

There are many variables for success in anything we do. At work, there are many qualities in those individuals who are viewed as people who get things done and are effective in their position. One key attribute that successful people share is that they take action. Taking action is the foundation in succeeding at whatever you are trying to get accomplished. This basic principle is very important for success in every aspect of our work including..... working safely.

Safety is one thing that does not happen by accident. Massive thought and action are necessary to ensure everyone goes home safe and healthy each day. This thought and action begins long before we even step foot on a jobsite, it begins with our commitment to you and your families. We can provide all of the training, resources, tools, equipment, etc. needed to work safely but if you do not take action to utilize these things, then it is wasted effort.

An example of this at the most basic level is hazard identification. A large amount of time each year is spent on training everyone to recognize hazards. While recognizing hazards is extremely important, it is only the start of the process to ensure safety during a work task. After hazards are identified, action needs to be taken to mitigate or eliminate the hazard. If you only complete the first step of identifying the hazard but don't take the second action step to mitigate it, you still leave yourself and everyone else exposed to the hazard.

Without action, nothing gets done.

Taking action to work safely can manifest itself in various ways, such as;

- Involving the right personnel to get hazards corrected or eliminated.
- Stopping work to take the time to make a work task safe before proceeding.
- Taking ownership of a problem and seeing it through that it gets corrected.
- Communicating hazards or mitigation plans to those who could be harmed.
- Asking for help on how to perform a task safely and more efficiently.

### ***Remember This!***

You are the first line of defense against unsafe practices. Be somebody who takes action to ensure safety during work tasks. Do not rely on others to speak up or take the steps necessary to ensure your safety or the safety of others around you. When you identify a hazard take ownership of it and pursue whatever action is needed to correct the situation.





# Tool Box Talk/Safety Meeting Sign In Sheet

Energy Efficiency Specialists™

Email to [chris@hudsonbayins.com](mailto:chris@hudsonbayins.com) or [safety@hudsonbayins.com](mailto:safety@hudsonbayins.com) or text to (206) 730-6273

Topic: \_\_\_\_\_ Date: \_\_\_\_\_

Discussion Leader: \_\_\_\_\_ Job Name: \_\_\_\_\_

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Employee Comments, Concerns, Suggestions or Recommendations to improve workplace safety & health:

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*Please submit this document immediately upon completion of the meeting to the safety department and retain the original copy of this document in the Safety & Risk Management Plan.*