Toolbox Talks are intended to facilitate health and safety discussions on the job site. For additional Toolbox Talks, please visit SAFETY.CAT.COM™.

TOPIC: Hazard Assessment

Potential hazards may be physical or health-related. A comprehensive hazard assessment should be conducted to identify all such hazards.

Physical Hazards
- Impact, penetration, or compression (roll-over)
- The potential for falling or dropping objects
- Sharp objects that could poke, cut, stab, or puncture
- Sources of motion that could cause an impact between an employee and equipment

Health-Related Hazards
- Workplace chemicals and harmful dust
- High temperatures that could result in burns, eye injuries, or fire
- Sources of light (optical) radiation
- Biological hazards (blood, potentially infected materials, etc.)

Follow-Up
- When the assessment is complete, organize and analyze data so it may be used in determining the proper personal protective equipment required
- Periodically reassess the workplace for any changes in conditions, equipment, or operating procedures
- Review injury and illness reports to recognize trends or concerns
- Check suitability of existing personal protective equipment

Documentation
OSHA requires documentation of the hazard assessment through a written certification that includes the following information:
- Identification of the workplace
- Name of the person conducting the assessment
- Date of the assessment
- Identification of the document certifying assessment completion

Discussion Date: __________________

Employee Participants:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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