

A Checklist to Support in Hazard Identification Process Related to OH&S (Part A)

Altering or implementing new work methods, materials, processes, or equipment, a risk assessment and hazard identification of the workplace should be conducted. When necessary, the safety and health committee should be involved in this review along with workers, their representatives, and any other relevant parties. A "decision to change" should be implemented when all affected employees having received the appropriate training and information. This checklist is an important element of your occupational health and safety program and should be combined with Part B for effective usage.

SR. NO.	CRITERIA	FINDINGS	REMARKS (How are we compliant / non-compliant?)
1	An ongoing and proactive process(es) for hazard identification has been established, implemented and maintained by the organization.	Compliant Non-Compliant	
2	Hazard identification process involves organization of work, social factors (including workload, work hours, victimization, harassment and bullying), leadership and organizational culture.	Compliant Non-Compliant	
3	Activities and situations that are routine and non-routine, including hazards caused by infrastructure, equipment, materials, substances, and physical workplace conditions are considered for hazard identification.	Compliant Non-Compliant	
4	Hazards resulting from product and service design, research, development, testing, production, assembly, construction, service delivery, maintenance, and disposal are considered for hazard identification.	Compliant Non-Compliant	
5	Short-term or long-term activities that can create different hazards are considered for hazard identification process.	Compliant Non-Compliant	
6	Hazard identification involves activities and situations that are both routine and non-routine, including hazards caused by human factors: - Human capabilities - Limitations - Other characteristics	Compliant Non-Compliant	
7	Human factors take account of three aspects: the activity, the worker, and the organization, as well as how these interact and affect occupational health and safety.	Compliant Non-Compliant	
8	When work processes deteriorate, modify, adapt, or evolve as a result of familiarity or changing circumstances, the hazard identification process considers changes in knowledge and information regarding new or changed hazards.	Compliant Non-Compliant	
9	Hazard identification takes account of routine and non-routine activities and situations, including hazards resulting from how the work is performed (e.g., observing and discussing hazards with workers).	Compliant Non-Compliant	
10	Hazard identification process considers previous internal or external organizational incidents including emergencies and their causes.	Compliant Non-Compliant	

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Moreover, you can digitize these checklists right into the ComplianceQuest safety management module.

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Reference:

- A. ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use
- B. International Labour Organisation “Guidelines on occupational safety and health management systems, ILO-OSH 2001” (2nd Edition) (www.ilo.org)

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