

Accident Prevention

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

1. Overview:

Accidents can result in personal injuries and damaged equipment and inventory. The most common accidents involve material handling tasks. Some accidents begin with unsafe actions performed in unsafe situations or hazardous conditions.

2. What can I do?

You can help prevent accidents before they happen if you:

- Follow all work rules, instructions and training
- Continuously remain focused on your work surroundings and avoid distractions
- Lookout for unsafe actions, situations, and conditions. Report these to your supervisor.
- Stop work if you are unsure on how to complete a task. Get some help from someone who knows the correct procedure.
- See a co-worker in an unsafe condition or performing an unsafe act, mentor them to correct the unsafe act or condition
- If you a work procedure is wrong, report it to your Supervisor.

3. Unsafe Actions:

There are reasons people perform unsafe actions:

- Complacency.
- Deficient training and lack of knowledge.
- Distractions.
- Pressure to speed up to get the job done. While it is counterintuitive – “Slow down to speed up”.

Watch for someone:

- Who has that confused or frustrated look or is posing and scratching their head or chin, maybe with arms folded. These are visual clues they may not know what to do next. It could be the next unsafe act.
- Who is not wearing their PPE or adjusting PPE at an inappropriate time.
- Skipping steps of a job or performing the steps in the wrong order.
- Using the wrong tool or equipment for a job.
- Using a tool incorrectly.

4. Unsafe Conditions:

These practices present significant hazards even if they are temporary. Watch for these unsafe situations:

- Poor housekeeping, including spills and materials blocking floors, aisles and doorways.
- Makeshift ladders and climbing equipment.
- Disabled machine guards.
- Inadequate Lockout/Tagout procedures.
- Improper chemical storage.
- Equipment in-use that is in poor condition or using the wrong tool for the job

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5. Discussion:

- How can you and your coworkers keep accidents from happening?
- Are temporary hazards more or less likely to cause an accident?

6. RECAP/REVIEW:

- What are some of the distractions that occur in the workplace?
- Does pressure to get the job done affect doing the job properly/safely? Is it an excuse to work unsafely?
- Does “slowing down to speed up” really work?

7. Reminder:

- Safety is the responsibility of both management and employees!

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

Think SAFETY. Stay Alert. Stay Alive. Don't be trapped into having an accident.

Take Exam / Review Results

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