

Sample Risk Mapping

First develop a symbol/color key for the hazards. Collecting hazards into groups like the ones below simplify the mapping process. Next review the worksite map or the process steps and mark the hazards. (A sample floor plan with the hazard symbols added is on the facing page.)

Risk Mapping Groups

Physical Hazards

Examples:

- noise
- heat
- ventilation
- light
- machines
- vibration

Ergonomics

Examples:

- positions
- loads
- effort
- fatigue
- repetition

Chemicals

Examples:

- dusts
- liquids
- gases
- mists
- vapors

Stress

Examples:

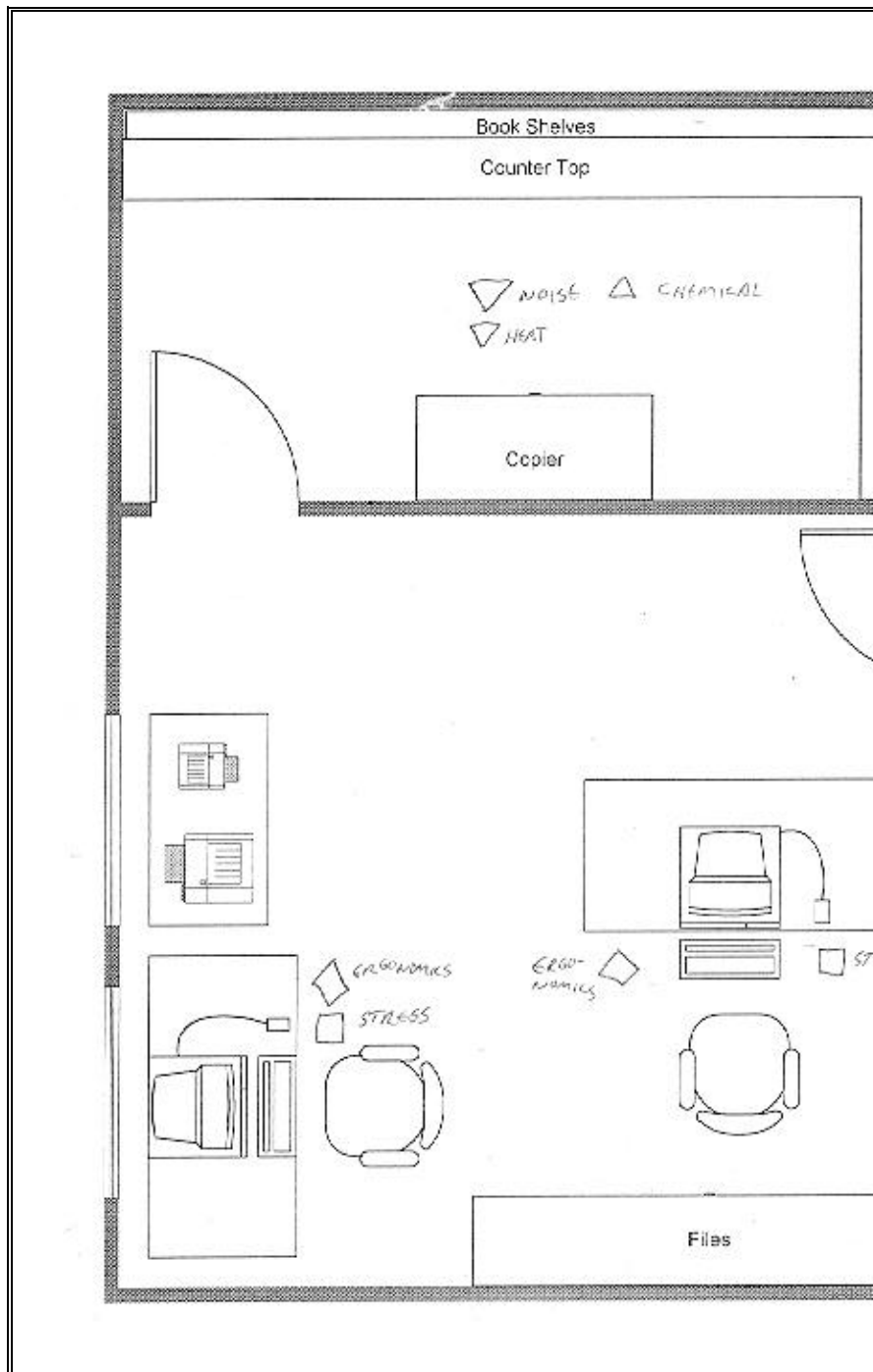
- shift work
- over-supervision
- responsibility
- lack of control

Other

Examples:

- germs
- radiation

Risk Mapping Sample



OFFICE SAFETY INSPECTION CHECKLIST

Building:	Inspector:
Room Number:	Date Inspected:
Department/Unit	Supervisor:

(Check if completed)

	Comments	Correction Date
Administrative		
1. Is the departmental Health and Safety Plan in a location known and accessible to all employees?		
2. Is there a Safety Corner/Bulletin Board established with the following displayed (in terminology and language understood by the employees)?		
- WISHA Posters (available from EH&S, 543-7262)		
- The Emergency Phone Number poster		
- Other health and safety material/information		
3. Are training records maintained and available for review by employees, EH&S, and outside agencies?		
4. Are departmental safety inspection reports and corrections maintained and available for review by employees, EH&S, and outside agencies?		
5. Are Material Safety Data Sheets (MSDSs) and an inventory sheet of all office products used in the workplace on file and accessible to employees?		

