SAFETY MATTERS
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KMIT Kansas-Born. Kansas-Bred. Kansas-Based.

ToolBox TALKS

WORKPLACE INSPECTIONS SAFETY TALK

Workplace inspections are a basic necessity of any safety program. These inspections should be done prior to the start of work as well as periodically throughout the shift and at the end of the work task. Workplace inspections serve the purpose of identifying any hazards in a work area. After hazards are identified, they need to be corrected before work continues.

HAZARDS IN THE WORK AREA

Objects, equipment, people, and animals find their way into work areas, disrupting work and creating additional hazards. Elimination of a hazard is the most effective way to avoid injuries and property damage. It is important to remove any unnecessary people, items, or equipment prior to the start of working.

By removing unnecessary personnel from a work area, less people have the chance to interfere with work or be involved in an accident. Unneeded items should be removed, as they can create trip hazards or can be struck by moving equipment. Biological hazards such as insects or wildlife in work areas can pose many hazards to workers. Insects such as ticks or spiders can carry disease or poison that can cause health problems, and they may distract employees from safely performing the task at hand.

INSPECTION FOCUSES

There are many other hazards that can affect a work area. Some of the common items you should look for during a workplace inspection include fire hazards, faulty equipment, broken tools, housekeeping issues, missing equipment guards, electrical cord and outlet problems, sharp objects, and missing labels. These are just a few examples- think of hazards unique to your work tasks.

There can be a variety of issues in any single work area. It is important to take the time to thoroughly check your work area for hazards and take the proper steps to mitigate them. Eliminate as many hazards as you can before relying on a less efficient control to protect yourself.

Provided by IMA, Inc. for the exclusive use of our clients. All IMA recommendations are purely advisory to help clients identify and effectively control exposures to loss. We do not infer or imply in the making of recommendations and comments that all possible hazards are noted or to indicate that other hazards do not exist. The maintenance of safe premises, operations and equipment, the avoidance of unsafe conditions and practices, and compliance with Federal, State and local statutes and laws are the sole responsibility of the client.

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Meeting Topic: Workplace Inspections Safety Talk

Date: _____

Company Name: _____

Location/Dept: _____

Instructor Name: _____

Instructor Signature: _____

Print Name:	Sign Name:

By signing this sheet you are acknowledging participation in this training.