

Supervisors Safety Bulletin™

Training
Toolbox



This training tool is included with your membership to Supervisors Safety Bulletin – the latest news, rules, updates and training tools for a safe company and a safer workforce.

Guarding against on-the-job incidents

■ *How workplace incidents happen, how to prevent them, and how to respond*

Some people believe accidents “just happen.” But excuses like this disguise the truth: Accidents almost always have causes, which means they can always be prevented.

Primary causes

When it comes down to it, there are two primary causes of on-the-job injuries: unsafe conditions and unsafe acts.

Unsafe conditions are hazards in the workplace that can lead to a safety incident, such as defective tools and equipment or sloppy house-keeping.

Unsafe acts are when a worker either ignores or is unaware of safe practices.

Examples of unsafe acts include using the wrong tool for the job or using improper lifting techniques.

Eliminating unsafe acts

Through the use of engineering principles, many unsafe conditions can be eliminated with things like machine guards or even handrails on stairs.

That’s why unsafe acts make up a whopping 88% of safety incidents.

So it makes sense to focus acci-

dent prevention efforts on eliminating unsafe acts.

There are generally two ways to attack and control unsafe acts by workers: training and enforcement.

By effectively combining these elements, it’s possible to reduce injuries in the workplace.

Training and enforcement

Safety education and training is the most effective way to prevent unsafe acts.

But when workers don’t comply with safety rules and standards, enforcement of those rules is necessary.

Many incidents result from workers violating safety rules and

committing unsafe acts.

An active role in safety

Remind your workers: They’re the most important person when it comes to preventing injuries in the workplace.

Supervisors can remove hazards and provide PPE, but it’s up to workers to take an active role in maintaining safety and preventing unsafe acts that cause injuries.



ACCIDENT RESPONSE

Anytime a safety incident occurs in the workplace, three things should follow:

- **Accident response.**

The first priority is to make sure other workers are in a safe area and to tend to the injured employee. Secure the scene where the incident took place to make sure no one else can wander in and possibly be injured. Another reason to secure the scene: collecting evidence that could be valuable in the investigation.

- **Accident investigation.**

For many accidents that occur, you must fill out and submit a series of forms and other paperwork. It’s also a good idea to take photos of the accident and interview employees and witnesses. Experienced personnel should conduct the interviews – preferably someone with a legal background.

- **Corrective actions.**

Make sure the same accident doesn’t happen again by following it up with corrective actions, which are usually included in the accident report. The actions can include implementing more safety training, enforcing a broken safety rule, or correcting an unsafe condition, such as fixing defective tools or equipment.

Training Session Quiz

NAME _____

SIGNATURE _____

DATE _____

1 Some accidents just happen and don't have any cause – they're inevitable. It's either bad luck, bad karma, or being in the wrong place at the wrong time.

☐ true ☐ false

2 The biggest cause of on-the-job accidents is unsafe acts by workers – not unsafe conditions or hazards in the workplace.

☐ true ☐ false

3 If a worker isn't involved in the accident, then he or she shouldn't be part of the investigation or the solution.

☐ true ☐ false

4 The first thing you should do when an accident happens is to secure the scene and start collecting evidence.

☐ true ☐ false

5 Workers' feedback is always important, especially when it comes to implementing corrective actions in the wake of an accident.

☐ true ☐ false

6 The most important person when it comes to accident prevention in the workplace is the safety manager.

☐ true ☐ false

7 Since safety engineering can eliminate most unsafe conditions, it obviously makes sense to focus accident prevention efforts on eliminating unsafe acts.

☐ true ☐ false

8 Safety education and training is the most effective way to prevent unsafe acts.

☐ true ☐ false

9 Any time an accident occurs in the workplace, three things should follow: accident response, accident investigation, and corrective actions.

☐ true ☐ false

10 A "near-miss" is a type of accident that doesn't cause injury or damage, but was a close call nonetheless.

☐ true ☐ false

ANSWERS

1. **False.** Accidents don't "just happen." All accidents have a cause, which means accidents can always be prevented.
2. **True.** Unsafe acts lead to about 88% of accidents, while unsafe conditions only cause about 10% of accidents.
3. **False.** Even workers who weren't involved in the accident can find themselves part of the investigation.
4. **False.** Your first priority should be to tend to anyone who's hurt.
5. **True.** Workers' feedback is valuable in determining if the solution to a problem that led to an accident is an effective one.
6. **False.** Workers are the most important people when it comes to accident prevention in the workplace.
7. **True.** Examples of unsafe acts include horseplay, not using PPE, not following procedures and unauthorized operation of equipment.
8. **True.** But when people don't comply with safety rules, corrective action and enforcement is necessary.
9. **True.** Remind workers not to disturb the accident scene in any way, unless they've specifically asked for help.
10. **True.** It's often valuable to study "near-misses" to make sure the circumstances that led to them aren't repeated.

ANALYZING JOB SAFETY



One method often used to identify hazardous jobs and prevent accidents is conducting a Job Safety Analysis.

A Job Safety Analysis generally has three elements:

1. Sequence of basic job steps
2. Potential hazards at each step, and
3. Recommended actions or procedures to prevent potential hazards.

As part of your workers' specialized training for an individual process or piece of equipment, they should be able to identify each of these elements.