

Accident Prevention Basics

Refer to sign-in sheet for attendees (note: a separate meeting should be held with all absent employees).

1. Overview:

Accidents are caused by many factors. Many of these factors are within our direct control as we perform our jobs each day. Focusing on these factors can help prevent accidents.

2. Accidents do not just happen; there is always a cause(s).

The following presents some basic accident prevention rules:

- Maintain good housekeeping in your work area – “Everything always in its place when not in-use.”
- Avoid distractions.
- No horseplay in the workplace.
- Look-out for your co-workers and speak to them if you observe unsafe acts/behaviors. Mentor co-workers on proper procedures and safeguards.
- Follow all work rules, instructions and training.
- Prevent accidents while moving stone slabs by following work procedures and ensuring equipment is in good condition
- At the beginning of and throughout the work day, check your area for hazards and report identified hazards to your Supervisor.
- Use equipment for its intended use and do not operate equipment with identified deficiencies.
- Ensure cranes and forklifts are inspected on each shift prior to use and are in good operating condition. Do not operate a crane or forklift with an identified deficiency.
- Inspect hand and power tools prior to each use. Do not operate hand or power tools with identified deficiencies.
- Know where overhead power lines are present in the workplace and take necessary precautions to prevent contact with power lines.
- Inspect ladders and scaffolding prior to use and use in accordance with established work rules.

These are only a few of the precautions that can be taken to prevent accidents.

Protect the most important machine on the job — you!

4. Discussion:

- Referring to the rules for accident prevention above, what other precautions could be adopted to prevent accidents in your work area?

5. RECAP/REVIEW:

- How often do you need to check your work area for hazards?
- REMEMBER...“ACCIDENTS DON’T JUST HAPPEN. THERE IS ALWAYS A CAUSE(S)”

6. Reminder:

- Safety is the responsibility of both management and employees!

Next Safety Meeting is scheduled for _____ and the topic will be _____.

Take Exam / Review Results

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