integrity safety services

*Weekly Safety Meeting*

Recognizing Unsafe Conditions

Date: _____ Jobsite: _____

**Discussion Leader:**

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**Attendance Sign- In:**

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## Summary

Recognizing unsafe conditions, or hazards in the workplace, is not just a Safety Committee responsibility. It is everyone's responsibility from the most junior employee to the company president to identify hazards and make suggestions on how to fix the problem.

## Guide for Discussion

*Causes of unsafe conditions or actions:*

- Poor housekeeping.
- Horseplay.
- Confused material storage.
- Careless handling of materials.
- Improper or defective tools
- Lack of machine guarding; failure to install warning systems.
- Lack of or failure to wear proper personal protection equipment.
- Weather.
- Worker not dressing for the job to be done.
- Failure to follow instructions.

*Steps to take once an unsafe condition is found:*

- If possible, correct the condition yourself immediately.
- Report any major unsafe condition or action to the appropriate company authority.
- Follow-up – report the condition again if it is not corrected.

## Additional Discussion Notes:

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## Remember

There are three steps to follow in recognizing unsafe conditions. Look for trouble (the unsafe condition), report it, and act to prevent it from happening again.

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