Inspections - looking for all hazards

Using the SOBANE screening approach*

Workplace safety and health committee members must inspect their workplaces. Like many other activities, good inspections take time. It also takes time to learn how to do inspections.

For general guidance about the "how", see ***Inspections -- how to do them*** (SH.3). Use it with this document as you learn the skills required.

This tool is designed to help you look for all the hazards in your workplace, by category. Using a screening approach, it lets you identify problems that require more information and detailed inspection or observations, while doing "quick fixes". There are seven sections to this inspection tool; some have sub-topics:

1. **General working conditions**
2. **Safety/Mechanical hazards** (Traumatic injuries/incidents; Electricity, fire and explosions)
3. **Physical hazards** (Lighting; Noise; Temperature and humidity; Vibration)
4. **Chemical/Mineral hazards**
5. **Communicable/Biological hazards**
6. **Ergonomic design hazards** (Forms, controls and signals; Work materials, tools, machines; Repetition and postures; Force (including materials handling))
7. **Work organization hazards/stressors** Work procedures; Autonomy and responsibilities; Work content; Time constraints; Relationships between workers and with management; Social and general environment

If you need to get into more details about ergonomic hazards, see SH.10 in this manual. If you need to look at other hazards, see the *Resource Guide* for other materials available elsewhere (e.g. noise, indoor air, chemicals).

Planning inspections with this tool

Don't be put off by the length of the document. It's designed to be thorough while the format makes it easy to read and use.

Start with a committee discussion about how to organise inspections. Set a deadline by which the whole workplace has to be done and work backwards from that to set time lines.

Always try to have two people work together. Members who are new to inspections could go with those who have more experience. Try to include one worker and one supervisor from each area that you inspect. Always plan on talking to people working in the areas you're inspecting.

Consider different ways to get through the entire workplace. Two-person teams can take one department and look for all hazards there. Teams can take one or two categories of hazards and look for those in the whole workplace.

Make sure that committee members have time to do a proper inspection. If it takes longer than expected, individuals should talk with the co-chairs and/or their supervisors about how to get the time they need.

How to use this inspection tool

Start with the hazard category in which you're interested. Decide if you want to look for all aspects of the category or for one of its sub-topics. The summary sheet at the back will help you choose.

Select the section of the inspection tool that you want to use. For each one, look at the columns about the general topic and what you should "consider".

The general topic about prevention measures may refer to a "level" of prevention. For more about these levels, see the Prevention triangle in this manual (SH.13) and *Part G Step 4: What fixes the hazards?*.

This is a screening approach – to find out if you need to do more and/or if a quick fix is possible. There are three main answers:

Green light (G): the situation's is just fine

Yellow light (Y): the situation is average, fix if possible

Red light (R): unsatisfactory situation, may be dangerous and changes are needed

Circle the appropriate "light". If it's not "Green (G)", go to the next column to estimate what the problem costs. There are four categories: nothing (0), a little ($), some ($$), or a lot ($$$). There's a reminder line about this at the bottom of each page.

When you think about costs, also consider the legal term "**reasonably practicable**". It is used in the *Act* and regulations, usually to describe employer's duties (things they must do). The idea is important when making the case for health and safety changes. It can be a legal reason to justify spending money.

The words mean there must be a big difference between what it costs to fix a hazard (in time, effort and money) and what it costs to leave it alone. Only then is it not "reasonably practicable" to fix the problem. The more serious the hazard, the bigger the difference has to be before nothing has to be done, legally.

The next step is to figure out what can be done right away for a "quick fix". Who will do it? What deadline is reasonable? What might it cost?

Finally, it's important to decide if you need to check out more about the situation or hazard. Do you need more time to look at how something functions? Is a longer-term solution needed? Need more information? If so, mark it down in the last column.

Use the **summary** at the end of the document to list what still needs to be done, by whom, etc.

