**Tips for Hazard Recognition**

1. Monthly plant safety inspections are necessary, but they are no substitute for your daily checks. Daily inspections look for hazards.
2. Create a plant inspection team. The members should be as close to field operations level as possible. They are the ones who work with these potential hazards every day. Ultimately the employer is responsible for the prevention of injuries, illness, and loss, but workers in the field have the most immediate understanding of the working conditions.
3. Try to include someone on your team who doesn’t work in this area all the time. Things that would be recognized as hazards by a fresh pair of eyes become overlooked problems if you work with them every day.
4. Divide the assessment area into sections. These may include: offices, receiving, shipping, manufacturing, customer service, processing.
5. Do a pre-assessment preparation. Start by collecting information about previous inspections and recommended changes. Look at data from work hazard reports, recommendations from your safety committee, and maintenance reports.
6. The hazard recognition committee’s job is to note hazards. Whether these have yet to cause an injury, illness, or loss is not part of this committee’s consideration.
7. The hazard recognition committee should inform employees and managers of the upcoming hazard assessment. Identify hazards on site by inspection, but also by talking to workers and having them demonstrate how a process or piece of equipment or safety procedure works.
8. The hazard recognition committee must decide whether existing procedures and equipment are adequate for dealing with hazards. Recommendations may be to: leave procedures and equipment as is, substitute a better procedure or safety equipment, remove a hazard from the workplace, reduce exposure through modifications in the environment or safety equipment, or make alterations in when, where and/or how the work is done.
9. Hazard recognition committee reports should be shared with the employer, managers and workers, so there is transparency and a shared sense of responsibility for changes.
10. Work safely, or not at all!