

TOOLBOX TALK #5

FIND AND FIX WORKPLACE HAZARDS

Identifying and correcting hazards in the workplace helps ensure workers safely return home to their families. OSHA says employers can do many things to encourage workers to find and fix hazards, for example:



- **Communicate through email or video blasts:** Send emails or make a set of short videos to alert workers to different types of hazards they may face on the job. These emails or videos should focus on one or two hazards, clearly state the controls to address the hazards, and include information on additional resources.
- **Use signage:** Create posters with hazard control tips and illustrations, and then post them in highly visible areas such as breakrooms or restrooms.
- **Create challenges, contests and competitions:** Workers are more likely to participate in training, listen to speakers or provide input if they're actively engaged, says OSHA. One idea is to host a "checklist challenge". Workers and managers can work together to create checklists of potential hazards and suggest controls to address them.
- **Hunt for safety and health information:** Have teams find safety and health information in the workplace. Create a list of what to look for, such as an injury log, Safety Data Sheets, emergency shut-off valves or an AED. Workers can document what they find, and employers can award prizes to anyone who finds the most items from the list.
- **Analyze injury information to identify trends:** Review current and past OSHA 300 logs and workers compensation records to identify types, sources and circumstances of past incidents. Determine if they have anything in common, what types of incidents occur most frequently and whether there are any circumstances that may potentially lead to hazards.
- **Stay current:** Consult resources such as OSHA standards and guidance, industry consensus standards, industry lists of hazards and potential control measures, trade association reports, and equipment and tool vendors.