* This list is the result of adapting the Belgian SOBANE materials (see *Part F. Step 3: How do you find symptoms and hazards* in the manual) to the New Eyes approach. For the original SOBANE document in English, see http://www.sobane.be/langues/eng/the_mother_guide_deparis4_2006.doc.

1. General working conditions -- Premises and working areas

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Access to work areas	Easy, direct and wide enough (at least 80 cm/31.5 in.)?	(G) (Y) (R)						
Circulation paths (for people and vehicles)	Good visibility?	(G) (Y) (R)						
	Not obstructed with objects, boxes, pallets, etc.?	(G) (Y) (R)						
	Well marked by lines?	(G) (Y) (R)						
	Wide enough for people and vehicles?	(G) (Y) (R)						
Emergency exits	Not obstructed?	(G) (Y) (R)						
	Quite visible?	(G) (Y) (R)						
	Signs have appropriate words and/or symbols?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Facilities/ "welfare" (e.g. washrooms, changing areas, showers, cafeteria, etc.)	For women and men, where appropriate?	(G) (Y) (R)						
	Right size?	(G) (Y) (R)						
	Comfortable?	(G) (Y) (R)						
	Well-equipped? Does it meet legal requirements?	(G) (Y) (R)						
Floors	In good condition?	(G) (Y) (R)						
	Level?	(G) (Y) (R)						
	Not slippery?	(G) (Y) (R)						
	Safe? (e.g. no tripping hazards)	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Obstructions	Appropriate storage procedures?	(G) (Y) (R)						
	Is the area tidy?	(G) (Y) (R)						
Storage spaces	Are there enough cupboards, spaces, etc.?	(G) (Y) (R)						
	Are they easily accessible?	(G) (Y) (R)						
Technical maintenance and housekeeping	Working areas well and regularly main-tained and pleasant?	(G) (Y) (R)						
Waste/garbage/ recycling	Enough containers, well located and appropriate?	(G) (Y) (R)						
	Sorted and taken out properly?	(G) (Y) (R)						
	Is everything recycled that could and should be?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Therefore, the **overall situation** for ***General working conditions -- Premises and working areas*** **is:**

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

2. Safety and mechanical -- Traumatic injuries/incidents

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Falls from heights	Fall protection system(s) (e.g. scaffolds, harness)?	(G) (Y) (R)						
	Systems and equipment are checked regularly?	(G) (Y) (R)						
	Systems and equipment is maintained?	(G) (Y) (R)						
Falls on the ground	Floor in good condition?	(G) (Y) (R)						
	Floor is tidy, no clutter?	(G) (Y) (R)						
	Clean floor?	(G) (Y) (R)						
Falling or projecting objects	Safety of the activities?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Falling or projecting objects (cont'd)	Tools and materials are stored properly?	(G) (Y) (R)						
Mechanical hazards (e.g. shocks, dragging, crushing, cuts, punctures, burns)	Barriers, machine guards, pulley covers are present and used?	(G) (Y) (R)						
	Needles or cutters used?	(G) (Y) (R)						
	Heat sources?	(G) (Y) (R)						
Work clothes	Available?	(G) (Y) (R)						
	Appropriate?	(G) (Y) (R)						
	Used?	(G) (Y) (R)						
	Fit the workers using it/them?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Work clothes (cont'd)	Maintained and cleaned?	(G) (Y) (R)						
	Stored in appropriate place?	(G) (Y) (R)						
Other prevention measures - level 3: personal protective equipment (PPE)	Are there respirators, safety glasses, and gloves, as needed?	(G) (Y) (R)						
	For using machines: are there glasses, gloves?	(G) (Y) (R)						
	For working at heights: safety harness, etc.?	(G) (Y) (R)						
	Is it appropriate for the task and worker (e.g. fit)?	(G) (Y) (R)						
	Is it stored in a clean space?	(G) (Y) (R)						
	Is it maintained and checked regularly?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Other prevention measures - level 3: personal protective equipment (PPE) (cont'd)	Is it replaced when it doesn't work properly?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these kinds of safety hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						
Incident investigation procedures	Systematic (i.e. thorough) and comprehensive (e.g. look for root causes)?	(G) (Y) (R)						
	Known and understood?	(G) (Y) (R)						
	Are the form and the instructions clear?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Incident investigation procedures (cont'd)	Used?	(G) (Y) (R)						
First aid (first aid room, first aid kits, first aid staff or workers)	Well-located?	(G) (Y) (R)						
First aid (first aid room, first aid kits, first aid staff or workers)	Appropriate?	(G) (Y) (R)						
	People trained and upgraded regularly?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Safety and mechanical -- traumatic injuries/incidents*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

