4S CONSULTING

# Workplace Hazard Identification Checklist

Find hazards before they cause injuries: checklist, risk rating and hazard log

Ontario | Use for monthly inspections and before any change

**Area / job:** _____ **Inspected by:** _____ **Date:** _____

## 1. Floors, exits and housekeeping

- ☐ Floors, aisles and stairs clear, dry and in good repair
- ☐ Exits and fire equipment unobstructed and marked
- ☐ Storage stable, with heavy items low and nothing blocking access

## 2. Machinery and electrical

- ☐ Machine guards in place; lockout procedures available
- ☐ Electrical cords, panels and outlets in good condition
- ☐ Equipment maintained according to the manufacturer's manual

## 3. Working at heights

- ☐ Ladders, platforms and fall protection inspected
- ☐ Openings, edges and roof access protected

## 4. Chemicals and biological hazards

- ☐ Chemicals labelled, stored correctly, with current SDSs
- ☐ Sharps, bodily fluids and mould handled and disposed of safely

## 5. Work environment

- ☐ Ventilation, lighting, noise and temperature acceptable

## 6. Ergonomics

- ☐ Lifting tasks assessed; lifting aids available
- ☐ Workstations set up to reduce strain
- ☐ Repetitive or awkward tasks rotated or redesigned

## 7. Emergency and first aid

- [ ] First aid kits stocked; first aid trained staff on shift
- [ ] Emergency procedures posted and understood

## 8. Psychosocial hazards

- [ ] Workplace violence and harassment risks assessed
- [ ] Workers alone or in isolated areas have a check-in system

## 9. Follow-up

- [ ] Previous inspection findings followed up
- [ ] Recent incidents and near misses reviewed for patterns
- [ ] Upcoming changes (equipment, processes, chemicals, staff) reviewed for new hazards

## Rate the risk

| Likelihood / Severity | Minor (first aid) | Moderate (lost time) | Severe (critical injury) |
|---|---|---|---|
| **Likely** | Medium | High | High |
| **Possible** | Low | Medium | High |
| **Unlikely** | Low | Low | Medium |

Fix high risks immediately, plan medium risks with a deadline, and monitor low risks.

## Choose controls: the hierarchy of controls

| | |
|---|---|
| **1. Elimination** | Remove the hazard completely |
| **2. Substitution** | Replace it with something less hazardous |
| **3. Engineering controls** | Isolate people from the hazard |
| **4. Administrative controls** | Change how people work (procedures, rotation, signs) |
| **5. PPE** | Protect the individual: the last line of defence |

## Hazard log

| Hazard found | Location | Risk (L/M/H) | Control action | Owner | Due |
|---|---|---|---|---|---|
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### Want your team to lead hazard identification?

JHSC Part 2 training applies the recognize, assess, control and evaluate method to at least six hazards in your own workplace. 4S Consulting offers CPO-approved Part 2 live virtual or on-site.

**4sconsult.com/training/jhsc-certification-training/part-2/**