



Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 119: Avoid Unsafe Acts

Introduction: Every year, thousands of workers in general industry and on construction sites are seriously injured and many even die from accidents that could have been prevented. The sad truth is that nearly 95% of these work-related accidents are avoidable. The majority of these mishaps are due to workers committing "Unsafe Acts".

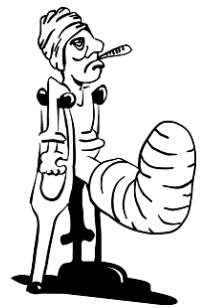
An "Unsafe Act" is any action taken by a worker that is not secure from hazard, risk, or injury.

There are plenty of unsafe acts that we all on occasion have been guilty of, and it doesn't 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 that we all should also watch out for.

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 scaffolds.
- **Not taking** enough time to set up and use ladders properly.
- **Blocking** a saw guard open with a nail, or any other unsafe modifications to power tools.
- **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 where our co-workers are.
- **Having** conversations, arguments, or otherwise not concentrating while doing dangerous tasks.
- **Not showing** up when you're needed (a missing part of a working team can often create critical 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.



These actions are irresponsible and show disregard and disrespect for 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 worksite. Watch out not only for yourself but the safety of your co-workers.

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 worksite at all times. Applying these principles will make the work-day safer, less stressful, and more efficient.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Material Safety Data Sheet Reviewed: _____ (Name of Chemical)

Employee Signatures: _____
(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

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

Foreman/Supervisor's Signature: _____

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