2. Safety and mechanical -- Electricity, fire and explosions

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Electricity	**The general wiring --** circuit breakers, fuses, grounds, signs, etc.	(G) (Y) (R)						
	The material -- wires, cables, extensions, grounding, etc.	(G) (Y) (R)						
	The equipment -- connections, emergency stops, grounding, maintenance, insulation, batteries	(G) (Y) (R)						
Fire and explosion	**Inflammable or explosive materials --** quantity, storage, ventilation, supply	(G) (Y) (R)						
	Sources -- flames, sparks or sources of heat (e.g. static electricity), signs	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Fire and explosion (cont'd)	**Fire fighting devices** -- automatic fire detection and extinguishers, other fire extinguishers, hose reels, hydrants, signs for them	(G) (Y) (R)						
	Compartmentalisation of areas, stairs -- e.g. shafts, fire doors (condition, obstructions), channels or holes (e.g. cables, pipes)	(G) (Y) (R)						
	The workplace fire marshals, etc. -- trained, available	(G) (Y) (R)						
	Instructions in case of fire -- evacuation plans, fire alarms, emergency exits and gangways, meeting points, fire drills, etc.	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Fire and explosion (cont'd)	**Signs** -- storage sections, fire fighting devices, emergency exits, escape lighting, plans by floor, etc.	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these kinds of safety hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Safety and mechanical -- Electricity, fire and explosions*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

3. Physical hazards - lighting

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
General lighting of the work areas and task	Neither too much nor too little: able to see the details of work, but not too bright	(G) (Y) (R)						
Daylight and view outside	Acceptable, through clean windows?	(G) (Y) (R)						
Shade on the work	Is there any?	(G) (Y) (R)						
Reflections or glare	On tables, metal or glass surfaces, plastic sheets, windows, screens?	(G) (Y) (R)						
	Especially by the sun: do windows have curtains, blinds or screens?	(G) (Y) (R)						
	No direct sight of the light sources?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Lighting uniformity	In the work areas and gangways (staircases, etc.)?	(G) (Y) (R)						
Light quality and colour	Appropriate for the task, including colour rendering/appearance?	(G) (Y) (R)						
Light fixtures	Cleaned regularly?	(G) (Y) (R)						
	Defective bulbs are quickly replaced?	(G) (Y) (R)						
Work at computer monitors	The worker does not face or have their back to a window or a significant light source	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report lighting hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Other prevention measures - Level 3 : Personal protective equipment (PPE)	Is there appropriate PPE where required for hazardous types of light?	(G) (Y) (R)						
	Does the PPPE fit?	(G) (Y) (R)						
	Is it stored properly? Replaced when necessary?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Physical hazards -- lighting*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

3. Physical hazards - noise

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
In all work areas	Do people a meter apart have to raise their voices to speak? (If so, it's more than 85 decibels)	(G) (Y) (R)						
	Do sounds/noise interfere with talking, listening or concentrating?	(G) (Y) (R)						
Work stations	As far as possible from noise sources?	(G) (Y) (R)						
Means of communication	Does it account for ambient noise?	(G) (Y) (R)						
Holes, openings	Is there noise from other workplaces, around doors, etc.?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report noise hazards?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Reporting hazards (cont'd)	Is the procedure easy to use and followed?	(G) (Y) (R)						
Other prevention measures - Level 3 : Personal protective equipment (PPE)	Is there appropriate PPE where required for hazardous noise levels?	(G) (Y) (R)						
	Does the PPPE fit?	(G) (Y) (R)						
	Is it stored properly? Replaced when necessary?	(G) (Y) (R)						
	Are workers trained about how to use the PPE?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Physical hazards -- noise*** is:
Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

