# Workplace Hazard Assessment

| Completed by: | | Date: | |
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The chart on the following pages has been pre-populated with common workplace hazards and controls relevant to business and operations. Please note this chart is not complete and it is necessary to customize this chart to meet the unique circumstances of your workplace.

## Instructions:

- Customize the chart to accurately reflect the current hazards found in the workplace including workplace violence risks.
- Customize the chart to **accurately** reflect the engineering controls, administrative controls and personal protective. equipment controls **currently** implemented to address the hazards found in the workplace.
- Note there are blank spaces at the bottom of the chart, for you to add any additional hazards and controls.
- Communicate to team members the hazards identified, the associated risks, the measures implemented for hazard elimination or control and how to work safely.
- Monitor and evaluate controls for continuing effectiveness.
- Establish a regular schedule for conducting hazard assessments in the workplace.

| Workplace Hazards | Engineering Controls | Administrative Controls | Personal Protective Equipment |
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| **Machine Hazards: Description: Operating machinery like saws, drills, and milling machines can lead to injuries if not used properly. Hazards include moving parts, sharp blades, and potential for entanglement.** | • Machine Guarding: Installing physical barriers or guards around moving parts of machines, such as blades, gears, and conveyor belts, to prevent contact with these hazardous areas. Guards should be adjustable, securely attached, and not easily bypassed.<br>• Interlocks and Safety Devices: Using interlocking systems and safety devices like sensors, light curtains, or emergency stop buttons that automatically shut down or disable the machine when a hazard is detected or when a safety breach occurs.<br>• Lockout Tag Out Procedures: Developing and implementing lockout/tagout procedures to ensure machines are safely de-energized and locked or tagged before maintenance or repair work begins, preventing accidental startup.<br>• Two Hand Controls: Requiring operators to use both hands simultaneously to initiate or control machine operations, ensuring that hands and fingers are kept away | • Machine-Specific Operating Procedures: Develop detailed operating procedures for each machine, including startup, shutdown, and safe operation instructions. Ensure that operators are trained in and follow these procedures.<br>• Training and Certification: Provide comprehensive training to all employees who work with or around machinery. Ensure they are certified to operate specific machines only after they have demonstrated competence.<br>• Shift Scheduling and Breaks: Implement appropriate shift scheduling to prevent worker fatigue, which can lead to lapses in concentration and increased risk of accidents. Encourage regular breaks to reduce mental and physical fatigue.<br>• Supervision and Monitoring: Assign supervisors or machine operators to oversee machine operations and ensure that safe practices are followed. Regularly monitor and audit compliance with safety procedures.<br>• Toolbox Talks and Safety Meetings: Conduct regular safety meetings and toolbox talks to discuss machine hazards, share incident reports, and | • Eye Protection<br>• Hearing protection<br>• Machine Safe Clothing |

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| | from dangerous areas during operation.<br>• Presence Sensing Devices: Using sensors that detect the presence of a worker or object in a danger zone, causing the machine to stop or slow down to prevent collisions or contact with moving parts.<br>• Automatic Feeders and Push Sticks: Implementing automatic feeding mechanisms or push sticks to feed materials into machines, keeping hands and fingers away from danger zones, especially in woodworking and metalworking.<br>• Anti-Kickback Devices: installing anti-kickback devices on machinery to prevent workpieces from being forcibly thrown back towards the operator during cutting or milling operations.<br>• Emergency Stop Buttons: Placing easily accessible emergency stop buttons within reach of operators so they can quickly shut down machinery in case of an emergency or hazardous situation.<br>• Safety Barriers and Enclosures: Creating enclosed workstations or | reinforce safe work behaviors among employees.<br>• Maintenance and Inspection Schedules: Develop and adhere to maintenance and inspection schedules for machinery to ensure that equipment is in proper working order and that any issues are addressed promptly.<br>• Safety Signage and Labels: Clearly label machines with safety warnings, instructions, and hazard symbols to remind workers of potential risks and safe operating procedures.<br>• Supervisor Authorization: Implement a system where only authorized supervisors or trained personnel can approve and oversee certain machine-related activities, such as maintenance or setup changes.<br>• Employee Feedback and Involvement: Encourage employees to provide feedback on safety concerns and suggestions for improving machine safety. Involve workers in safety committees or hazard identification programs.<br>• Records and Documentation: Maintain records of safety training, incident | |

