

## Collect and Review Hazard Information

### Step 1. Involve your workers

There are many other places you can look to identify hazards in your workplace. Review the following sources of hazard information:

#### Safety Data Sheets (SDSs)

- Make a list of all toxic, reactive, flammable, or explosive chemicals that are used or stored in your workplace which may result in hazards.
- If you use hazardous chemicals, your supplier is required to give you SDSs for those products. The SDS identifies the possible hazards (e.g., harmful vapors, skin irritation) for each product.
- Find hazard information for the product by looking at Section 2 of the SDS.
- If you don't have an SDS, ask your supplier for one. You also might be able to find it online.
- An SDS is a good starting point, but you might need to dig a little more to find out which of the hazards listed apply to your workplace. Consider talking to an industrial hygienist, or looking online for other sources of information.

#### Records of past injuries, illnesses, and incidents, including worker reports of hazards and incidents

- Review records such as the OSHA 300 Log of Work-Related Injuries and Illnesses, workers compensation reports, and reports from workers.
- In these records and reports, look for what task the worker was doing, or where the workers saw hazards or had close calls/near misses.

### Step 2. Review other sources of hazard information

#### To Do

- ☐ Find sources of information that can help you identify hazards.
- ☐ Make sure you include all the worksites, areas, and tasks at your facility as you continue identifying hazards.

#### Minutes from safety and health committee meetings, or results of any safety-related surveys of workers.

- Look for any repeating concerns or complaints that need attention.

#### Equipment and machinery manufacturers' literature

- Make a list of equipment and machinery you use. Remember to include smaller hand tools like box cutters and cordless power tools.
- As a starting point, review manufacturers' operating manuals for information about hazards and precautions.
- If you don't have the operating manual, look on the manufacturer's website, or search for the product make and model online and include the search term "manual."
- Also examine equipment for safety warning labels.

#### Results of any safety assessment or industrial hygiene assessment done in your workplace

- Look for any hazards identified in the assessment.

## Collect and Review Hazard Information

### Step 2. Review other sources of hazard information

### Motivations for Improving Safety and Health

Use the table below to list hazards in your workplace that you can investigate.

Hazard information source	Hazard(s) identified	Potential injury or illness	Work area/location
<b>Examples:</b>			
Product SDS	Degreaser (chemical hazard)	Skin irritation	Machine shop
Machine or equipment operating manual Machine warning labels	Drill press: • Rotating drill bit, chuck, and spindle. • Loose clothing, jewelry, hair, being entangled in rotating parts • Flying chips	Hand, eye, scalp injuries	Machine shop
Past injuries, illnesses, or incidents	Forklift hitting pedestrian	Crushing injuries	Warehouse
Worker reports of hazards	Opening boxes with box cutters	Finger/thumb lacerations	Shipping and receiving
<b>Your list below:</b>			

### An Inventory of Work Areas

The owner of a convenience store worked with workers to do a thorough review of potential hazards. They created an inventory of every work area where workers carried out tasks: the storeroom, office, food preparation area, checkout area, bathrooms, fuel pump area, and parking lot. Then they looked at injuries workers were already experiencing, or were concerned about, in each of these areas. They also consulted other sources of information, such as SDSs. In this way, they confirmed some hazards well known to workers, such as back strain from prolonged standing, and trips and falls in the storeroom. They also identified some less well known but potentially very serious hazards, such as violence by customers and hazards from mixing cleaning products.