3. Physical hazards - temperature and humidity

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Temperature	Not too warm or too cold, no significant variations?	(G) (Y) (R)						
Humidity	Not too dry or too humid?	(G) (Y) (R)						
Drafts	By the windows and the doors? Elsewhere? (shouldn't be any)	(G) (Y) (R)						
Sources of cold, heat and humidity	Are sources from water, vapours, machines, sun, etc. removed?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report temperature and/or humidity hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						
Work clothing	Comfortable for the temperature and/or humidity?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Other prevention measures - Level 3 : Protective clothing	Provided if necessary (e.g. for warmth or dryness, against radiating heat)?	(G) (Y) (R)						
	Good quality, appropriate and comfortable?	(G) (Y) (R)						
Drinks	Available where it is hot or cold?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Physical hazards -- temperature and humidity*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

3. Physical hazards - vibration

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Vehicles (trucks, forklifts, etc.)	Appropriate for the job?	(G) (Y) (R)						
	Floor, aisles, tires, seats and suspension in good condition?	(G) (Y) (R)						
Machines (e.g. drills, grinders)	Appropriate for the work to be performed?	(G) (Y) (R)						
	Not too heavy?	(G) (Y) (R)						
	Not vibrating?	(G) (Y) (R)						
	In good condition and regularly maintained?	(G) (Y) (R)						
Tools and their parts	Adequate?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Tools and their parts (cont'd)	In good condition?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report temperature and/or humidity hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						
Training	Vehicles, machines and tools used properly?	(G) (Y) (R)						
	Good work postures, forces, work with 1 or 2 hands, etc.?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Physical hazards --vibration*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

4. Chemical and mineral hazards

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Chemical or mineral hazards and products	Inventory of products and chemicals available and up to date?	(G) (Y) (R)						
	Documentation about the hazards available, including material safety data sheets (MSDSs)?	(G) (Y) (R)						
Procedures	About using chemicals and minerals: clear and followed, for mixtures, etc.?	(G) (Y) (R)						
	In case of incidents (e.g. spills, splashes), are they known and followed?	(G) (Y) (R)						
Labels	Appropriate and well-labelled containers?	(G) (Y) (R)						
Storage	By toxic, corrosive, flammable, etc. products?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Storage (cont'd)	Stored in appropriate, isolated and labelled spaces?	(G) (Y) (R)						
Wastes	Removed in a controlled way using proper procedures?	(G) (Y) (R)						
	In appropriate containers?	(G) (Y) (R)						
Signs	Appropriate and followed (no smoking, restricted areas, etc.)	(G) (Y) (R)						
Training	About hazards and procedures? (WHMIS requirements met?)	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report chemical and mineral hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						
Collective pre-vention measures (Level 1)	Toxics use reduction and "green" substitution policies?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Collective prevention measures - Level 2	Local exhaust ventilation where required (is it right at the source)?	(G) (Y) (R)						
	Ventilation system properly checked and maintained?	(G) (Y) (R)						
	Operators isolated from exposure, if need be?	(G) (Y) (R)						
Other prevention measures - Level 3	Showers, hand and eye wash stations well located and in good condition?	(G) (Y) (R)						
	Appropriate rules that are followed (e.g. no smoking, restricted areas, etc.)?	(G) (Y) (R)						
	General ventilation with fresh air?	(G) (Y) (R)						
	No one eats on the job?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Other prevention measures - Level 3 : Personal protective equipment (PPE)	Gloves, masks, glasses, clothing, etc. available?	(G) (Y) (R)						
	Appropriate for task, fit people?	(G) (Y) (R)						
	Maintained, repaired and used properly?	(G) (Y) (R)						
	Replaced when broken, not working, etc.?	(G) (Y) (R)						
Attention to workers with special needs	Women (especially pregnant or nursing), young workers, those with allergies, with literacy and/or language needs, etc.?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Chemical and mineral hazards*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

