EVOTIX

Checklist

Hazard Identification Checklist

A practical tool to help safety professionals identify where harm is most likely to occur.

Effective hazard identification is the foundation of any strong workplace safety program.

When operations, equipment, materials, workflows or stagging change, new hazards can be introduced or existing risks can shift in ways that aren't immediately obvious.

This checklist is designed to help you identify where harm is most likely to occur before it leads to an incident.

*Please note that this checklist covers common workplace hazards. Your organization may require a more tailored inspection checklist depending on your specific industry and operations.

Before Using This Checklist

This checklist is most effective when it is used with the information you already have about your workplace. Before you start any inspection, collect and review available documentation, records and prior assessments so you understand what hazards are likely, where exposures may occur and what controls are supposed to be in place. This allows you to verify whether those controls are working as intended rather than relying on observation alone to identify risk.

Use the sources below, alongside this checklist, to prepare for workplace inspections:

- Equipment and machinery manuals
- Safety Data Sheets (SDS)
- Previous inspection findings and CAPAs
- OSHA injury and illness records, such as OSHA 300 and 301 logs
- Incident investigation reports and near-miss reports
- Exposure monitoring data
- Existing EHS programs and procedures, such as lockout tagout, confined space, hazard communication, PPE and machine guarding
- Job Hazard Analyses
- Worker input sources

How To Use Checklist

This checklist is intended to support the workplace assessment process. Below is an example of how you may use this resource:

1. Review background information: Utilize the documentation listed above to understand what hazards may already exist. This will help determine which sections of the checklist are most relevant.

2. Walk the jobsite with workers: Conduct the inspection with people who perform the job. Their insight helps identify conditions and behaviors that may not appear in written procedures.

3. Use the checklist section by section: Move through the work area focusing on one hazard category at a time.

4. Document findings thoroughly: For each identified hazard, note the location, equipment involved, photos if helpful and the potential risk.

5. Assign and track corrective actions: For anything marked as needing action, assign an owner and due date. Verified, completed actions should be recorded to confirm hazards were corrected. Analyze inspection findings to determine if updated training, procedures or maintenance is required.

6. Reassess controls: Reevaluate controls regularly to verify effectiveness.

General Workplace Hazard Inspection Checklist

General

	Yes	No
Required safety postings displayed and readable in common areas	☐	☐
Emergency evacuation maps clearly posted	☐	☐
Exit routes clear with no stored materials or locked doors	☐	☐
Exit signs illuminated and visible from exit paths	☐	☐
Aisles and walkways kept clear with sufficient width for normal traffic	☐	☐
Floors even with indicated changes in elevation	☐	☐
Lighting at adequate brightness	☐	☐
Work areas clean with waste removed on a routine schedule	☐	☐
Materials stored to prevent tipping, collapse or falling objects	☐	☐
PPE available in appropriate sizes and condition for the work performed	☐	☐

Biological

	Yes	No
Waste and refuse stored in covered, labeled containers and removed regularly	☐	☐
Sharps containers present where needed and not overfilled	☐	☐
Handwashing facilities stocked with soap, towels and running water	☐	☐

	Yes	No
First aid supplies stocked and accessible for the work area	☐	☐
Emergency showers and eyewash stations accessible with clear signage	☐	☐
Eyewash and shower units inspected and maintained on a documented schedule	☐	☐
Biohazard labeling used where biological materials or contaminated waste are handled	☐	☐

Chemical

	Yes	No
Safety Data Sheets available and easy to access for all hazardous chemicals	☐	☐
Chemical containers labeled with quantity, product identity and hazard information	☐	☐
Chemicals stored in closed containers when not in use	☐	☐
Incompatible chemicals segregated using approved storage methods	☐	☐
Flammable liquids stored in approved containers and cabinets where required	☐	☐
Covered metal cans used for oily rags, paint waste and solvent-soaked materials	☐	☐
Spill kits stocked and located near chemical use and storage areas	☐	☐
Spill response procedures posted or readily available to workers	☐	☐
Chemical handling performed in designated areas with adequate ventilation	☐	☐
Required chemical and respiratory PPE available in appropriate sizes	☐	☐
Combustible dust accumulation controlled using defined housekeeping methods	☐	☐
Hazardous waste labeled, stored and removed using documented procedures	☐	☐

Electrical

	Yes	No
Electrical panels accessible with required clearance maintained	☐	☐
Breakers and disconnects labeled to match equipment or areas served	☐	☐
Junction boxes, outlets and switch covers intact with no open gaps	☐	☐
Extension cords used only for temporary needs and not as permanent wiring	☐	☐
Power strips used appropriately with no daisy chaining	☐	☐
Damaged cords removed from service and replaced	☐	☐
Grounding in place where required with no defeated ground pins	☐	☐
GFCI protection used where moisture or wet conditions may be present	☐	☐
Lockout tagout procedures available for equipment with hazardous energy	☐	☐

