



Worksite: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## Topic C119: Avoid Unsafe Acts

**Introduction:** Every year thousands of workers in the workplace are seriously injured and many even die from accidents that could have been prevented. The sad truth is that nearly 85% of these work-related accidents are avoidable and the majority of these mishaps are due to workers committing “Unsafe Acts”.

An “Unsafe Act” is any action taken by a worker that is not secure from hazard, risk, or injury. There are plenty of unsafe acts that we all, on occasion, have been guilty of. It does not matter whether or not one acts without thinking or does it “on the sly” hoping not to get caught. The purpose of this meeting is not to cause anyone trouble, expose the “safety nerd”, or point out who is the “death trap”. The purpose is to help us all become aware of the hazardous routines we sometimes get into and avoid unsafe acts.

*OSHA regulations require all employers “to instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazard or other exposure to illness or injury”.*

### Here are some examples of bad habits that cause undue hazards:

- The use of drugs or alcohol in the workplace.
- Forgetting to wear personal protective equipment such as hard hats, respirators, eye and face protection, safety boots, gloves, or fall restraint gear.
- Taking inappropriate shortcuts while building or working from heights.
- Not taking enough time to set up and use ladders properly.
- Blocking a machine guard open, or any other unsafe modifications to power equipment.
- Yanking electrical cords unplugged from a distance which could damage electrical components.
- Neglecting to clear the work area of excess rubble and clutter that may create trip hazards.
- Not paying attention or keeping track of our co-workers.
- Having conversations, arguments, or otherwise not concentrating while doing dangerous tasks.
- Not showing up when you’re needed (a missing part of a team often creates hazards)
- Pushing yourself too hard to impress the boss or co-workers by lifting too much or doing too much work.
- Unnecessary hurrying, rushing, horseplay, or other distracting activities.
- Improper storage of tools and equipment or not using the proper tools for the job.
- Forgetting basic common sense, failure to report unsafe conditions, or blatant neglect of safe work practices.

One should always conduct regular worksite safety evaluations (survey and evaluate your immediate and surrounding work area for hazards).

These actions are irresponsible and show disregard and disrespect for the company safety policy. One should always conduct regular worksite safety evaluations (survey and evaluate your immediate and surrounding work area for hazards). Workers should feel comfortable to voice their opinions and make suggestions regarding safety at their workplace.

**Conclusion:** Most accidents are caused by human error resulting from “Unsafe Acts”. Make a commitment to yourself, your co-workers, and your employer to apply safe work practices and to consciously assess the safety of the workplace at all times. Applying these principles will make the work-day safer, less stressful, and more efficient.

**Employee Attendance:** (Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*