

## Hazard Assessment: Basic Steps

Note: The EHS staff is available as a resource for additional training and consultation.

### Pre-Assessment

1. Review the [hazard assessment procedures documents](#).
2. Review the tools in the hazard assessment procedure documents.
3. Review the additional assessment tools (office checklist, ergonomic assessment and shop safety checklist).
4. Get organized (ask what areas or tasks could hurt or injure people, prioritize and decide who will conduct the assessment).

### Assessment

5. Have clipboards and pertinent assessment forms and checklist.
6. Put on appropriate personal protective equipment.
7. Walk-through the work area in the most logical sequence. Have someone familiar with the area present to answer questions.
8. Using the template, make notes of which hazards are present and possible ways to address them.
9. For each hazard identified choose possible controls such as training, written procedures, personal protective equipment, maintenance, repair, ventilation, etc.

### Post Assessment

10. Sit down with the team and review and prioritize hazard findings.
  11. Document findings and controls on the assessment form.
  12. Consider resources and actions needed to implement the controls.
  13. Set dates for action completion and responsible person(s).
  14. Communicate the results to all affected individuals. File the document.
  15. Develop needed standard operating procedures (SOPS) from assessment and train employees.
  16. When activities change or new activities are introduced, documents need to be updated.
-