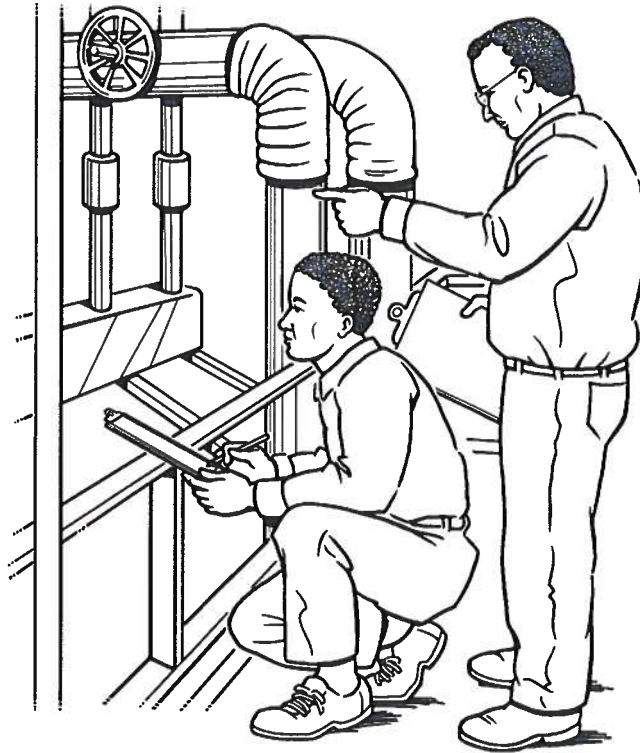


Investigating Job Hazards



Tools that can help identify hazards in the workplace include:

- Worksite inspections, including observation of equipment, the production process, and work practices. [See Factsheet C, *Worksite Inspections*.]
- Written surveys of workers' health symptoms. [See Factsheet D, *Worker Surveys*.]
- Employer injury and illness logs (Cal/OSHA Log 300). [See Factsheet E, *Employers' Injury and Illness Log*.]
- Hazard mapping.
- Body mapping (shows symptoms workers have).
- Job task analysis (breakdown of tasks and associated risks).

Investigating Job Hazards (CONTINUED FROM PREVIOUS PAGE)

- Workers' Compensation records.
- Interviews with workers and supervisors.
- Monitoring records showing exposure to chemicals, noise, and other hazards.
- Medical test records, such as hearing or blood lead level tests.
- Inspection records from Cal/OSHA and other agencies (for example, fire department, health department, EPA), including any citations or fines.
- The employer's written safety programs, such as the Injury and Illness Prevention Program (IIPP), required by Cal/OSHA.
- The employer's written policies and procedures for performing specific tasks and using specific tools and equipment.
- Minutes of health and safety committee meetings.
- Grievances filed about health and safety issues.
- Incident/accident investigation records, including underlying causes of the accident and what was done to prevent similar accidents in the future.
- An inventory of hazardous materials in use and their Safety Data Sheets (SDSs).
- Manufacturers' manuals, operating instructions, and safety literature for tools and equipment.
- Maintenance records for equipment and machinery.

Worksite Inspections

Before conducting a worksite inspection, request and look over available documents related to the work area you will be inspecting. Try to obtain records of previous inspections, injury reports, accident investigation reports, reports of illnesses, and information about work procedures and equipment.

The inspection team should bring the following materials:

- Checklists for specific hazards and for general work operations
- Notepaper to document what you see and to take notes on conversations with workers and supervisors
- Equipment to measure, monitor, and document hazards, such as cameras, tape measures, sound level meters, and thermometers.



Points to Remember

- Try to understand the work flow from start to finish. Talking to workers and supervisors can help you do this.
- Inspect work areas again on different shifts or different days.
- Look for both types of health hazards—those that have immediate (acute) effects and those that have long-term (chronic) effects.
- Always talk with workers to clarify your observations and add insight. For example, ask: Are things usually like this? Have there been problems or concerns? Is there anything else we should look at?
- Document your observations by:
 - using written checklists or note paper.
 - writing down the model and serial numbers of equipment.
 - taking measurements of equipment and the dimensions of work areas.
 - taking photographs, if possible, of equipment and work areas.

On the next page is a sample worksite inspection checklist. It is just an example, not a comprehensive checklist. The WOSH Specialist Resource Centers can help you find more detailed checklists.

