

Workplace Hazards Checklist

Location: _____ Date: _____

Inspected by: _____

1. Check all the hazards below that you believe you have in your workplace. This checklist does not cover every hazard, but it will help you think about the most common ones. Use the blank lines at the end to add any hazards that you think are important but are not listed.
2. Decide which **three** hazards you think are the most serious. Circle them.

Each “No” answer may indicate a problem.

YES NO

Floors and Walkways

- Are walkways and stairways wide enough and kept clear?
- Are mats or slip-free coatings used in wet areas to prevent falls?
- Are furniture and equipment secured against earthquakes?
- Are mats provided when employees need to stand for long periods?

Ladders and Fall Protection

- Are ladders in good condition and do they have safety feet?
- Are non-metal ladders used when there is a chance of electric shock?
- If work is done at heights, is fall protection used (e.g., a lifeline and harness)?

Fire Safety

- Are there at least two clearly marked, unblocked fire exits for each work area?
- Are fire extinguishers available?
- Are there regular fire drills?

YES NO**Electrical Hazards**

- Are electrical cords in good condition (no fraying or other defects)?
- Are power tools in good condition and grounded?
- Are there enough outlets so extension cords do not have to be used?

Lighting

- Is there good lighting throughout the workplace?
- Is there good lighting in parking lots and other outside areas?

Machines

- Do machines have guards on them to protect workers from being injured?
- Are machines “locked out” when they are defective or being repaired?
- Do workers know how to turn off machines in an emergency?

Forklifts

- Has everyone who operates a forklift received training?
- Are sit-down forklifts equipped with seat belts, and are employees always required to wear them?
- Are forklifts inspected and maintained regularly?
- Is forklift traffic isolated or separated from other workers where possible?
- Are safe driving rules enforced, including obeying speed limits, stopping at stop signs, and slowing down and blowing the horn at intersections?

Driving (applies to both company vehicles and personal vehicles used for work tasks)

- Does everyone assigned to drive on the job have a valid driver’s license appropriate for the type of vehicle to be driven?
- Are all vehicles equipped with seat belts, and are employees always required to wear them?
- Are the vehicles inspected and maintained regularly?
- Have employees who drive extensively received training on defensive driving and on how to recognize and manage driver fatigue and in-vehicle distractions?

YES NO

Other Safety Issues

- Do hot surfaces have guards to prevent accidental contact?
- Are sharp objects properly stored so they do not present a hazard?
- Is the temperature in the workplace comfortable, not too hot and not too cold?
- Is the workplace free of conditions that create excessive stress, such as unreasonable deadlines, angry customers or clients, or fast work pace?
- Is there a security system to protect against intruders who might commit a robbery or assault in the workplace?
- Is there someone in the workplace trained in first aid and CPR?
- Are workers under 18 told which tasks they are not allowed to do under child labor laws?

Chemical Hazards

- Are chemicals (including cleaning products) properly labeled and stored?
- Are flammable liquids stored in metal cabinets?
- Are up-to-date Material Safety Data Sheets (MSDS) for chemicals available to workers?
- Is there adequate ventilation?

Noise

- Do workers feel that noise levels are comfortable?
- Do workers know when and where hearing protection is required?

Housekeeping

- Are there adequate toilet and washing facilities in good condition?
- Are insects and rodents adequately controlled?
- Are there clean eating areas separate from work and chemical storage areas?
- Are there enough waste containers and are they leak-proof and emptied regularly?

YES NO

Ergonomic Hazards

- Can workers get help when lifting more than 30 pounds?
- Have workers been trained in proper lifting methods?
- Are mechanical lifting devices available if needed?
- Are job tasks that require repetitive movements varied or rotated?
- Are workstations and tasks set up to avoid awkward postures?
- Are workers able to avoid standing or sitting for long periods of time?
- Are workers encouraged to take adequate breaks?

Personal Protective Equipment

- Is personal protective equipment (PPE) provided as needed (coveralls, gloves, eye protection, respirators, earplugs, other hearing protection, etc.)?
- Have workers been trained in the proper use of PPE?

Other (Your Own Concerns)

- _____
- _____
- _____
- _____