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| | machine enclosures with transparent panels to protect workers from potential flying debris or other hazards while allowing them to monitor the process.<br>• Soundproofing and Noise Reduction: Installing noise-reducing materials and enclosures to lower the sound levels produced by machinery, protecting workers from excessive noise exposure.<br>• Automatic Material Handling: Implementing automated conveyor systems or material handling equipment to reduce the need for manual material handling near dangerous machinery.<br>• Anti-Vibration Mounts: Using anti-vibration mounts and isolators to reduce the transmission of machine-generated vibrations to minimize the risk of hand-arm vibration syndrome (HAVS).<br>• Safe Access and Egress: Ensuring that machines have safe and clearly marked access points and egress routes for workers to enter, operate, and exit the machines without undue risk. | reports, equipment inspections, and maintenance activities to track and improve safety performance over time. | |

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| **Dust and Airborne Particles:**<br><br>**Description: Milling and cutting wood can generate fine dust and airborne particles. Inhalation of these particles can lead to respiratory issues, allergies, and long-term health problems.** | • Dust Collection Systems: Install dust collection systems like dust extractors, dust collectors, or industrial vacuums with appropriate filtration systems to capture and remove dust at the source. These systems help prevent the release of particles into the air.<br>• Local Exhaust Ventilation (LEV): Use local exhaust ventilation hoods or booths that capture airborne contaminants directly at the point of emission, such as at grinding or sanding machines. The captured air is then filtered or vented outside.<br>• Ventilation and Air Exchange: Ensure adequate ventilation throughout the workplace by using mechanical ventilation systems and natural ventilation methods like open windows and doors. Proper airflow helps dilute and remove airborne particles.<br>• Isolation Enclosures and Booths: Enclose dusty processes or workstations within containment booths or enclosures equipped with ventilation and filtration systems to prevent the spread of dust to other areas of the workplace. | • Hazard Communication Program: Implement a comprehensive hazard communication program that includes labeling, safety data sheets (SDS), and training on the potential hazards of dust and airborne particles. Ensure that employees are aware of the risks associated with specific materials and processes.<br>• Workplace Exposure Assessments: Conduct regular assessments of workplace air quality to identify potential sources of airborne contaminants and measure exposure levels. Use this data to inform control measures and employee protection strategies.<br>• Standard Operating Procedures (SOPs): Develop and enforce standard operating procedures for tasks that involve dust and particle generation. SOPs should outline safe work practices, including proper handling, storage, and disposal of materials.<br>• Dust Control Plans: Create and implement a dust control plan that outlines strategies for minimizing dust generation and dispersal. Include specific measures to be taken during high-dust activities.<br>• Training and Education: Provide comprehensive training to employees on the potential hazards of dust and airborne particles, as well as safe work | • Respirator<br>• Dust Mask |

