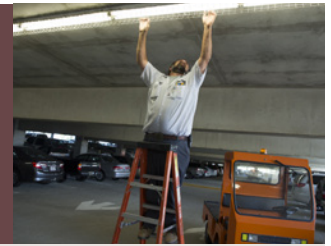




# MAKE THE WORKPLACE SAFER Maintenance Staff



## Three Steps to a Safer Workplace

Active observation and follow-up will go a long way toward making your workplace safer. Follow these three steps:

- 1. Identify hazards or “what can hurt you at work.”** Walk through areas to look for things that can hurt employees, and monitor whether known hazards have been fixed. If you answer “no” to any of the questions below, follow-up is needed.
- 2. Propose solutions.** Assess what changes you can make on your own, and what you need to partner on.
- 3. Take action to make sure the problem is resolved.** Use the *Make the Workplace Safer* Tracking Chart at the end of this document.

## Step 1: Identify Hazards

NAME	LOCATION	DATE			
Hazard	Yes	No	Comments/Solution Needed		
<b>BODY POSITION, CARRYING AND LIFTING</b>					
1	Most of the time, are workers able to work without stooping to the floor, kneeling, twisting, reaching overhead or bending to the side?				
2	Do workers avoid lifting bulky or heavy objects? Are workers able to get help (people and equipment) with heavy objects?				
3	Are workers using proper lifting techniques on a regular basis? Do they have everything needed (training, access to equipment, etc.) to use proper lifting techniques?				
4	Do workers have access to appropriate dollies or carts to transport materials? Are these being used?				
5	Are workers able to work at a comfortable speed without too much repetition of similar motions?				
6	Are objects and tools workers handle easy to grasp? Able to be held without slipping?				

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Hazard	Yes	No	Comments/Solution Needed
<b>WORKING AT HEIGHTS</b>			
7	If work is done at heights above 6 feet, is fall protection used (for example, a lifeline and full body harness)? Do workers always keep their lanyard connected to the anchor point?		
8	Is fall protection equipment inspected before use?		
9	Are any holes, openings or skylights on a roof covered or guarded with a guardrail?		
10	Where possible, are stairs, platforms or a fixed ladder (rather than a portable ladder) available to work at heights?		
11	Are portable ladders placed on a stable, dry surface and secured (top and bottom) during use?		
12	When on portable ladders, do workers maintain three points of contact (for example, two hands and one foot) and not step on the top two rungs?		
13	Is the work area kept free of obstacles that may cause workers to slip or trip?		
14	Do workers wear shoes with nonskid soles?		
<b>CHEMICALS</b>			
15	Do workers know the names and health effects of chemicals they use?		
16	Are Safety Data Sheets (SDS) for each chemical available?		
17	Are spill response kit supplies accessible and fully stocked (for example, gloves, goggles, absorbing material)?		
18	Are workers experiencing any health effects from chemicals (for example, skin rashes or breathing problems)?		

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Hazard	Yes	No	Comments/Solution Needed
<b>CHEMICALS</b>			
19	If there is a choice, are workers using a less toxic alternative (for example, less toxic pesticides, water-based rather than solvent-based paints, plumber's snake rather than drain cleaners)?		
20	Do workers have access to and use latex-safe gloves, respirators or other protective gear as indicated by the SDS?		
<b>POWER TOOLS AND EQUIPMENT</b>			
21	Are power tools and other equipment regularly maintained?		
22	Do workers check power tools before use to make sure there are no damaged or broken parts and that guards are in place?		
23	Do workers know the maximum capacity/load of lift assist equipment?		
24	Do powered tools have padded handles to minimize vibration?		
25	When powered equipment is serviced, are all steps for proper lock out/tag out followed?		
<b>WORKPLACE TEMPERATURE</b>			
26	If it is hot, is there clean, fresh drinking water readily available?		
27	Is there a cool break area where workers can rest?		

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Hazard	Yes	No	Comments/Solution Needed
<b>OTHER</b>			
28	Are the procedures for safely carrying out the work available, workable, intelligible and correct (that is, work-arounds are not needed to get the job done)?		
29	Are workers aware of the hazards of potentially infectious materials, equipment or surfaces and how to avoid exposure (for example, ventilation ducts and filters)?		
30	Do workers have access to goggles, gloves, respiratory protection, boots with steel-reinforced toes, and hearing protection when needed?		
31	Are there any new hazards or other hazards that have not been addressed?		If so, please describe below:

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## WORKER KNOWLEDGE

Employees should receive health and safety training and orientation when they start employment, whenever a new hazard is identified, and periodically as a refresher on some topics. Examples of knowledge people should have are listed below. **Do workers in the department know:**

Hazard	Yes	No	Comments/Solution Needed
1 The hazards common to your work, what protective measures are in place and what safety practices to follow?			
2 The hazards of potentially infectious materials and the precautions to use?			
3 How to avoid ergonomic injuries due to awkward body position (such as reaching overhead, squatting or kneeling) and forceful or repetitive movements?			
4 How to safely lift and move materials and equipment?			
5 How to work safety at heights? How to use mobile lifts? To use and secure a ladder? When and how to use fall-protection equipment?			
6 The hazards of chemicals you work with and how to work with them safely?			
7 How to obtain and use a Safety Data Sheet (SDS) for chemicals you work with?			
8 What to do for a chemical exposure or spill?			
9 How to operate equipment safely?			
10 How to lock out and tag out when servicing equipment?			
11 What to do in case of an emergency at work?			
12 How to identify safety concerns and whom to report them to?			
13 Any other information or training needed?			If yes, please describe.



# MAKE THE WORKPLACE SAFER

## FOLLOW-UP & TRACKING CHART



### Propose Solutions

**For any “no” answers, think about solutions or ways to address the problem.**

- First, think about ways to remove the hazard. This makes your workplace safer and ensures all workers are protected.
- If that’s not possible, think about any policies, procedures or personal protective equipment that is necessary.
- Think about what changes you can make on your own and what changes you need to partner with others (such as other workers, supervisors, facility management) to do.

Write your suggestions for solutions on the “Step 1: Identify Hazards” checklist and on the tracking chart on the next page.

### Take Action

**Report any safety hazards you identify. Use the following chart to track and make sure the problems are resolved.**

1. Give a copy of your hazard checklist findings to your supervisor or department manager, your UBT labor co-lead, and your Safety Team representative.
2. Decide who else should receive a copy of your findings, such as members of the UBT or Safety Committee or your shop steward. Make a note of who you gave it to and the date.
3. Follow up after a few weeks. If the problem was not addressed or resolved, think about your next steps.
  - + Who should be informed?
  - + Who can help you advocate for the needed solution?

# MAKE THE WORKPLACE SAFER **FOLLOW-UP AND TRACKING CHART**

NAME		LOCATION		DATE
Safety/Health Problem	What solution is needed?	Date reported and to whom	1 month follow-up	Next Steps
			Corrected Is being addressed Not being addressed Don't know/Other:	
			Corrected Is being addressed Not being addressed Don't know/Other:	
			Corrected Is being addressed Not being addressed Don't know/Other:	
			Corrected Is being addressed Not being addressed Don't know/Other:	
			Corrected Is being addressed Not being addressed Don't know/Other:	
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