



1. Involve Employees

2. Find Hazards

3. Assess Hazards

4. Fix Hazards

5. Check for Success

Step 2: Find Hazards

In this step you will look for tasks and activities that can lead to sprains and strains. Finding hazards is a key step in your injury prevention efforts. You can't make the work safer if you don't know what the hazards are and where they are in your workplace. It is helpful to create a plan to pick the areas and tasks that you want to look at first. You might find it simpler to focus on one area or job at a time instead of trying to look at the whole workplace at once.

Workplace walkthroughs to find hazards

Put together a small group of trained supervisors, employees and safety committee members, or an ergo team to walkthrough your workplace and look for hazards. You have a couple of options for tools to use during the walkthrough:

1. You can use the Simple Solutions Checklist and print-outs of the [Simple Solutions](#) to make changes on the spot. You can also use the Simple Solutions Checklist to create a quick action plan for changes that will need a little more time.
2. The Risk Spotting Checklist can also help you find possible hazards. This is a more complete list of potential causes of injury. It's a quick way to identify activities that you'll want to look at further in [Step 3](#).

There are copies of both of these checklists in the Appendix.

Talk to employees and supervisors

Get input from supervisors and employees to learn more about their concerns and any ideas they have for solutions.

Examples of questions to ask employees:

- Do you get tired or feel any discomfort when doing the job?
- Why is the job done this way?
- What ideas do you have to make the work safer and easier to do?
- Have you made any changes on your own to make the job easier?

Examples of questions to ask supervisors:

- Are there jobs that employees do not like to do?
- Have employees voiced concerns about jobs that are hard to do?
- Have you seen employees working in ways that seem to require a lot of effort or strain?
- Are there work bottlenecks or quality problems?



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Other ways of finding hazards

Hazard Mapping

If you didn't do Hazard Mapping during [Step 1](#) training, you can use it during this step to get employee input. There is a description of Hazard Mapping and a blank Hazard Map worksheet in the [Step 1](#) appendix.

Job Hazard Analysis (JHA)

Review previously completed JHAs or do a new JHA to look for potential hazards that can lead to sprain and strain injuries. L&I has an [online form](#) to help you conduct and record your JHAs.

Reviewing injury and workers' compensation records.

Review several years' worth of injury records (like OSHA 300 Logs) and workers' compensation claims to find tasks and trends related to sprains and strains. Look for clusters of the same type of injuries (e.g., back and shoulder) occurring within the same job or area. You can get [help from L&I](#) in reviewing your injury records and setting priorities.

As you review these injury records, consider all of the work that employees do, not just the activity they were doing when they got hurt. For example, an employee might have reported: "I was lifting a heavy box, and my back started hurting." It's tempting to think that this one lift caused the injury, but all of the other lifting, bending and twisting the employee had been doing may have added to the risk of injury.

FINDING AND FIXING HAZARDS BEFORE THEY OCCUR

An effective way to prevent injuries is finding potential problems before they enter your workplace. Look for potential hazards when making changes to your facilities, processes, and equipment, and when purchasing new tools.

Ask your employees for their input on proposed changes to their work. They can help find potential problems before changes are made.

Use the checklists at the end of this workbook to help identify potential hazards and solutions before making changes.



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Keeping track of the hazards found

Use the Hazard and Solution Tracking Worksheet in the appendix to keep track of the hazards found and the progress made in fixing the problems.

Next Step

Now you are ready for [Step 3](#) to begin assessing any hazards that you didn't fix using [Simple Solutions](#).



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Appendix

On the following pages, you'll find:

- Simple Solutions Checklist
 - Use this checklist to mark down areas where you can apply solutions quickly.
 - You can also use it to create an action plan for making changes.

- Risk Spotting Checklist
 - Use this checklist to find risks in jobs that you'll go on to assess in [Step 3](#).
 - You can find instructions for the checklist on the page before it.

- Hazard and Solution Tracking Worksheet
 - Use this worksheet to stay on track for finding and fixing hazards.
 - You can post the worksheet in a public place as a way of keeping everyone updated on your progress.

Simple Solutions Checklist

Use this checklist to find problems and make a plan to fix them.
You can [review the Simple Solutions here](#).

Store it off the floor

**Where
can we
do this?**

Who will
take care
of it?

By when?



Push, don't pull

**Where
can we
do this?**

Who will
take care
of it?

By when?