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| | • High-Efficiency Particulate Air (HEPA) Filters: Use HEPA filters in air handling and ventilation systems to trap fine particles and ensure that recirculated air is clean. HEPA filters can capture particles as small as 0.3 microns.<br>• Dust Suppression Systems: Install dust suppression systems like misting or fogging systems in dusty areas to bind dust particles together and prevent them from becoming airborne.<br>• Dust Barriers and Curtains: Use barriers, curtains, or screens to contain dust within specific work areas, preventing it from spreading to clean areas.<br>• Proper Material Handling and Storage: Store materials in sealed containers or bins to prevent dust accumulation. Implement dust-free material handling techniques to minimize dust generation during transfer and storage. | practices. Training should cover the use of personal protective equipment (PPE) and the importance of hygiene practices.<br>• Personal Hygiene Practices: Encourage employees to practice good personal hygiene, including frequent handwashing and the use of appropriate protective clothing, to prevent the spread of dust from contaminated clothing and skin.<br>• Rotation of Tasks: Rotate employees through different tasks to limit their exposure to dust and airborne contaminants, particularly in jobs with high exposure potential.<br>• Job Hazard Analysis (JHA): Conduct job hazard analyses to identify specific tasks and work areas with high dust exposure risks. Develop controls and mitigation strategies based on the analysis findings.<br>• Respiratory Protection Program: Establish and implement a respiratory protection program that includes proper fit testing, selection of appropriate respirators, and training on their use when engineering controls and ventilation are insufficient to maintain safe air quality.<br>• Housekeeping Procedures: Develop and enforce cleaning and housekeeping procedures to minimize dust buildup and contamination in the workplace. | |

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| | | Specify cleaning methods, frequency, and responsibilities.<br>• Monitoring and Recordkeeping: Regularly monitor and document dust exposure levels, employee compliance with safety procedures, and any incidents or near misses related to dust exposure. Use this data to assess and improve control measures.<br>• Emergency Response Plans: Establish emergency response plans that include procedures for addressing sudden increases in airborne contaminants, evacuation, and medical response in case of dust-related incidents.<br>• Supervisor Oversight: Ensure that supervisors and managers actively oversee dust control measures, enforce safe work practices, and provide feedback to employees on their compliance with safety procedures. | |
| **Chemical Exposure:**<br><br>**Description: The use of adhesives, paints, stains, and other chemicals in finishing processes can expose** | • Chemical Storage Cabinets and Containers: Store chemicals in approved cabinets or containers that are specifically designed to safely house hazardous substances. These cabinets are typically constructed to contain spills and protect against fire. | • Hazard Communication Program: Develop and implement a comprehensive hazard communication program that includes labeling, safety data sheets (SDS), and employee training on the safe handling and use of chemicals. | • As recommended on the label, Safety Data Sheet (SDS) or product fact |

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| **workers to harmful fumes and skin irritants. Proper ventilation and personal protective equipment (PPE) are essential.** | • Chemical Fume Hoods: Use chemical fume hoods in laboratories or areas where volatile chemicals are handled. Fume hoods are equipped with exhaust systems that capture and vent hazardous fumes away from the workspace.<br>• Ventilation Systems: Description: Implement local exhaust ventilation systems (LEV) to remove chemical vapors, fumes, and dust from work areas. Properly designed ventilation systems help maintain safe air quality by capturing contaminants at the source.<br>• Chemical Dispensing Systems: Install automated chemical dispensing systems to accurately measure and dispense chemicals, reducing the risk of spills and exposures associated with manual handling.<br>• Eye Wash Stations and Emergency Showers: Provide easily accessible eye wash stations and emergency showers in areas where employees work with chemicals. These fixtures allow quick rinsing of the eyes and body in case of chemical exposure.<br>• Chemical Transfer Systems: Use closed systems or equipment with | • Chemical Inventory and Documentation: Maintain an accurate and up-to-date inventory of all chemicals used in the workplace. Document information such as chemical names, quantities, hazards, and storage locations.<br>• Material Safety Data Sheets (SDS) Management: Ensure that SDS for all chemicals are readily available to employees. Train workers on how to access and interpret SDS to understand the hazards associated with each chemical.<br>• Chemical Approval and Procurement Procedures: Establish procedures for the approval and procurement of chemicals. Only authorized personnel should be allowed to purchase or introduce new chemicals into the workplace.<br>• Chemical Approval and Procurement Procedures: Establish procedures for the approval and procurement of chemicals. Only authorized personnel should be allowed to purchase or introduce new chemicals into the workplace.<br>• Storage and Labeling: Develop guidelines for the proper storage of | sheet, may include coveralls, long pants, long sleeved shirts, gloves, boots, goggles, face shield, hat, and/or a respirator. |

