

INDUSTRIAL HYGIENE GAP ANALYSIS CHECKLIST

SELF-EXAMINATION

The self-assessment tool is divided into three main categories of hazards and risks. Each has three sub-categories. Consider each item a question that can be answered with yes or no in terms of whether it exists in your organization. If the answer is yes to any item in a sub-category, then there are follow up questions you should ask to determine what kinds of solutions have, or should be, instituted to keep your workers safe.

PHYSICAL HAZARDS

HEAT/COLD

- During regular outdoor work (or specialized indoor work) do employees regularly work in temperatures above 80 degrees Fahrenheit? Yes No
- Do employees regularly work in temperatures below 32 degrees Fahrenheit? Yes No

NOISE

- Do employees need to raise their voices to communicate? Yes No
- Are there loud machines or equipment used? Yes No
- Have employees ever expressed concern about the noise levels at work? Yes No

ERGONOMICS

- Do employees spend the majority of their work week at desks? Yes No
- Are employees required to lift, carry, or manipulate parts or equipment repetitively? Yes No
- Have employees ever complained of work-related, chronic injuries like carpal tunnel or back injuries? Yes No

AIRBORNE CONTAMINANTS

DUST

- Is the work environment visibly dusty? Yes No
- What is the source of the dust (e.g. saw dust, concrete dust)?

WELDING/TORCH CUTTING

- Is welding, torch cutting, or laser cutting performed in the workplace? Yes No
- Do employees have (and always use) proper protective gear? Yes No

CHEMICALS

- What chemicals are used in the workplace and for what purposes?

- If chemicals are used, have you collected all associated SDS documentation for review? Yes No

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SELF-EXAMINATION (continued)

WORK ENVIRONMENT

IAQ (INDOOR AIR QUALITY)

- Is the average temperature of the workspace between 68 and 76 degrees? Yes No
- Are there known current (or historic) water leaks? Yes No
- Are there notable odors? Yes No
- Are there employee concerns about odors, mold, or similar issues? Yes No

HAZARDOUS BUILDING MATERIALS

- Do you know if materials such as asbestos, lead-based paint, PCBs, and others are present in the facility? Yes No
- Are there records related to hazardous building materials and/or their prior remediation? Yes No
- Are there systems in place to keep employees from accidentally impacting hazardous building materials? Yes No

HAZARD COMMUNICATION

- Employers are responsible for informing employees and contractors about potential hazards in the workplace. Does the organization have a hazard communication program? Yes No
- The answers to previous sections of this self-assessment tool may indicate the need for specific hazard communication. Yes No