



# MAKE THE WORKPLACE SAFER

## Material and Supplies Management



### 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
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Hazard	Yes	No	Comments/Solution Needed
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#### HANDLING, CARRYING, AND LIFTING

1	Are workers able to work without stooping to the floor, twisting, reaching overhead or bending to the side?			
2	Do workers avoid lifting bulky or heavy objects?			
3	Are workers able to get help with heavy objects?			
4	Are workers using proper lifting techniques on a regular basis?			
5	Is there enough room for workers to use proper lifting techniques or lift in pairs?			
6	Are workers able to bring objects close to the body without a problem due to size, shape or bulk?			
7	Are workers able to see around and over the loads being carried?			
8	Do workers have access to dollies or carts to transport materials? Are these being used?			

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Hazard	Yes	No	Comments/Solution Needed
<b>HANDLING, CARRYING, AND LIFTING</b>			
9			Are workers using carts or dollies without requiring too much force to push or pull?
10			Are workers able to work at a comfortable speed without too much repetition of similar motions?
11			Are objects workers handle easy to grasp? Able to be held without slipping?
12			Is the work surface adjustable for best handling heights (not too high or too low)?
<b>STORAGE</b>			
13			Are materials secure and stable in their stored position?
14			Are there height limitations so materials are not stored at heights that require reaching?
<b>CHEMICALS</b>			
15			Do workers know what types of chemicals are stored at the facility, and whether there are any flammable or combustible materials?
16			Are Safety Data Sheets (SDS) available for each chemical in the facility?
17			Are spill response kit supplies accessible and fully stocked (for example, gloves, goggles, absorbing material)?
<b>EQUIPMENT</b>			
18			Are dollies/carts in good shape (roll smoothly, free of defects or wear and tear)?
19			Are brakes on handcarts functional and reliable?
20			Do workers know the maximum capacity/load of lift assist equipment?
21			Are workers using equipment without exceeding maximum capacity?

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Hazard	Yes	No	Comments/Solution Needed
<b>SAFE CLEARANCE AND WALKING SURFACES</b>			
22	Are pathways clear and unobstructed?		
23	Are walking surfaces level?		
24	Are floors kept dry, clean and wide enough?		
25	Are there permanent aisles and passageways that are marked accordingly?		
26	If work is done at heights above 6 feet, is fall protection used? (e.g. a lifeline and harness)		
<b>WORKPLACE TEMPERATURE</b>			
27	Is the temperature of the work environment comfortable?	<input type="checkbox"/>	<input type="checkbox"/>
28	If it is warm, is there clean, fresh drinking water readily available?		
29	Is there a cool break area where workers can rest?		
30	Is there ventilation (i.e., central air conditioning, fans) that is functioning and inspected at least annually?		
<b>OTHER</b>			
31	Are there any new hazards?		If so, describe below:
32	Are there hazards to you when delivering materials and supplies to the departments?		If so, describe:

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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 choose, wear, remove and dispose of protective clothing and equipment?			
4 How to safely store, lift and move materials?			
5 The hazards of chemicals you work with and how to work with them safely?			
6 How to obtain and use a Safety Data Sheet (SDS) for chemicals you work with?			
7 What to do in case of a chemical exposure or spill?			
8 How to recognize and respond to threats and potentially violent people or situations?			
9 What to do in case of an emergency at work?			
10 Any other information or training needed?			If yes, please describe below:



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## FOLLOW-UP & TRACKING CHART



### Step 2: 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.

### Step 3: 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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