	Comments	Correction Date
6. Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation site, procedures, and routes? Are employees/students instructed in emergency procedures (i.e., location of exits, location and use of fire extinguishers)?		
General Safety Concerns		
1. Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?		
2. Are the fire doors closed securely at all times?		
3. Are light fixtures working and are diffuses installed?		
4. Have all loose rugs or mats been secured or removed?		
5. Have missing or loose ceiling tiles been repaired?		
Electrical Cords and Outlets		
1. Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?		
2. Are extension cords at a minimum 14 gauge (heavy-duty) and servicing only one appliance or fixture?		
3. Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?		
4. Are employees instructed not to use extension cords in place of permanent wiring?		
- Are extension cords prevented from running through walls, ceilings, or doors?		

	Comments	Correction Date
5. Are extension cords grounded when servicing a grounded appliance or fixture?		
6. Are cord guards provided across an aisle or other passageway?		
7. Does the multiple outlet strip have a circuit breaker?		
8. Are multiple outlet strip cords 6' or under?		
9. Is clear access (36" clearance) provided to electrical panels?		
10. Are electrical cover plates provided on all electrical switches or outlets?		
Heaters and Fans		
1. Do all heaters have a working tipover switch?		
2. Are combustibles kept 24" from all sides and tops of heaters?		
3. Are fine finger guards provided on fans?		
4. Are all electric space heaters plugged directly into the wall?		
5. Are all fans below head level or secured?		
Seismic Bracing and Earthquake Preparedness		
1. Are furnishings more than four feet high braced? (This includes file cabinets, bookcases, desk hutches, etc.)		
2. Is all shelving secured?		
3. Are projection screens, maps, blackboards, etc., fastened with a closed hook system or bolted to walls?		

	Comments	Correction Date
4. Is overhead storage of heavy items or plants prevented?		
5. Are hanging planters or other objects prohibited?		

Workplace Inspection Form				Inspection Date:	
Building:				Inspector:	
Room Number:				Supervisor:	
Department/Unit:				Phone:	
Y=Satisfactory		N=Needs Improvement		NA=Not Applicable	
General					
			1. Workplace clean and orderly		
			2. Exits cleared of obstructions and accessible		
			3. Stored materials secured and limited in height to prevent collapse		
			4. Suitable Warning signs and tags utilized		
			5. A hazard assessment has been completed and the appropriate personal protective equipment has been identified for each specific job		
Training					
			1. Safety training and inspections held for new employees on a regular basis		
			2. First Aid (and CPR) trained individuals available for medical emergencies		
			3. Personnel familiar with the hazards of chemicals and trade products and have read the applicable Material Safety Data Sheets (MSDSs)		
			4. All personnel familiar with documented emergency evacuation plan		
			5. Fire extinguisher familiarization provided		

			Training, continued		
			6. Personnel are trained in the proper selection, use and maintenance of personal protective equipment.		
Safe Lifting					
			1. Workers trained on and using safe lifting techniques <ul style="list-style-type: none"> a. Size up / test load b. Avoid heavy loads - split into small loads or ask for help c. Bend knees to take pressure off of back when lifting d. Consciously firm up abdominals when lifting e. Never twist while lifting or holding a load 		
Fire					
			1. Emergency exit signs identifiable and readily visible		
			2. Fire alarm pull stations and portable fire extinguishers visible and unobstructed		
			3. Stairway doors are not kept open (unless equipped with a self-closing device)		
			4. 18 inch vertical clearance maintained from all sprinkler heads		
Earthquake					
			1. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets, and similar items over four feet tall are all secure		
			2. Shelves have lips or other seismic restraints		
			3. Portable machines or equipment secured against movement (unless actually being moved) by chains, lockable castors, straps, or other means where appropriate		

Earthquake, continued				
			4. Top-heavy equipment of apparatus bolted down or secured to withstand accelerations typically expected in an earthquake	
			5. Large and heavy objects stored on lower shelves or storage areas	
			6. Valuable equipment sensitive to shock damage, such as instruments, computers, and glassware are stored in latched cabinets or otherwise secured to prevent falling.	
			7. Storage areas uncluttered - providing clear evacuation routes in the event of an emergency	
			8. Cabinets and lockers containing hazardous materials equipped with positive latching or sliding doors.	
Equipment				
			1. Electrical Equipment <ul style="list-style-type: none"> a. Clean and working properly b. Properly grounded c. Proper clearances kept from combustibles (paper, cardboard, or combustible liquids) d. Adequately ventilated 	
			<ul style="list-style-type: none"> e. Approved extension cords, extension cords with breakers, and multiple connectors used properly (e.g., not as fixed wiring) f. Frayed or damaged electric cords replaced 	
			2. Machinery <ul style="list-style-type: none"> a. Clean and working properly b. Proper clearances kept from combustibles c. Adequately ventilated d. Emergency stop mechanisms identified and in working order 	

			Machinery, continued		
			e. Mechanical safeguards in place and in working order		
Personal Protective Equipment					
			1. Employees provided with and trained in the proper use and selection of respiratory protection		
			2. Employees provided with and using hearing protection for noise hazardous equipment (noise level above 85 dBA)		
			3. Employees provided with and using safety goggles/face shields when needed		
			4. Employees provided with and using protective clothing (e.g., gloves, coats, aprons, coveralls)		
			5. Steel-toed safety shoes worn when required		
Hazardous Materials					
			1. Do you have any hazardous materials in your work area?		
			2. If you have hazardous materials, are the MSDSs available?		
			3. If you have hazardous materials, have they been inventoried within the last year?		
			4. When transferring chemical materials from the original container to a secondary container are the secondary containers labeled with the proper name and hazard warnings, including target organs affected by an exposure?		
			5. Please list any hazardous materials (by name and quantity) missing from any chemical inventories for this work area.		