

Hazard Identification Checklist

A field-level checklist for identifying workplace hazards before they cause harm

ISO 45001 • ISO 14001 • ISO 9001

Hazards that go unidentified cannot be controlled. This checklist gives inspectors a practical sequence for walking a site or area and systematically identifying physical, chemical, biological, ergonomic, and environmental hazards, along with the reporting process needed to act on them.

A Physical Hazards

- ☐ Are moving machine parts, rotating equipment, or pinch points exposed to workers?
- ☐ Are noise levels in the area within acceptable exposure limits?
- ☐ Are vibration sources (hand tools, vehicles) identified and assessed?
- ☐ Are sharp edges, protruding objects, or unguarded openings present in the work area?
- ☐ Are extreme temperature sources (hot surfaces, cold storage) identified and controlled?

B Chemical Hazards

- ☐ Are all chemicals on site correctly labelled and stored according to compatibility requirements?
- ☐ Are safety data sheets available and accessible for all hazardous substances in use?
- ☐ Are workers exposed to fumes, dust, or vapours without adequate ventilation or extraction?
- ☐ Are spill containment measures in place for hazardous liquids?
- ☐ Are incompatible chemicals segregated to prevent dangerous reactions?

C Biological Hazards

- ☐ Are workers exposed to mould, bacteria, or biological waste without adequate controls?
- ☐ Are sanitation facilities adequate and well maintained for the workforce size?
- ☐ Is there a risk of exposure to bloodborne pathogens or contaminated sharps?
- ☐ Are pest control measures in place where biological contamination risk exists?

D Ergonomic Hazards

- ☐ Are workstations assessed for posture, reach, and repetitive strain risk?
- ☐ Is manual handling of loads assessed for weight, frequency, and lifting technique?
- ☐ Are workers exposed to prolonged awkward postures without job rotation or breaks?
- ☐ Is seating, desk height, or equipment adjustable to fit the individual worker?

E Environmental Hazards

- ☐ Is lighting adequate for the tasks being performed in the area?
- ☐ Is ventilation sufficient to maintain safe air quality?
- ☐ Are workers exposed to extreme weather conditions without adequate protection or shelter?
- ☐ Are outdoor work areas assessed for lightning, flooding, or other seasonal hazards?

F Working at Height

- ☐ Are edges, openings, and platforms at height fitted with guardrails or fall-arrest systems?
- ☐ Is fall-arrest equipment inspected and within its certification date before use?
- ☐ Are ladders and scaffolding inspected before use and free from visible defects?
- ☐ Is access to elevated work areas restricted to authorised, trained personnel?

G Confined Spaces

- ☐ Are confined spaces clearly identified, signed, and access-controlled?
- ☐ Is atmospheric testing conducted before and during confined space entry?
- ☐ Is a permit-to-work system in place for all confined space entries?
- ☐ Is a trained attendant and rescue plan in place for every confined space entry?

H Housekeeping & Access

- ☐ Are walkways, aisles, and emergency routes kept clear of obstructions?
- ☐ Are spills cleaned up promptly and warning signs placed where needed?
- ☐ Is waste and scrap material stored and disposed of in designated areas?
- ☐ Are trailing cables, hoses, or cords identified as trip hazards and routed safely?

I Hazard Reporting Process

- ☐ Is there a clear, accessible process for workers to report hazards they observe?
- ☐ Are reported hazards logged, assessed, and assigned an owner for action?
- ☐ Are workers given feedback on the outcome of hazards they reported?
- ☐ Are hazard trends reviewed periodically to identify recurring or systemic risks?
- ☐ Are high-risk hazards escalated for immediate control before the next shift begins?