Fire

	Yes	No
Fire extinguishers present, mounted, visible and inspected on schedule	☐	☐
Extinguisher types match the hazards present in the area	☐	☐
Fire alarms tested and maintained on a documented schedule	☐	☐
Sprinkler heads unobstructed with clearance maintained below deflectors	☐	☐
Fire doors functional with no wedges, damage or blocked closure	☐	☐
Combustible materials stored away from heat sources and ignition sources	☐	☐
Flammable and combustible liquids stored in approved containers	☐	☐

	Yes	No
Hot work controlled through a permit process where required	☐	☐
Smoking restricted to approved areas with proper disposal containers	☐	☐
Explosion-proof equipment used where flammable atmospheres may exist	☐	☐

Gravity

	Yes	No
Guardrails installed and intact where open edges exist	☐	☐
Covers or barriers used for holes and floor openings	☐	☐
Ladders in good condition with no missing feet, bent rails or damaged rungs	☐	☐
Ladders used correctly with stable footing and proper angle	☐	☐
Step ladders used with spreaders properly locked	☐	☐
Elevated work performed with appropriate fall protection for the hazard	☐	☐
Harnesses, lanyards and anchor points inspected before use	☐	☐
Tools and materials secured when work occurs overhead	☐	☐
Hard hats worn where overhead hazards or suspended loads exist	☐	☐
Suspended loads controlled with exclusion zones and trained operators	☐	☐
Warning signage posted for restricted access areas near overhead work	☐	☐

Mechanical

	Yes	No
Machine guarding in place and secure for all moving parts and pinch points	☐	☐
Interlocks and safety devices functional and not bypassed	☐	☐
Emergency stop devices accessible, labeled and tested where applicable	☐	☐
Operating instructions available for equipment used in the area	☐	☐
Only trained and authorized workers operate specialized equipment	☐	☐
Lockout tagout used during servicing, cleaning and maintenance	☐	☐
Stored energy sources identified and controlled before maintenance begins	☐	☐
Start-up warnings or safeguards used to prevent unexpected energization	☐	☐
Equipment anchored or secured where movement could create hazards	☐	☐

Motion

	Yes	No
Traffic routes defined for pedestrians and vehicles in shared areas	☐	☐
Aisles and travel paths wide enough for equipment with safe clearance	☐	☐
Mirrors, signs or barriers used at blind corners and intersections	☐	☐
Speed limits posted and enforced for powered industrial trucks	☐	☐
Forklifts and similar equipment inspected before use with issues removed from service	☐	☐
Horns, lights and backup alarms functional where equipped	☐	☐
Seat belts used on powered industrial trucks where required	☐	☐

	Yes	No
Loads stable, secured and within equipment rated capacity	☐	☐
Parked equipment secured with forks lowered and power off when unattended	☐	☐

Noise

	Yes	No
High-noise areas identified and posted when needed	☐	☐
Hearing protection available in appropriate ratings and worn where required	☐	☐
Communication methods defined for areas where normal speech cannot be heard	☐	☐
Equipment maintenance performed to reduce avoidable noise from wear, vibration or damaged parts	☐	☐

Pressure

	Yes	No
Compressed gas cylinders stored upright and secured with caps when not in use	☐	☐
Cylinder contents clearly labeled and compatible regulators used	☐	☐
Hoses, fittings and couplings inspected with damaged components removed from service	☐	☐
Pressure relief devices present where required	☐	☐
Pneumatic tools used with proper guards, whip checks or safety features where applicable	☐	☐
Eye and face protection worn where flying particles or pressure release may occur	☐	☐

	Yes	No
Excavations protected against cave-in using appropriate methods where applicable	☐	☐
Barricades or covers used to prevent falls into pits, trenches or excavations	☐	☐

Temperature

	Yes	No
Hot surfaces guarded or labeled to prevent contact burns	☐	☐
Heat stress controls in place for hot environments, including water, rest and shade where relevant	☐	☐
Cold stress controls in place for cold environments, including warm-up breaks and appropriate clothing	☐	☐
Ventilation operating where fumes, dust or vapors may be present	☐	☐
Fans and air movement do not push contaminants toward workers or into clean areas	☐	☐
Indoor air concerns documented and escalated when workers report symptoms	☐	☐
PPE available in appropriate sizing and meeting all requirements for the task at hand	☐	☐

Use the sections below to document each hazard clearly and assign the actions needed to address it. Be specific so issues can be tracked, corrected and verified.

