



Be on the **Lookout for Dangers**

It's easy to become complacent in familiar settings, but you never know what dangers may be lurking. Try taking a fresh look at your surroundings on a regular basis. Recognizing existing and potential hazards and developing safe habits will help you create a safer, more productive work environment.

Hazard Recognition Checklist

- Check your workstation for exposed electrical cords and other tripping hazards
- Shut file cabinet drawers when not in use
- Open one filing cabinet drawer at a time to prevent a tip-over
- Store heavy objects close to the floor and out of walkways
- Store tools, equipment and materials properly to prevent falling or sharp edges from being exposed
- Stack materials to prevent sliding, falling or collapsing
- Wear the proper personal protective equipment
- Use extra caution in high traffic areas, around corners and near doorways
- Take regular safety walks to identify existing and potential hazards
- Make sure cups and glasses have lids on them to prevent spills
- Avoid distracted walking
- Know the process for reporting hazards
- Hold regularly scheduled safety meetings to discuss possible safety hazards and how to prevent them

With the proper training, you and your coworkers will see your surroundings in a whole new light. By learning to identify existing and potential hazards, you are better equipped to create safer environments at work and home.

