

**BE SAFE + SOUND AT WORK**

# Find and Fix Hazards



## WHAT ARE FIND AND FIX HAZARDS?

Finding and fixing hazards in the workplace is an ongoing process that helps better identify and control sources of potential injuries or illnesses. There are a variety of ways to keep the workplace safe, including 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 proactively ensures that workers go home, after every shift, to their families safe and sound.



**Safe + Sound** is a year-round campaign to encourage every workplace to have a safety and health program. This nationwide effort raises awareness of the value of workplace safety and health programs, which can improve businesses' safety and health performance, save money, and improve competitiveness.

For the latest news and information visit [www.osha.gov/safeandsound](http://www.osha.gov/safeandsound).

# WHAT CAN YOU DO?

## Spotlight Hazards and Controls

Use all available resources to identify how to keep workers safe and to mitigate hazardous situations. Take the following steps to find and fix hazards:

**Send email or video blasts:** Send your workers emails or make a set of short videos to alert them to the different types of hazards they may face on the job. Emails or videos should:

- Focus on just one or two hazards;
- Clearly communicate the controls to address these potential hazards;
- Include information on additional resources (e.g., job aids, fact sheets) and where to learn more.

**Create signage:** Create posters with hazard control tips and illustrations in highly visible areas, including break rooms, restrooms, or workspaces or launch a regular hazard control “tip sheet” that focuses on a different topic every month or season. Ask workers who use specific equipment to assist you in evaluating potential hazards and controls for safe operation and develop signs or placards that can be posted near the equipment.

## Create Challenges, Contests, and Competitions

Workers are more likely to participate in trainings, listen to speakers, or provide input if they are actively engaged. Take the following steps to find and fix hazards:

**Hold a checklist challenge:** Have workers and managers work together to write standard operating procedures and create checklists of potential hazards and suggest controls to address them. You can do this in your own workspace or swap workstations with co-workers in another area of your company. Reward and review the most thorough checklist during your next all-hands meeting.

**Hunt for safety and health information:** Form teams to find safety and health information in the workplace. Create a list of what to look for (e.g., injury log, safety data sheets, emergency shut-off valves, automated external defibrillator, PPE) and have workers document what they find. Award prizes to those who find the most items from the list.

## Conduct Analyses to Identify Hazards

Workplaces are constantly changing, so it's critical to remain constantly vigilant when it comes to new hazards. By adopting a systematic approach, businesses can stay on top of both the day-to-day hazards that people often ignore and the emerging hazards that could lead to injury or illness. Take the following steps to find and fix hazards:

**Analyze injury information to identify trends:** Review your current and past OSHA 300 logs and workers' compensation records to identify the types, sources, and circumstances of past incidents. Determine if they have anything in common, what types of incidents occur most frequently, and whether there are any circumstances that may potentially lead to hazards. Use this information to develop new controls.

**Review the top hazards in your industry:** Understand the hazards that are common to your industry. If you participate in a professional or trade association for your business area, see if the organization collects information on common hazards in your field.

**Develop incident/near miss investigation procedures and toolkit:** React quickly to an incident or near miss to ensure the proper information is collected to prevent future incidents. Develop protocols for who should be involved, what questions they should ask, and how they should document the information obtained.

**Conduct a job hazard analysis (JHA):** Identify a work activity or process where there may be potential safety concerns. Assign workers and supervisors the task of conducting a JHA. Observe the work being done and list the steps. Discuss which steps have led to incidents in the past or are susceptible to something going wrong. Identify improvements in the process to reduce hazards.

## Evaluate Safety and Health Processes and Procedures

Take a step back to see what is working and what is not. Identify opportunities for development and make adjustments in order to drive continuous improvement. Take the following steps to evaluate your program:

**Assess reporting processes:** Safety and health program success hinges on having effective reporting processes for hazards, injuries, illnesses, and “near misses.” Here are tips to evaluate the effectiveness of an existing process:

- Survey workers regarding their knowledge of the process for reporting injuries, illnesses, near misses, or concerns.
- Determine how many near miss incidents or hazardous conditions have occurred at the workplace, and how many were properly reported.
- Evaluate the timeliness of investigations and the process for keeping workers informed about the status of an investigation.

**Identify appropriate safety and health checkpoints in business operations:** Health and safety risks can exist in ways that are not immediately apparent. Ask purchasing or contracting staff how your business can integrate safety and health reviews into product, equipment, and service purchasing decisions. Similarly, incorporate safety and health considerations in the early stages of any renovation, remodeling, or building acquisition.

**Complete a self-evaluation/gap analysis:** Compare the characteristics and features of your current safety and health efforts to those described in effective program models, such as OSHA’s Recommended Practices for Safety and Health Programs, National Safety Council’s program, ISO 45001, or ANSI/AIHA Z-10. Are there any gaps? Use this to enhance your program.



## MAKE IT EFFECTIVE! 3 TIPS FOR FINDING AND FIXING HAZARDS

**Involve workers:** Since your workers are the experts at their jobs, ask workers from all work areas, shifts, locations, and departments to help you identify hazards and provide input on how to best communicate about them to their peers.

**Be prepared to act:** If a serious or immediate hazard arises during the evaluation, be prepared to eliminate that system or process, if possible, or install temporary controls while a more permanent solution is found.

**Stay current:** Consult sources such as OSHA standards and guidance, industry consensus standards, industry lists of hazards and potential control measures, trade association reports, and equipment and tool vendors to help you identify the latest control measures.

## WHAT CAN YOU DO NEXT?

- Review strategies for identifying hazards using Safe + Sound’s [“That Was No Accident!”](#)
- Find tips and tools for completing a [“Job Hazard Analysis”](#) in OSHA’s booklet.
- Schedule a no-cost and confidential safety and health consultation through [OSHA’s On-site Consultation Program](#).

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