5. Communicable/Biological hazards

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Communicable or biological hazards and products	Inventory of products and substances available and up to date?	(G) (Y) (R)						
	Documentation about the hazards available, including material safety data sheets?	(G) (Y) (R)						
Procedures	About using biological substances: are the procedures clear and followed, apply to mixtures, etc.?	(G) (Y) (R)						
	In case of incidents (e.g. spills, splashes), are procedures known and followed?	(G) (Y) (R)						
Labels	Appropriate and well-labelled containers?	(G) (Y) (R)						
Storage	By category?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Storage (cont'd)	Stored in appropriate, isolated and labelled spaces?	(G) (Y) (R)						
Wastes	Removed in a controlled way using proper procedures?	(G) (Y) (R)						
	In appropriate containers?	(G) (Y) (R)						
Signs	Appropriate and followed (no smoking, restricted areas, etc.)	(G) (Y) (R)						
Training	About the procedures and hazards (WHIMIS requirements met)?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report communicable or biological hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						
Collective pre-vention measures (Level 1)	No fungi or moulds	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Collective prevention measures (Level 1) (cont'd)	Toxics use reduction and "green" substitution policies?	(G) (Y) (R)						
Collective prevention measures (Level 2)	Local exhaust ventilation where required (at source)?	(G) (Y) (R)						
	Ventilation system properly checked and maintained?	(G) (Y) (R)						
	Operators isolated from exposure, if need be?	(G) (Y) (R)						
Other prevention measures - Level 3	Showers, hand and eye wash stations well located and in good condition?	(G) (Y) (R)						
	Appropriate rules that are followed (e.g. no smoking, restricted areas, etc.)?	(G) (Y) (R)						
	General ventilation with fresh air?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Other prevention measures - Level 3 (cont'd)	No one eats on the job?	(G) (Y) (R)						
	Vaccinations in order, as required	(G) (Y) (R)						
Other prevention measures - Level 3: Personal protective equipment (PPE)	Gloves, masks, glasses, clothing, etc. available	(G) (Y) (R)						
	Appropriate for task?	(G) (Y) (R)						
	Maintained, repaired?	(G) (Y) (R)						
	Fit people? Used properly?	(G) (Y) (R)						
Attention to special needs workers	Women (esp. pregnant or nursing), young workers, those with allergies, for literacy and/or language needs, etc.	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Therefore, the **overall situation** for ***Communicable/Biological hazards*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

6. Ergonomic design -- forms, controls and signals

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Work orders	Forms, lists, etc. are legible?	(G) (Y) (R)						
Signals and **controls** (e.g. buttons, levers, pedals)	In good condition?	(G) (Y) (R)						
Position	Near and facing the worker, neither too high, nor too low?	(G) (Y) (R)						
	Well located on the control panel (e.g. number and colours of buttons, lights)	(G) (Y) (R)						
	Emergency stop system (e.g. buttons, cables) available and easily accessible	(G) (Y) (R)						
Characteristics	Expected shapes, colours, directions (e.g. needles move from left to right, green = go or okay, red = stop)	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Characteristics (cont'd)	Alarms can be heard or lights bright enough?	(G) (Y) (R)						
	Size, form and dimensions (e.g. buttons, indicators) are appropriate for people using them?	(G) (Y) (R)						
Force	No excessive pressure with the fingers or feet?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these ergonomic hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Ergonomic design -- forms, controls and signals*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

