Lawrence Berkeley National Lab

Safety Walkaround
Checklist
3/5/07 version

The safety walkaround demonstrates management leadership and helps ensure that we work safely and avoid injury

1. Prepare before you go on walkaround.
   a. Who will you observe?
   b. What do you need to know about the job?
   c. Is there a procedure/AHD/Permit/other document to review?
   d. Do you require any PPE?
2. Ask the employee/group if you can conduct a walkaround
   a. Ask permission/reschedule if time inappropriate
   b. Explain the safety walkaround program – goal is improving safety and solving problems
   c. Explain the checklist and how it is used
   d. With observed employees, determine if work observation, discussion, or inspection format (or combination) is most appropriate
3. During walkaround:
   a. If work observation – observe for ~10 minutes
   b. If discussion – ask observed employees questions about work
   c. If inspection – with employees, inspect the work area
   d. Be open
   e. Listen more than you talk
   f. Seek to understand
   g. Never argue
4. After walkaround
   a. Review completed checklist with employee (make sure they are comfortable)
   b. Determine if corrective actions are needed
   c. Always thank the employee(s) before you leave
   d. When necessary, document corrective actions in CATS within 24 hours of walkaround
   e. Turn in completed safety walkaround checklist to Safety Coordinator within 2 days of walkaround

Safety Walkaround
Checklist

Who is performing walkaround (s): [ ]   **Division:** [ ]   **Date:** [ ]

Work Activity/Location: [ ]   **Work Description:** [ ]

[ ]

Checklist items are SUGGESTED for the walkaround, managers can observe any part or all checklist items (your discretion – you can do focused observations on only one or a few items).   Put additional information on back of form under Comments if needed

	Target Behaviors	Safe	At-Risk	N/A	Action Needed
ERGONOMICS	1.1 Working without pain/discomfort				
	1.2 Takes frequent breaks				
	1.3 Workload is manageable				
	1.4 Computer - Hand/wrist straight (palm planting)				
	1.5 Computer - Arms/shoulders relaxed/ hands and arm supported, (watch for mouse arm)				
	1.6 Computer - Head and neck (avoid bike riding posture)				
	1.7 Computer - Looking straight ahead				
	1.8 Computer - Head balanced over shoulders				
	1.9 Computer - Foot contact with floor				
	1.10 Computer - Low back supported or held straight				
	1.11 Computer - Laptop used properly				
	1.12 Laboratory – awkward postures				
	1.13 Laboratory – repetitive stresses (pipetting)				
	1.14 Material Handling – weight known and acceptable given conditions				
	1.15 Material Handling – proper lifting technique/posture				
	1.16 Other (describe on back of form under Comments)				

	Target Behaviors (PPE Guide – Head to Toe Check)	Safe	At-Risk	N/A	Action Needed
PPE	2.1 Hard Hat				
	2.2 Eye/face protection				
	2.3 Hearing protection				
	2.4 Respirator protection				
	2.5 Gloves and arm protection				
	2.6 Foot protection				
	2.7 Fall protection				
	2.8 PPE worn and used properly				

	Target Behaviors	Safe	At-Risk	N/A	Action Needed
PROCEDURES	3.1 Procedure current and approved				
	3.2 Lockout/Tagout (procedure and use)				
	3.3 AHDs and Permits current and correct, being followed				
	3.4 Procedures used properly				
	3.5 Job/Task Hazard Analysis				
	3.6 Other (describe on back of form under Comments)				

TOOLS	Target Behaviors (include use of ladders in this section)	Safe	At-Risk	N/A	Action Needed
	4.1 Select the right tool				
	4.2 Tool is in good condition/Guards in place				
	4.3 Proper use of tool				

TRAFFIC	Target Behaviors	Safe	At-Risk	N/A	Action Needed
	5.1 Vehicle Safety				
	5.2 Pedestrian Safety				
	5.3 Bicycle Safety				

WORK ENVIRONMENT	Target Behaviors/Conditions	Safe /OK	At-Risk	N/A	Action Needed
	6.1 Housekeeping and orderliness of workplace				
	6.2 Exits (signs, width of hallways, etc.)				
	6.3 Waste managed properly				
	6.4 SAA (or other waste area) properly labeled and maintained				
	6.5 Seismic Safety (bookcases, cabinets, etc. are seismically braced, and duck and cover space)				
	6.6 Slip, trip, and fall hazards (include Fall Protection)				
	6.7 Use of cranes, hoists, and forklifts				
	6.8 Environmental Management (energy and resource conservation, use recycled paper, etc.				
	6.9 Electrical safety (equipment is properly labeled; use of extension cords/power strips, proper clearance in front of panels, etc.)				
	6.10 Chemical use (inventory, employee knowledge of MSDS, spill kits, etc.)				
	6.11 Flammable liquid storage				
	6.12 Laser Safety (employee using Class 3b or 4 lasers listed on AHD, interlock, eyewear, etc.)				
	6.13 Other (describe on back of form under Comments)				

COMMENTS SECTION	