of mechanical equipment. Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked.
17.	OSHA 29 CFR 1910.176(b): Secure storage. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.
18.	OSHA 29 CFR 1910.176(e): Clearance limits. Clearance signs to warn of clearance limits shall be provided.
19.	OSHA 29 CFR 1910.178(m)(5)(i): When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline. OSHA 29 CFR 1910.178(m)(5)(ii): A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
20.	OSHA 29 CFR 1910.178(n)(3): Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed. OSHA 29 CFR 1910.178(n)(4): The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
21.	OSHA 29 CFR 1910.333(b)(1): "Working on or near exposed deenergized parts." 1910.333(b)(1) "Application." This paragraph applies to work on exposed deenergized parts or near enough to them to expose the employee to any electrical hazard they present. Conductors and parts of electric equipment that have been deenergized but have not been locked out or tagged in accordance with paragraph (b) of this section shall be treated as energized parts, and paragraph (c) of this section applies to work on or near them. OSHA 29 CFR 1910.333(b)(2): "Lockout and Tagging." While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both in accordance with the requirements of this paragraph. The requirements shall be followed in the order in which they are presented (i.e., paragraph (b)(2)(i) first, then paragraph (b)(2)(ii), etc.).
22.	OSHA 29 CFR 1910.333(c)(9): "Housekeeping duties." Where live parts present an electrical contact hazard, employees may not perform housekeeping duties at such close distances to the parts that there is a possibility of contact, unless adequate safeguards (such as insulating equipment or barriers) are provided. Electrically conductive cleaning materials (including conductive solids such as steel wool, metalized cloth, and silicon carbide, as well as conductive liquid solutions) may not be used in proximity to energized parts unless procedures are followed which will prevent electrical contact.
23.	OSHA 29 CFR 1910.37(d)(1): During new construction, employees must not occupy a workplace until the exit routes required by this subpart are completed and ready for employee use for the portion of the workplace they occupy. OSHA 29 CFR 1910.37(d)(2): During repairs or alterations, employees must not occupy a workplace unless the exit routes required by this subpart are available and existing fire protections are maintained, or until alternate fire protection is furnished that provides an equivalent level of safety. OSHA 29 CFR 1910.37(d)(3): Employees must not be exposed to hazards of flammable or explosive substances or equipment used during construction, repairs, or alterations, that are beyond the normal permissible conditions in the workplace, or that would impede exiting the workplace.

A Holistic View of Safety Risk Mitigation

Being proactive in your risk assessment is essential to mitigating adverse events. There is an inherent challenge in conducting a risk analysis without a formal risk management strategy or necessary supporting tools. By proactively identifying and addressing risks, organizations ensure and create value for their stakeholders, employees, and customers.

OSHA Injury and Illness Prevention Programs - White Paper, January 2012

OSHA believes that adoption of injury and illness prevention programs based on simple, sound, proven principles will help millions of U.S. businesses improve their compliance with existing laws and regulations, decrease the incidence of workplace injuries and illnesses, reduce costs (including significant reductions in workers' compensation premiums) and enhance their overall business operations.

Conclusions

- Despite the combined efforts of employers, workers, unions, safety professionals and regulators, more than 4,500 workers lose their lives and more than four million are seriously injured each year. Tens of thousands more die or become incapacitated because of occupational illnesses including many types of cancer and lung disease. The human toll from this loss is incalculable and the economic toll is enormous.
- Many employers in the U.S. have been slow to adopt a workplace "safety culture" that emphasizes planning and carrying out work in the safest way possible.
- Injury and illness prevention programs are based on proven managerial concepts that have been widely used in industry to bring about improvements in quality, environment and safety, and health performance. Effective injury and illness prevention programs emphasize top-level ownership of the program, participation by employees, and a "find and fix" approach to workplace hazards.
- Injury and illness prevention programs need not be resource-intensive and can be adapted to meet the needs of any size organization.



Polytron Workforce Development and Training Workshops

Our Mission: To increase the performance of your people using classroom, plant floor, on-the-job and computer-based, Just-in-Time (JIT) training. Partner with Polytron to develop a strategy of proven adult learning methodologies to **Put Performance in the Hands of Your People.**



Leadership

WORKSHOPS

- Instructional Certification Workshop (ICP) SM
- M.E.N.T.O.R. SM
- Communication for Team Success
- Vertical Start-up Manager

SERVICES

- Training Project Management
- Vendor Training Management
- Technology Transfer Needs Analysis



Team Performance

WORKSHOPS

- 6-Step Line Assessment
- Human Machine Interface (HMI) Basics
- D.I.R.T. Troubleshooting SM
- Job Aid Development
- LockOut / TagOut

SERVICES

- Job Task Analysis
- Training Delivery
- Course Development
- Job Aids
- Standard Operating Procedures
- Assessment Development
- Vendor Monitoring



Continuous Improvement

WORKSHOPS

- Job Hazard Analysis (JHA)
- GHS Level 1: Classification and Labeling of Chemicals
- GHS Level 2: Making the Transition to GHS
- Machine Safety Basics
- Machine Risk Assessment

SERVICES

- Computer-Based Learning Object
- Change Over Coordination and Validation

How to assess the outcome of the Job Hazard Checklist

- If there are any checks in the “NO” column for questions: The plant area may not be compliant according to OSHA and other standards. Actions should be performed to bring the work area into compliance. This can be done internally or by a third party.
- If there are checks in the “Don’t Know” column: Additional information is needed. Involve others that might know how to answer the question appropriately, or involve a third party to help evaluate.
- If all check boxes are checked “YES”: The plant areas are potentially OSHA compliant. Next steps are to ensure all documentation is filed and regular safety inspections are performed.

What are your next steps?

Polytron offers you comprehensive training support to ensure that your employees are working in a safe manufacturing environment. Our workshops have been developed over time in response to our manufacturing client needs and we develop our offering to meet your program requirements.

Call today to discuss your next steps. 1-855-794-7659.



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