

# Reviewing Potential Workplace Hazards

Here are some questions that might be asked about the safety, health, and general conditions under which work is performed at your facility:

- Is the floor clear of materials that could trip a worker?
- Is lighting adequate?
- Are there any electrical hazards that could be accidentally activated at any individual workstation, or elsewhere at the job site?
- Are there any explosive hazards present or likely to develop (during processes, in storage areas, etc.)?
- Are any tools (including hand tools), machines, or equipment in need of repair?
- Are appropriate guards in place on tools, machines, and equipment? Have workers been successfully trained not to remove or bypass the guards?
- Is there excessive noise in the work area, interfering with concentration and/or communication?
- Is fire protection equipment readily accessible, and have employees been trained to use it? Are emergency exits clearly marked?
- Are motorized vehicles properly equipped with working brakes, overhead guards, backup signals, horns, steering gear, and identification, as necessary? Are all employees who operate vehicles and equipment properly trained and authorized?
- Has appropriate personal protective equipment, properly fitted, been provided to workers? Have workers received any needed training in its use, and are they, in fact, using it?
- Is ventilation adequate, especially in any confined spaces?
- Have any employees complained of headaches, breathing problems, dizziness, or strong odors?

Remember, these questions are only samples. Add more questions of your own which are appropriate to your particular environment. For instance:

- Does any work have to be performed in extremes of heat or cold?
- Is work done on different working and walking levels(heights), requiring guarding against potential hazards of falls or falling objects?

Each time your answer to one of these questions reveals a condition that could be dangerous, you should determine, record, and complete the most appropriate corrective action or actions.

LOSS CONTROL FELLOWSHIP

For more information, contact your local Hartford agent or your Hartford Loss Control Consultant. Visit The Hartford's Loss Control web site at <http://www.thehartford.com/corporate/losscontrol/>

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