6. Ergonomic design -- work materials, tools, machines

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
For all work materials, tools and machines	Inventory available?	(G) (Y) (R)						
	Appropriate for each task (e.g. dangerous machines are isolated for safety)	(G) (Y) (R)						
Maintenance	Are tools and machines in good condition?	(G) (Y) (R)						
	Regular maintenance, thorough annual checks?	(G) (Y) (R)						
	Put away in case of problems (e.g. damaged cable, cracks, tears, general wear)?	(G) (Y) (R)						
	Cleaned up and put away as needed, in places which are easily accessible to the work stations or areas?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Dimensions and forms (shapes)	Easy to grab safely?	(G) (Y) (R)						
	Easy to use without tiring the hands or arms?	(G) (Y) (R)						
	Are handles adapted to the job (e.g. bent), not too long or too short, not too thick or too thin, not too rough or too smooth?	(G) (Y) (R)						
Adapted to the worker?	No parts that could cause injury?	(G) (Y) (R)						
	Not too heavy?	(G) (Y) (R)						
	No vibration?	(G) (Y) (R)						
	Adapted for left-handed people?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Training	About the safest, healthiest and most efficient use of the materials, tools and machines?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these ergonomic hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Ergonomic design -- work materials, tools, machines*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

6. Ergonomic design -- repetition and postures

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Repetition of the same gestures	Not continuously?	(G) (Y) (R)						
Postures	Straight back, not bent?	(G) (Y) (R)						
	Straight head (no flexion, extension nor rotation, i.e. neck is not twisted or bent)?	(G) (Y) (R)						
	Shoulders relaxed, not raised?	(G) (Y) (R)						
	Arms close to the body, not spread out or raised above shoulder level?	(G) (Y) (R)						
	Hands in a normal position, wrists not bent?	(G) (Y) (R)						
	Feet on the ground or a foot rest?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Postures (cont'd)	No kneeling or crouching without support or a cushion?	(G) (Y) (R)						
	No repeated or prolonged uncom-fortable positions?	(G) (Y) (R)						
Working heights (e.g. of tables, desks, shelves, machinery, tools)	Make the work posture described above possible?	(G) (Y) (R)						
Seated or seated/standing posture (preferred)	Appropriate seats that are stable and comfortable?	(G) (Y) (R)						
	Support for the forearms on the desk or with armrests that can be adjusted for height?	(G) (Y) (R)						
	Room for knees and legs under the desk or work surface?	(G) (Y) (R)						
Standing posture (upright posture)	Nothing gets in the way of movements?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Standing posture (upright posture) (cont'd)	Comfortable support for the thighs and/or the arms, at the appropriate height?	(G) (Y) (R)						
Assistance	Step ladder available for working at heights?	(G) (Y) (R)						
	Step ladder is stable, solid, and easy to use safely (to avoid falls)?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these ergonomic hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Ergonomic design -- repetition and posture*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

6. Ergonomic design -- force (including materials handling)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Gestures (movements) and forces	Not abrupt?	(G) (Y) (R)						
	Not too hard or forceful?	(G) (Y) (R)						
	No fast or repeated movements?	(G) (Y) (R)						
Hand forces	Moderate, without bending or twisting?	(G) (Y) (R)						
	Not using the hand as a hammer?	(G) (Y) (R)						
Loads	Light?	(G) (Y) (R)						
	Balanced?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Loads (cont'd)	Comfortable to grab (pick up) (e.g. good handles, no cutting edges, not slippery, not too hot or too cold)?	(G) (Y) (R)						
	At a good height (i.e. picking up and putting down at waist level)	(G) (Y) (R)						
	Back is not twisted or bent (depending on the situation)?	(G) (Y) (R)						
	Carried only for a short distance?	(G) (Y) (R)						
Mechanical devices	Appropriate for the task -- for heavy or unstable loads, hoists, trucks, etc. (pushed rather than pulled)?	(G) (Y) (R)						
	Appropriate for the task -- for frequent move-ment: conveyor belts, etc.?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Mechanical devices (cont'd)	High standard?	(G) (Y) (R)						
	Well-located?	(G) (Y) (R)						
	Quick and easy to use?	(G) (Y) (R)						
Training	About how to handle loads?	(G) (Y) (R)						
	Appropriate to the work situation?	(G) (Y) (R)						
Tiredness at the end of the day	Acceptable amount?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these ergonomic hazards?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Therefore, the **overall situation** for ***Ergonomic design -- force (including materials handling)*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

