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| **BLR** |  | **Instilling Safety Awareness** |
| **Audit** |  |  |
| **Checklists** |  |  |
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|  |  |  |
|  |  | **Instilling Safety Awareness Checklist** |
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**Instilling Safety Awareness Checklist**

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|  | **YES** | **NO** |
| u Is safety awareness a featured topic in new employee |  |  |
| orientation? | o | o |
| u Are employees aware of all company and department safety rules? | o | o |
| u Are they aware of the safety procedures required for the jobs |  |  |
| they perform? | o | o |
| u Are they trained to plan each job before they start? | o | o |
| u Are workers taught to think about the tools, materials, and |  |  |
| protective equipment they will need and the procedures they |  |  |
| must follow to do the job safely? | o | o |
| u Are they trained to look for problems and think about what could |  |  |
| go wrong on the job? | o | o |
| u Are workers aware of the hazards they could encounter and |  |  |
| what the risks are before they begin a job? | o | o |
| u Do employees use labels, SDSs, and other safety information |  |  |
| available to them to identify job hazards? | o | o |
| u Are employees trained to keep the work area clear of potential |  |  |
| hazards? | o | o |
| u Are they taught to inspect tools, equipment, and PPE to make sure |  |  |
| that they are safe to use? | o | o |
| u Do they know that they should never use defective tools, equipment, |  |  |
| or PPE? | o | o |

* Do employees know to tag defective items so that no one else will

u

use them, and report the problem so that it can be fixed?

Do they know how to select the right tool for the job?

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|  | **YES** | **NO** |
| u Are employees made aware of the need for ventilation when |  |  |
| working with hazardous chemicals? | o | o |
| u Are workers told that they should never ignore a safety hazard? | o | o |
| u Do they know to whom to report safety hazards? | o | o |
| u Are employees encouraged to correct or report the unsafe |  |  |
| behavior of co-workers? | o | o |
| u Are employees warned about the danger of bypassing established |  |  |
| procedures or taking shortcuts? | o | o |
| u Are they warned not to engage in horseplay? | o | o |
| u Have they been trained to recognize emergency situations and |  |  |
| take appropriate action? | o | o |
| u Are workers taught to regard near misses as warnings and examine |  |  |
| their behavior and the conditions to discover the cause of the |  |  |
| incident in order to prevent a real accident in the future? | o | o |
| u Are employees encouraged to ask questions when they are in |  |  |
| doubt about how to proceed with a job? | o | o |
| u Are they encouraged to concentrate on their work and pay |  |  |
| attention to what they are doing at all times? | o | o |

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