

Self-Audits

Handout

GIVE YOURSELF A DAILY CHECKUP!

All it takes is just a few minutes to check for unsafe conditions and unsafe acts.

Work area hazards

- Are there any slip, trip, or fall hazards in my work area?
- Is there any buildup of fine dust that could cause inhalation or fire hazards?

Job safety know-how

- Have I read all the manufacturers' instructions as well as the company's safety procedures, signs, labels, and tags?
- Do I understand all these instructions?

Proper personal protective equipment (PPE)

- Am I wearing the proper PPE for the job?
- Is the PPE in good condition with no holes, tears, cracks, or worn spots?
- Has the PPE been cleaned and disinfected?
- Does it fit properly?

Machines and equipment

- Do hand tools have dull blades, cracked handles, or mushroomed heads?
- Are the cords and plugs on power tools loose or frayed?
- Are the guards on machines securely in place?

Ergonomic hazards

- Are tools and materials arranged within easy reach?
- Am I sitting or standing in the proper ergonomic positions?
- Is the load I'm about to lift too heavy or too bulky?
- Am I lifting properly by lifting with my legs?

Chemical hazards

- Have I read the label and safety data sheet (SDS) for health hazards and safety precautions?
- Am I wearing the right PPE to protect against chemical splashes and inhalation hazards?
- Do I know where the nearest eyewash station is located ?
- Am I using chemicals that are in unlabeled or damaged containers?

Eliminating the hazards

- Have I removed simple hazards?
- Have I reported broken or damaged items to my supervisor?
- Have I requested more information or refresher safety training, if needed?
- Do I perform any tasks that call for additional safety precautions?