



GuideOne Center for Risk Management: Worker Safety Checklist

- Slips, Trips and Falls:
- Use no-skid surfaces on floors;
 - Use safety pads in front of workbenches; and
 - Post hazard cones or signs next to hazardous conditions.
- Foot Protection:
- Use steel-toed shoes when doing jobs involving power tools, heavy loads or mowing; and
 - Wear safe, work-appropriate shoes at all times.
- Repetitive Motion:
- Complete a workplace evaluation;
 - Reduce task frequency;
 - Alternate tasks;
 - Rotate workers; and
 - Take breaks.
- Stress:
- Plan workload;
 - Pace your work;
 - Switch roles;
 - Encourage worker participation in decisions;
 - Encourage relaxation techniques, exercise, good nutrition and adequate sleep; and
 - Offer counseling.
- Air Quality:
- Ensure all work areas are well ventilated;
 - Keep chemicals locked up in a ventilated area away from work areas;
 - Test air if ongoing concerns are presented;
 - Look for evidence of mold; and
 - If mold persists after cleaning, have it analyzed.
- Lifting/Back Problems:
- Inspect all loads to be lifted for weight and size;
 - Always bend at the knees and lift with your legs;
 - Always have a firm grip;
 - Keep feet planted when lifting;
 - Don't twist while lifting; and
 - Ask for help.
- Eye Protection:
- Use approved eyewear when grinding, sanding, using power tools, mowing, conducting general maintenance and repair, applying chemicals and fertilizer, and completing auto repair.
- Ear Protection:
- Use approved ear protection when doing jobs that are loud or prolonged.

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This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or actions plans intended to include or address all possible risk management exposures or solutions. You are encouraged to retain your own expert consultants and legal advisors in order to develop a risk management plan specific to your own activities. For more information, contact the GuideOne Center for Risk Management at (877) 448-4331, ext. 5118 for Church and Schools, or ext. 5175 for Senior Living Communities.

<http://www.guideonecenter.com>

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- Hand Tools:
- Check all hand tools to ensure they are safe and in working order;
 - Use the correct tools for the job you are performing;
 - When using knives, cut away from your body;
 - Pull wrenches instead of pushing them;
 - Use screwdrivers with non-conductive handles;
 - Use files with handles; and
 - Use torches carefully so they do not ignite wiring and other objects.
- Power Tools:
- Check all power tools to ensure they are safe and in working order;
 - Place all objects in vices, sawhorses, or on a safe surface prior to cutting;
 - Use protective gear when operating all power tools; and
 - Make sure there is no standing water in the area.
- Ladders:
- Use only approved ladders and stepstools to reach high places (do not use chairs, buckets, shelves, etc.);
 - Inspect to ensure ladders are not cracked, warped, or in poor condition;
 - Do not use slide ladders that are over 30' in height;
 - The width between side rails should be no less than 11.5 inches for ladders up to 12 feet and then 1/4 inch for every additional foot in length;
 - Secure top rung if using against a tree, pole, or uneven surface;
 - Always keep one hand on the ladder;
 - Always face the ladder;
 - Don't leave ladders unattended;
 - Don't lean too far away from the ladder;
 - Use ladders with safety feet (to adhere to the appropriate surface);
 - Keep ladders at a safe angle (1/4 of the total length of the ladder between the ladder and the object);
 - Use a rope to raise and lower materials and tools; and
 - Use a spotter.
- Signs
- Post work signs and posters in work areas promoting safety.