Findings

Location:

Hazard category:

Description of issue:

Immediate controls in place:

Photo or reference ID:

Corrective Action

Action needed:

Owner:

Due date:

Interim controls:

Verification method:

Verified by and date:

Conclusion

This checklist provides only a broad overview of common workplace hazards and is intended for general use across many types of operations. Because each organization faces unique risks based on its industry, processes and equipment, you should tailor inspections to reflect the specific conditions, regulatory requirements and work activities within your operating environment.

For additional guidance, consult authoritative resources such as OSHA, NIOSH and the CDC, as well as any industry-specific standards that apply to your work.

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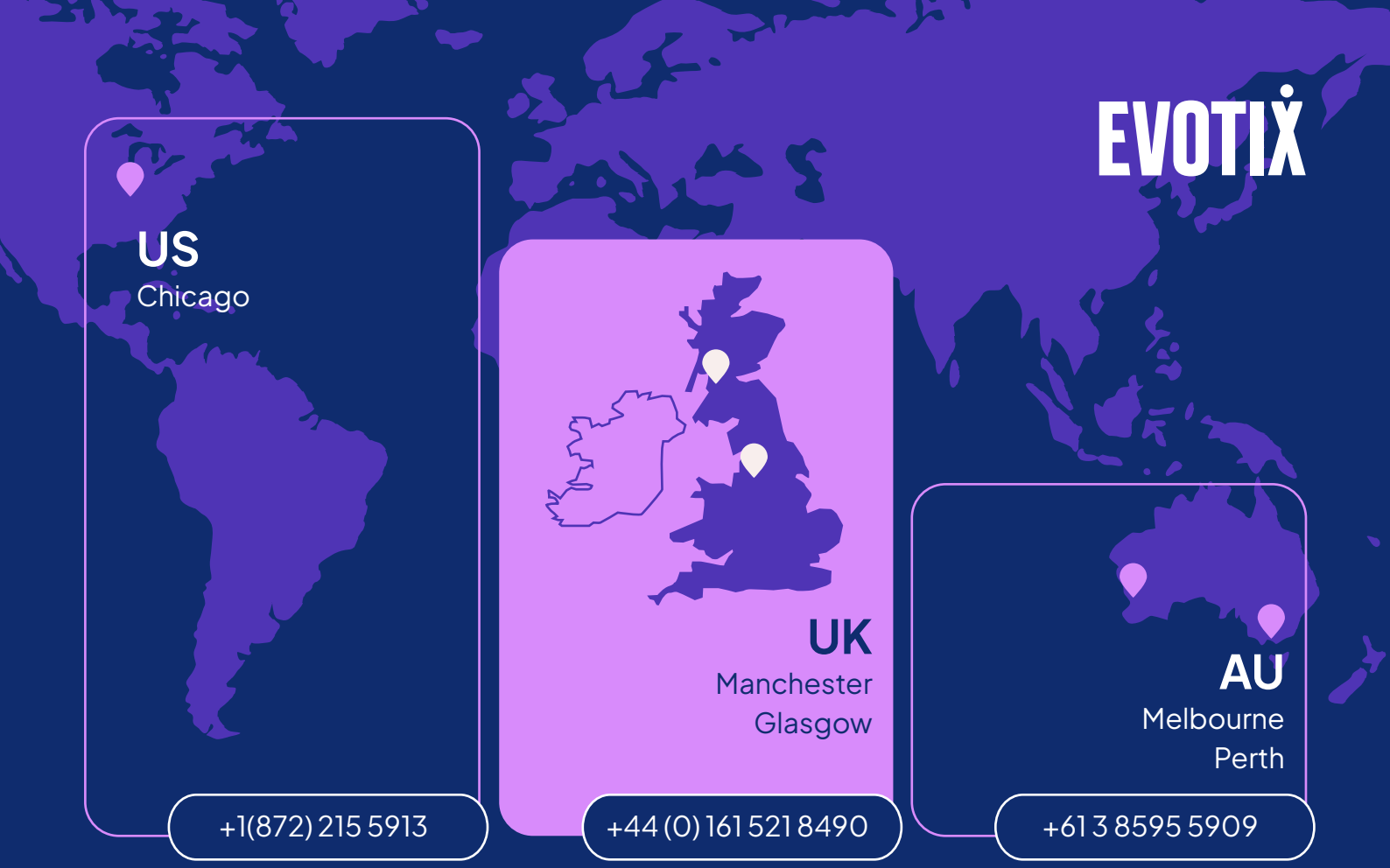

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Let's chat

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