THE STEPS TO REDUCING UNSAFE ACTS

IMPORTANT ELEMENTS OF A SAFETY PROGRAM ARE THE 3 E’S:
- EDUCATION
- ENGINEERING
- ENFORCEMENT

EDUCATION MEANS TRAINING THE EMPLOYEES:
- EXPLAINING THE PROPER PROCEDURES
- JOB RESPONSIBILITIES,
- SAFETY RULES AND SAFETY AWARENESS
- EXPLAINING YOUR EXPECTATIONS THAT THEY WILL WORK SAFELY
- WHAT ARE UNSAFE ACTS

ENGINEERING MEANS FINDING SAFETY HAZARDS:
- IDENTIFYING AND CORRECTING THE HAZARDS
- PROPER SELECTION OF EQUIPMENT AND FACILITIES
- DAILY SAFETY CHECKS OF EQUIPMENT
- SELF-INSPECTION OF FACILITIES
- IMPLEMENTING CORRECTIVE ACTION TO REDUCE ACCIDENTS

ENFORCEMENT OF SAFETY RULES:
- RULES ARE NOT EFFECTIVE, UNLESS THEY ARE ENFORCED
- PROGRESSIVE DISCIPLINE FOR REPEATERS
- RE-EDUCATING EMPLOYEES WHEN NEEDED

STATISTICS GATHERED OVER THE YEARS INDICATE THAT MORE THAN 80%
OF ALL ACCIDENTS ARE CAUSED BY UNSAFE ACTS OF EMPLOYEES.

MOST ACCIDENTS ARE CAUSED IN WHOLE- OR IN PART- BY UNSAFE ACTS.
- TAKING SHORTCUTS- THESE NEVER SAVE TIME
- RUSHING TO GET SOMETHING DONE
- JUMPING DOWN OFF A TRUCK, OR A FORKLIFT DOES NOT SAVE TIME
WHAT IS AN UNSAFE ACT?
AN UNSAFE ACT IS ANY PERSONAL CHARACTERISTIC OR CONDITION THAT INFLUENCES AN EMPLOYEE TO ACT UNSAFELY. THE CONDITION COULD BE PHYSICAL, MENTAL OR EMOTIONAL.
TYPES OF UNSAFE ACTS CAN INCLUDE:
- LACK OF AWARENESS OF JOB HAZARD
- INATTENTION TO THE JOB AT HAND
- INADEQUATE TRAINING FOR THE JOB

A SLIP AND FALL IS AN UNSAFE ACT, BECAUSE THE EMPLOYEE COULD HAVE PREVENTED THE SLIP AND FALL:
- IF S/HE HAD BEEN PAYING ATTENTION TO THE WALKING SURFACE. S/HE MADE A CONSCIOUS DECISION TO WALK IN THE WET SPOT ON THE FLOOR- INSTEAD OF WALKING AROUND IT.
- S/HE CARRYING AN ITEM THAT BLOCKED THEIR VIEW OF THE FLOOR, AND DID NOT LOOK WHERE S/HE WAS GOING.
- S/HE WALKED DOWN THE STAIRS, AND DID NOT HOLD THE RAILING, AND FELL.

ATTENTION TO THE WALKING SURFACE CAN PREVENT SLIPS AND FALLS EVEN IF THE FLOOR IS UNEVEN, SLIPPERY, OR WET OR HAS A PHYSICAL HAZARD SUCH AS A HOLE OR TORN CARPET.

POOR HOUSEKEEPING IS AN UNSAFE ACT. STORING ITEMS ON STAIRWAYS AND IN THE WALKING AISLES IS UNSAFE. THESE ARE TRIP/FALL HAZARDS WHICH CAN BE PREVENTED.

PAYING ATTENTION MATTERS!!!

A LACERATION OR CUT IS THE RESULT OF NOT PAYING ATTENTION TO THE JOB- OR NEGLECTING TO TAKE NECESSARY PRECAUTIONS TO PREVENT INJURY.
EVERY TIME YOU USE A BOX CUTTER- OR UTILITY KNIFE, SAY TO YOURSELF, “THIS IS A FINGER CUTTER”!
THIS ONE LITTLE MENTAL REMINDER IS ENOUGH TO ALERT YOU TO USE CARE AND CAUTION.

THE OLD SLOGAN “THINK SAFETY” MEANS JUST THAT. THINK ABOUT WHAT YOU’RE DOING, HOW YOU’RE GOING TO DO IT, WHERE DO YOU HAVE TO GO TO DO THE JOB, AND PLAN YOUR ROUTE.
FAILURE TO PLAN IS AN UNSAFE ACT!!

SAFETY COUNSELING IS A GOOD WAY TO LET AN EMPLOYEE KNOW THEY HAVE COMMITTED AN UNSAFE ACT- YOU LET THEM KNOW WHAT WAS DONE WRONG, AND THEN YOU EXPLAIN HOW TO CORRECT THE UNSAFE BEHAVIOR. THIS IS NOT A DISCIPLINARY ACTION- IT IS A COACHING SESSION, SO THAT THEY WILL KNOW HOW AND WHY THEY MUST AVOID REPEATING THE UNSAFE ACT.

SAFETY IS SERIOUS BUSINESS AND ALL EMPLOYEES MUST ACCEPT THE RESPONSIBILITY FOR WORKING AND ACTING SAFELY.