

Do the **SAFETY SHUFFLE** to find Workplace Hazards

A job swap offers a fresh perspective for identifying hazards a person who routinely does the job might miss. Take the “Safety Shuffle” challenge to look more closely at the jobs in your workplace, promote skill and knowledge sharing between workers and managers, and engage workers to help find and fix hazards.

1 Identify Jobs

- Determine what jobs in your workplace have the most opportunity for hazards. If you’re not sure where to begin, review your safety logs or use the [Hazard Huddle challenge](#) to learn from workers where workplace hazards may exist.
- Assign people to small groups of no more than four. The groups should have a mix of managers and workers since they have different perspectives.
- Remind workers that they have the right to express safety concerns without fear of retaliation.

2 Swap and Observe

- Within a group, one person leads a walk-through of a job or task they routinely perform. They should teach with the level of detail as if they are training the rest of the group to take over this job.
- If it is safe to do so, one member can complete the task while being trained by the leader during the walk-through. This will show where a worker who is less familiar with a task may encounter hazards.
- Have groups take notes on potential hazards they find during the walk-through. Use the printable table for each walk-through on page five of [Identifying Hazard Control Options: Job Hazard Analysis](#).
- When a walk-through is complete, groups can swap roles and continue to evaluate other jobs and tasks. Remember that managers in this mix have an important perspective. As a group member, they can lead a walk-through or be led by workers in addition to swapping roles and leading each other.

3 Review and Discuss

- Meet with each group and have them share their notes and the hazards they found. Ask questions to better understand the hazard and ways to eliminate it.
- Before implementing hazard controls, be sure to include staff whose jobs may be affected by those decisions. Discuss any pros or cons about their hazard control ideas.

4 Download your Challenge Coin

- Visit osha.gov/safeandsound/activities to download your virtual challenge coin. Share this coin in your workplace communications and online (use the **#SafetyShuffle** and **#SafeAndSoundAtWork** hashtags) to show that you’re committed to finding and fixing hazards.