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| | built-in mechanisms to transfer chemicals from one container to another, minimizing the potential for spills and exposure.<br>• Safety Interlocks and Lockout/Tagout (LOTO) Systems: Implement safety interlocks and LOTO systems on equipment and machinery that use or contain chemicals. These systems ensure that equipment cannot be operated without proper precautions and authorization.<br>• Dilution and Mixing Stations: Install dilution and mixing stations with eye-level indicators and controls to safely prepare solutions and mix chemicals without direct exposure.<br>• Containment and Secondary Containment: Use containment measures such as spill trays, drip pans, and secondary containment systems to capture and contain chemical spills, preventing them from spreading.<br>• Pressure Relief Systems: Equip vessels and containers that store pressurized chemicals with pressure relief systems and rupture disks to prevent over-pressurization and potential explosions. | chemicals, including compatibility, segregation, and safe distances. Ensure that all chemical containers are clearly labeled with appropriate hazard warnings and information.<br>• Chemical Handling and Use Procedures: Create standard operating procedures (SOPs) for the safe handling and use of chemicals. Outline specific steps for tasks like measuring, mixing, and transferring chemicals.<br>• Personal Protective Equipment (PPE) Programs: Establish a PPE program that identifies the types of PPE required for working with specific chemicals and provides training on proper selection, use, maintenance, and disposal of PPE.<br>• Training and Education: Conduct regular training sessions on chemical hazards, safe handling practices, emergency response procedures, and the proper use of PPE. Ensure that all employees are knowledgeable about chemical safety.<br>• Emergency Response Plans: Develop and communicate emergency response plans that include procedures for chemical spills, leaks, fires, and exposures. Conduct regular drills to | |

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| | • Chemical Labels and Color-Coding: Properly label all chemical containers with clear and easily understood information, including hazard symbols, warnings, and safety instructions. Color-coding may also be used to indicate chemical properties and hazards.<br>• Spill Response Equipment: Maintain readily available spill response kits and equipment to address chemical spills promptly and safely. These kits typically include absorbent materials, personal protective equipment (PPE), and spill control tools.<br>• Pressure and Temperature Monitoring: Monitor and control pressure and temperature in chemical processes to prevent overheating, over-pressurization, and the release of hazardous substances.<br>• Isolation and Segregation: Separate incompatible chemicals in storage and use areas to prevent accidental reactions or contamination. | ensure employees are familiar with these plans.<br>• Hazard Communication Program: Develop and implement a comprehensive hazard communication program that includes labeling, safety data sheets (SDS), and employee training on the safe handling and use of chemicals.<br>• Chemical Inventory and Documentation: Maintain an accurate and up-to-date inventory of all chemicals used in the workplace. Document information such as chemical names, quantities, hazards, and storage locations.<br>• Material Safety Data Sheets (SDS) Management: Ensure that SDS for all chemicals are readily available to employees. Train workers on how to access and interpret SDS to understand the hazards associated with each chemical.<br>• Chemical Approval and Procurement Procedures: Establish procedures for the approval and procurement of chemicals. Only authorized personnel should be allowed to purchase or introduce new chemicals into the workplace. | |

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| | | • Chemical Approval and Procurement Procedures: Establish procedures for the approval and procurement of chemicals. Only authorized personnel should be allowed to purchase or introduce new chemicals into the workplace.<br>• Storage and Labeling: Develop guidelines for the proper storage of chemicals, including compatibility, segregation, and safe distances. Ensure that all chemical containers are clearly labeled with appropriate hazard warnings and information.<br>• Chemical Handling and Use Procedures: Create standard operating procedures (SOPs) for the safe handling and use of chemicals. Outline specific steps for tasks like measuring, mixing, and transferring chemicals.<br>• Personal Protective Equipment (PPE) Programs: Establish a PPE program that identifies the types of PPE required for working with specific chemicals and provides training on proper selection, use, maintenance, and disposal of PPE.<br>• Training and Education: Conduct regular training sessions on chemical hazards, safe handling practices, emergency response procedures, and | |