7. Work organization/stressors -- Work procedures, etc.

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Work organization	Clear and appropriate?	(G) (Y) (R)						
	Lets people work without facing health or safety hazards?	(G) (Y) (R)						
	Work planning appropriate in time and space?	(G) (Y) (R)						
Work procedures	Work procedures clear and applied?	(G) (Y) (R)						
Work circumstances (places, tools, materials, stock, unforeseen events, external requests, time, etc.)	Allow applications of the usual work procedures?	(G) (Y) (R)						
	Quality work is possible?	(G) (Y) (R)						
Supplies/stock	Inventory and stock sizes are not too large or too small?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Independence between neigh-bouring work stations or areas	Not too much or too little?	(G) (Y) (R)						
Interactions and communications (between workers)	Easy and free, even if at different work stations?	(G) (Y) (R)						
Means of communication	Appropriate and pleasant? (if voice, computer, etc.)	(G) (Y) (R)						
All work areas or vehicles	Is anyone isolated or working alone?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these stressors?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Work organization/stressors -- work procedures, etc.*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

7. Work organization/stressors -- Autonomy and responsibilities

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Orders and expectations	No contradictions?	(G) (Y) (R)						
Range of initiative	Everyone can adapt the way s/he works without disturbing others?	(G) (Y) (R)						
Autonomy	Everyone can leave his/her workstation for short breaks (e.g. washroom) without disturbing production or work activities?	(G) (Y) (R)						
Freedom of contact	Everyone has the contact needed with peripheral co-workers (e.g. maintenance, purchasing, quality) or with other departments?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Degree of attention or concentration needed	Average according to the seriousness of the actions/ tasks required?	(G) (Y) (R)						
	Average, according to the unpredict-able nature of the tasks?	(G) (Y) (R)						
Decisions	Limited number of possible choices?	(G) (Y) (R)						
	Information available?	(G) (Y) (R)						
	Decisions not too difficult to make?	(G) (Y) (R)						
	Required reaction speed is normal?	(G) (Y) (R)						
Responsibilities	Not too many or too few?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Responsibilities (cont'd)	Everyone knows their responsibil-ities and carries them out?	(G) (Y) (R)						
Errors	Everyone can correct his or her errors themselves?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these stressors?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Work organization/stressors -- autonomy and responsibilities*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

7. Work organization/stressors -- work content

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Work interest	Interesting and diversified (including preparation tasks, quality, maintenance)?	(G) (Y) (R)						
Quality	Everyone's work corresponds to their function and work capacities?	(G) (Y) (R)						
Information and training	For everyone?	(G) (Y) (R)						
	About procedures, hazards and prevention methods?	(G) (Y) (R)						
	When starting a job or new task, and regularly after (e.g. refreshers)?	(G) (Y) (R)						
Emotional load	Not too heavy?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Reporting hazards	Is there a procedure to report these stressors?	(G) (Y) (R)						
Reporting hazards (cont'd)	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Work organization/stressors -- work content*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

7. Work organization/stressors -- time constraints

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Work schedules and work program	Received sufficiently in advance?	(G) (Y) (R)						
	Allow everyone to organize their working day as s/he wants?	(G) (Y) (R)						
	Flexible within an acceptable range?	(G) (Y) (R)						
Work rate	Not excessive?	(G) (Y) (R)						
	Can catch up quickly if need be (e.g. if production delays, inter-ruptions)?	(G) (Y) (R)						
Group autonomy (the group organizes itself about these things)	Work schedules and holidays?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Group autonomy (the group organizes itself about these things) (cont'd)	Work distribution, breaks, rotations?	(G) (Y) (R)						
	Production or work delays?	(G) (Y) (R)						
	Overtime?	(G) (Y) (R)						
	Peak and off periods?	(G) (Y) (R)						
	Additional and last-minute work?	(G) (Y) (R)						
Work interruptions	Few unexpected events?	(G) (Y) (R)						
Breaks/rest periods	Frequent and short?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Breaks/rest periods (cont'd)	Organized to consider work-load, difficult postures, repetitive movements and mental fatigue?	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these stressors?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Work organization/stressors -- time constraints.*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

