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.
☐ Avoid distracted walking!
☐ Know the process for reporting hazards.
☐ Use extra caution in high traffic areas, around corners, and near doorways.
☐ Are Office furniture in good repair, especially those with wheels?
☐ Report Wet floors that are not properly marked to the Safety office.
☐ Check for tiles or flooring that is becoming unstuck or curling in your area.

Readiness Through Safety!