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| | | the proper use of PPE. Ensure that all employees are knowledgeable about chemical safety.<br>• Emergency Response Plans: Develop and communicate emergency response plans that include procedures for chemical spills, leaks, fires, and exposures. Conduct regular drills to ensure employees are familiar with these plans. | |
| **Electrical Hazards:**<br><br>**Description: Handling electrical equipment and power tools can result in electrical shocks, burns, or fires if equipment is not properly maintained or if there are electrical faults.** | • Permit-to-Work Systems: Implement a permit-to-work system for electrical tasks, which requires written authorization and risk assessment before any electrical work begins. This helps ensure that appropriate precautions are taken.<br>• Lockout/Tagout (LOTO) Procedures: Develop and enforce LOTO procedures for the de-energization and isolation of electrical equipment during maintenance or repair work. Train employees on LOTO requirements and procedures.<br>• Equipment Inspection and Maintenance: Establish a schedule for regular inspection and maintenance of electrical equipment to identify and address potential hazards. | • Electrical Safety Policies: Develop and communicate comprehensive electrical safety policies that outline responsibilities, procedures, and guidelines for working with electrical equipment and systems.<br>• Electrical Safety Training: Provide regular electrical safety training to employees, including both general electrical safety awareness and specific training related to their job tasks. Ensure that employees are aware of electrical hazards and safe work practices.<br>• Qualified Electrical Workers:<br>• Description: Establish criteria and training requirements for employees who work with or near electrical systems and equipment. Only qualified | |

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| | Ensure that equipment is properly maintained and in safe working condition.<br>• Electrical Equipment Labeling: Label electrical equipment with clear and standardized markings to indicate voltage levels, hazards, and equipment ratings. Ensure that labeling is consistent and easily understood. | workers should be allowed to perform electrical tasks.<br>• Emergency Response and First Aid: Establish emergency response plans for electrical incidents, including procedures for administering first aid and summoning professional medical assistance.<br>• Electrical Incident Reporting: Implement a system for reporting and investigating electrical incidents, near misses, and equipment failures. Use incident data to identify trends and improve safety measures.<br>• Job Hazard Analysis (JHA): Conduct JHA to assess electrical hazards associated with specific job tasks. Develop controls and mitigation strategies based on the analysis findings.<br>• Supervisor Oversight: Ensure that supervisors and managers actively oversee electrical safety practices, enforce safe work practices, and provide feedback to employees on their compliance with safety procedures.<br>• Documentation and Records: Maintain accurate records related to electrical safety training, equipment inspections, incident reports, and safety procedures. Records should be readily accessible for | |

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| | | regulatory compliance and incident investigation.<br>• Employee Involvement: Encourage employee involvement in electrical safety programs by seeking their input, conducting safety meetings, and recognizing and rewarding safe behaviors. | |
| **Manual Handling and Lifting:**<br><br>**Description: Workers may need to lift heavy materials or products, increasing the risk of strains, sprains, and back injuries if proper lifting techniques are not followed.** | • Safe Lifting and Handling Signs and Labels: Place signs and labels in areas with manual lifting or materials handling tasks, reminding employees of safe lifting techniques and practices.<br>• Workplace Organization: Organize workspaces to minimize the need for manual lifting and materials handling, such as arranging storage areas to minimize heavy lifting or placing materials closer to the point of use.<br>• Lifting Teams and Partnerships: Encourage employees to work in | • Lifting and Materials Handling Policies: Develop and communicate clear policies that outline the safe practices and procedures for manual lifting and materials handling within the organization. Ensure that employees are aware of and adhere to these policies.<br>• Lifting and Materials Handling Training: Provide comprehensive training programs to employees on proper lifting techniques, body mechanics, and materials handling practices. Ensure | |