7. Work organization/stressors -- Relationships between workers and with management

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Communications during work	Always possible, whether related to work or not?	(G) (Y) (R)						
	The organization of the work and space lets people see one another?	(G) (Y) (R)						
Allocation of work	Impartial within the group?	(G) (Y) (R)						
	Everyone knows their work and role?	(G) (Y) (R)						
Mutual assistance between workers	Is there for work problems?	(G) (Y) (R)						
There is regular consultation about the work	Among the workers, departments and management?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
There is regular consultation about the work (cont'd)	To solve the problems	(G) (Y) (R)						
	To define, plan and allocate work?	(G) (Y) (R)						
The management	Is known, appreciated and respected?	(G) (Y) (R)						
Relations with the management	There is harmony, confidence, co-operation and good social climate?	(G) (Y) (R)						
	No strained relations, no conflicts of interest?	(G) (Y) (R)						
	Support in case of work or personal difficulties?	(G) (Y) (R)						
	Responsibilities are delegated?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Workers' suggestions and feedback	Encouraged, heard and taken into account?	(G) (Y) (R)						
	Problems are reported?	(G) (Y) (R)						
Evaluations	Everyone knows how their work is evaluated?	(G) (Y) (R)						
	Knows if and how they are monitored?	(G) (Y) (R)						
	Everyone knows the evaluation criteria and consequences	(G) (Y) (R)						
	Each person is told about the results of their evaluation?	(G) (Y) (R)						
	Everyone's work is properly appreciated?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Reporting hazards	Is there a procedure to report these stressors?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

Therefore, the **overall situation** for ***Work organization/stressors -- Relationships between workers and with the management*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

7. Work organization/stressors -- Social and general environment

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Promotions (are possible)	According to clear and unbiased criteria, known and approved by all (and/or in the union contract)?	(G) (Y) (R)						
	On the basis of evaluations and according to performance and/or union contract?	(G) (Y) (R)						
Discrimination	None by age, sex, heritage, sexual orientation, union membership, personal charac-teristics, etc.	(G) (Y) (R)						
	None used in hiring or promotions?	(G) (Y) (R)						
Employment	Stable?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Employment (cont'd)	Confidence in the organization's integrity and future (i.e. job security)?	(G) (Y) (R)						
	Return-to-work and use of replace-ments and temporary workers are well managed?	(G) (Y) (R)						
Salary or wages	Corresponds to required capacities the work done and/or the union contract?	(G) (Y) (R)						
Workplace safety and health committee or representative	All members able to do their committee duties?	(G) (Y) (R)						
	Is effective and respected?	(G) (Y) (R)						
Stress and strain (toxic stress) problems	Is there dissatis-faction, stress, strain, harassment, etc.?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Topic	Consider	The situation is …	If not (G), what's the problem cost? *	What can be done to improve the situation right away?	By whom?	By when?	What does the quick solution cost? *	Need to check out more?
Stress and strain (toxic stress) problems (cont'd)	Support policies and procedures exist and are used?	(G) (Y) (R)						
	Preventive action(s) are taken when problems or issues come up?	(G) (Y) (R)						
Working conditions in general	Allow personal and professional development?	(G) (Y) (R)						
	Compatible with outside life (e.g. family and other responsibilities)	(G) (Y) (R)						
	All workers are satisfied, on the whole	(G) (Y) (R)						
Reporting hazards	Is there a procedure to report these stressors?	(G) (Y) (R)						
	Is the procedure easy to use and followed?	(G) (Y) (R)						

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)

Therefore, the **overall situation** for ***Work organization/stressors -- Social and general environment*** is:

Our questions are:

* Costs, in terms of time, effort and money: nothing (0), a little ($), some ($$), or a lot ($$$)