Meteorology and Air Quality Group

Checklist for Management Walk-Arounds in MAQ

Project: **Date:** _____/_____/_____

Area/work process/ procedure evaluated:

NOTE: Personnel performing walk-arounds must have received orientation and/or training in self assessment techniques or be accompanied by experienced and trained personnel.

Item	OK?	Comments
Previous assessment/walk-around data used, when available?	Y N NA	
Used HCP or guidance card (if available) for the requirements being evaluated? Title:_____	Y N NA	
Completed "Computer Workstation Baseline Checklist for Ergonomics" for new employees or relocated workspaces? [http://int.lanl.gov/safety/ergonomics/docs/sa_checklist.pdf]	Y N NA	
No environmental hazards are present or are mitigated?	Y N NA	
Contractor activities included (to assure adherence to contractual safety commitments)?	Y N NA	
The specific work activities are covered by an existing HCP?	Y N NA	
Any previously unidentified hazards noted?	Y N NA	
Unsafe work practices or conditions identified during walk-arounds corrected immediately or work stopped?	Y N NA	
Hazards and their risk levels in the HCP are evaluated and ranked appropriately?	Y N NA	
Solicited worker observations, concerns, and suggestions?	Y N NA	
Walk-arounds recognized and reinforced good performance?	Y N NA	
DR initiated for violations of requirements?	Y N NA	
Within 3 working days, submit to the Laboratory-wide tracking system (may be accessed through the LANL home page -- "management walk arounds") information from this form.	Y N NA	

Noteworthy practices:

General observations:

Unsafe conditions that need attention: Responsible person: Completion date(s):

Walk-around conducted by:

_____ _____ _____ _____

Signature Name (print) Z no. Date

When complete, enter the information in the electronic MWA system and submit this form to MAQ Records Coordinator.