Keep it close

**Where
can we
do this?**

Who will
take care
of it?

By when?



Simple Solutions Checklist

Hands below head

**Where
can we
do this?**

Who will
take care
of it?

By when?



Grip, don't pinch

**Where
can we
do this?**

Who will
take care
of it?

By when?



Keep wrists straight

**Where
can we
do this?**

Who will
take care
of it?

By when?



Simple Solutions Checklist

Roll it

**Where
can we
do this?**

Who will
take care
of it?

By when?



Work at waist height

**Where
can we
do this?**

Who will
take care
of it?

By when?

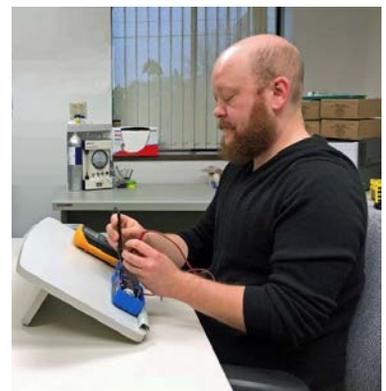


Keep a level head

**Where
can we
do this?**

Who will
take care
of it?

By when?



Simple Solutions Checklist

Use low vibration hand tools

**Where
can we
do this?**

Who will
take care
of it?

By when?



Change it up

**Where
can we
do this?**

Who will
take care
of it?

By when?



Match work height to task

**Where
can we
do this?**

Who will
take care
of it?

By when?



Instructions for the Risk Spotting Checklist



- Walk through your workplace and watch employees as they work.
- Check off risks as you see them, and write down the jobs or activities where they happen.
- Talk to supervisors and employees about any risks that are part of the job that you may not have seen during the walk-through, and mark those down too.

Risks Explained

Risk	Look for:
Lifting	Heavy items; frequent lifting; lifting from below the knees, above the shoulders, while reaching or twisting; one-handed lifting
Carrying	Heavy or bulky items; carrying more than 25 feet
Pushing/Pulling	Obvious effort; pushing or pulling more than 25 feet
Gripping	Using hand tools; holding parts; gripping with the whole hand with obvious effort
Pinching	Holding small tools or parts between the tips of the fingers and the thumb
Repetitive movements	Making the same or similar motions several times per minute; frequent or constant movement of the hands and arms
Wrist bending	Obvious bending at the wrist - toward the palm, toward the back of the hand, or side-to-side
Hands overhead	Holding the arms up with the hands at or above the head; repeatedly reaching up with the hands at or above the head
Reaching	Reaching forward or to the side from the shoulder with little or no bend in the elbow; reaching behind the body
Neck bending or twisting	Tipping the head down; tipping the head back to look up; tilting the head with the ear toward the shoulder; twisting to look to the side
Back bending or twisting	Bending or stooping forward or to the side; bending backwards; twisting at the waist
Kneeling/Squatting	Getting down on one or both knees; squatting down without something to sit on
Vibration from hand tools	Using tools with a medium to high amount of vibration – sanders, drills, circular saws, grinders, reciprocating saws, chainsaws, breakers, and so on
Vibration from driving	Driving trucks, buses, off-road equipment, forklifts, passenger vehicles, and so on
Pressure points	Contact between a soft part of the body and a sharp edge or hard surface; using a hand tool with narrow, unpadded handles; carrying something by holding a narrow handle or sharp corner; kneeling on a hard floor or the ground
Other risks	Write in any injury risks that you notice that aren't covered in the rest of the checklist

Risk Spotting Checklist

Risk	Present?	Which jobs?
Manual Materials Handling		
Lifting	<input type="checkbox"/>	
Carrying	<input type="checkbox"/>	
Pushing	<input type="checkbox"/>	
Pulling	<input type="checkbox"/>	
Hand Intensive Work		
Gripping	<input type="checkbox"/>	
Pinching	<input type="checkbox"/>	
Repetitive Movements	<input type="checkbox"/>	
Wrist Bending	<input type="checkbox"/>	
Awkward Postures		
Hands Overhead	<input type="checkbox"/>	
Reaching	<input type="checkbox"/>	
Neck Bending or Twisting	<input type="checkbox"/>	
Back Bending or Twisting	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	
Squatting	<input type="checkbox"/>	
Vibration		
Vibration from hand tools	<input type="checkbox"/>	
Vibration from driving	<input type="checkbox"/>	
Other Risks		
Pressure points	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

