

## Recognizing Unsafe Conditions

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:

**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.

### Attendees:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.