

Job Hazard Analysis- Safety Checklist

Equipment and Conditions of Work Area	Yes	No	N/A	Comments
1. Are tools, machines, and equipment in good repair?				
2. Are machines guards in place and operating properly?				
3. Are fire alarms and portable extinguishers readily available?				
4. Is Personal Protective Equipment (PPE) available, properly maintained, and properly used?				
5. Are emergency exits clearly marked and accessible?				
6. Is lighting adequate?				
7. Is the area adequately ventilated?				
8. Do noise levels allow clear communication?				
9. Are any live electrical wires exposed?				
10. Do materials left on the floor present trip hazards?				
Identify Potential Performance Hazards	Yes	No	N/A	Comments
11. Are there any risk of injuries from machine parts or exposures?				
12. Are there procedures to follow when shutting down equipment?				
13. Are all employees aware of storage, organization, and placement of parts, tools, etc?				
14. Are employees aware of hazards (dust, chemicals, heat, excessive noise, etc..) that may be created by the job?				
Identify Solutions to Hazards	Yes	No	N/A	Comments
15. Have obvious problems been immediately remedied? (ex: missing machine guards)				
16. Has equipment that could help reduce hazards been identified?				
17. Have physical changes necessary to reduce				



hazards been made? (ex: improve lighting or ventilation)				
18. Are there ways to eliminate, combine, or rearrange job steps to reduce hazards?				
19. Have new job procedures been communicated once changes are made?				
20. Have hazards that can't be eliminated been identified?				
21. Are ways to change hazardous job procedures being pursued?				

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