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| | teams or partnerships when handling heavy or awkward loads, as this can distribute the load and reduce the risk of injury.<br>• Stretching and Warm-up Programs: Encourage employees to participate in stretching and warm-up programs before starting work to improve flexibility and reduce the risk of musculoskeletal injuries.<br>• Ergonomic Assessments: Conduct ergonomic assessments of workstations and tasks to identify potential improvements and ergonomic interventions that can reduce the risk of injuries associated with manual lifting. | that all employees receive initial and periodic refresher training.<br>• Job Hazard Analysis (JHA): Conduct job hazard analyses to identify tasks that involve manual lifting or materials handling. Evaluate potential risks and develop safe work procedures based on the analysis findings.<br>• Lifting Equipment and Tools Training: Train employees on the safe use of lifting equipment, tools, and accessories (e.g., dollies, hand trucks, slings). Ensure that they understand how to select and inspect the equipment for safety.<br>• Lifting and Materials Handling Guidelines: Establish guidelines that specify weight limits, maximum lifting frequencies, and recommendations for team lifting when handling heavy or awkward loads.<br>• Supervisor Oversight: Ensure that supervisors actively oversee and enforce safe lifting practices among employees. Supervisors should provide feedback, support, and corrective actions when necessary.<br>• Employee Involvement: Encourage employees to provide feedback and suggestions for improving manual | |

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| | | lifting and materials handling procedures. Involve workers in safety committees or hazard identification programs.<br>• Employee Health and Wellness Programs: Promote employee health and wellness programs that focus on physical fitness and strengthening exercises to reduce the risk of injury during manual lifting and materials handling.<br>• Documentation and Recordkeeping: Maintain records of training, hazard assessments, incident reports, and safety procedures related to manual lifting and materials handling. Use these records for compliance tracking and continuous improvement. | |
| **Ergonomic hazards associated with computer use or workstation design.** | • Ergonomically designed workstations, chairs, and equipment.<br>• Adjustable workstations to accommodate shared use by team members of various sizes. | • Adjustment of workstation and chair to fit the user.<br>• Team member education regarding ergonomic hazards and control strategies.<br>• Self-assessment tools to assist team members in identifying and controlling risk factors.<br>• Safe work procedures. | |

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| | | • Early reporting of signs and symptoms of ergonomic concerns.<br>• Ergonomic assessments.<br>• Maintenance of workstations, chairs and equipment. | |
| **Cuts from sharp instruments / tools** | • Avoidance of sharps when not required.<br>• Replacement with Safety Engineered Devices, where possible.<br>• Proper storage of sharps. | • Team member education.<br>• Safe work procedures.<br>• Compliance with safe sharp handling protocols.<br>• Compliance with this simple infection control procedure. | • Gloves, including puncture resistant utility gloves for use during manual instrument decontamination. |

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| **Hazards related to working alone, including threat of violence** | • Communication devices.<br>• Restricted access.<br>• Workplace design considerations.<br>• Bright lighting inside and outside the premises i.e. parking lots.<br>• Mirrors to facilitate seeing around corners or hallways. Surveillance cameras. | • Scheduling to avoid having team members work alone.<br>• Management policies and procedures related to no tolerance of violence or abuse.<br>• Team member education in violence awareness, avoidance and de-escalation procedures<br>• Team member training.<br>• Working alone policies<br>• Adequate security.<br>• Escort services to parking lots. | |
| **Job related stressors affecting mental health including, client-related issues, potential for a high level of emotional demands** | | • Employer's commitment to recognize and address mental health risks.<br>• Training for team members and managers on recognition and reporting of psychological hazards.<br>• Support for team members experiencing workplace related psychological hazards.<br>• Confidentiality for those experiencing or reporting incidents. | |