



Safety Meeting Outline



SMO 05-0101

SEVEN COMMON ACCIDENT CAUSES

By SeaBright Insurance Loss Control

Consider this statistic: 80 out of every 100 accidents are the fault of the person involved in the incident. *Unsafe Acts* cause *four times* as many accidents & injuries as *unsafe conditions*.

Accidents occur for many reasons. Management can be linked to many incidents, through improper new-hire orientation, task training, or equipment training. Supervisor accountability of in place safety processes can also be linked to incidents.

In most industries people tend to look for “things” to blame when an accident happens, because it’s easier than looking for “root causes,” such as those listed below. Consider these underlying accident causes, and ask yourself if you have been guilty of any of these attitudes or behaviors. Were you lucky and got away without injury? Maybe next time your luck may be on vacation.

- **Taking Shortcuts:** Every day we make decisions we hope will make the job faster and more efficient. But do time savers ever risk your own safety, or that of other crewmembers? Short cuts that reduce your safety on the job are not shortcuts, but an increased chance for injury.
- **Being Over Confident:** Confidence is a good thing. Overconfidence is *too much* of a good thing. “It’ll never happen to me” is an attitude that can lead to improper procedures, tools, or methods on the job. Any of these can lead to injury.
- **Starting a Task with Incomplete Instructions:** To do the job safely and right the first time you need complete information. Have you ever been sent to do a job, having been given only a part of the job’s instructions? Don’t be shy about asking for explanations about work procedures and safety precautions. It isn’t dumb to ask questions; it’s dumb not to.
- **Poor Housekeeping:** When clients, managers or safety professionals walk through your work site, housekeeping is an accurate indicator of everyone’s attitude about quality, production and safety. Poor housekeeping creates hazards of all types. A well-maintained area sets a standard for others to follow. Good housekeeping involves both pride and safety.
- **Ignoring Safety Procedures:** Purposely failing to observe safety procedures can endanger you and your co-workers. You are being paid to follow the company safety policies—not to make your own rules. Being “casual” about safety can lead to a casualty!
- **Mental Distractions from Work:** Having a bad day at home and worrying about it at work is a hazardous combination. Dropping your ‘mental’ guard can pull your focus away from safe work procedures. You can also be distracted when you’re busy working and a friend comes by to talk while you are trying to work. Don’t become a statistic because you took your eyes off the machine “just for a minute.”
- **Failure to Pre-Plan the Work:** There is a lot of talk today about Job Hazard Analysis. JHA’s are an effective way to figure out the smartest ways to work safely and effectively. Being hasty in starting a task, or not thinking through the process can put you in harms way. Instead, Plan Your Work and then Work Your Plan!

“It is better to be careful 100 times than to get killed once.” (Mark Twain)



SAFETY MEETING AGENDA

DEPARTMENT/JOB SITE: _____ MEETING DATE: _____

1. **Open Meeting & Present safety topic:** _____
2. Read minutes from previous meeting.
3. **Persons present:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. **Old Business** – Status of previous recommendations. Discuss pending old business if any.
5. **Accidents** – Discuss accidents and near misses that have occurred since the last meeting. Brief summary of accidents to date by number and type. Note any trends. Discuss corrective action taken, or needed. Concentrate on accident causes to make everyone more aware.
6. **Inspection Reports** – Report on findings and recommendations of any inspection reports made since last meeting.
7. **New Business** – Solicit employee suggestions. Discuss new procedures, changes to company safety policy, etc.

TIME MEETING STARTED: _____ TIME FINISHED: _____

MEETING CHAIRED BY: _____ TITLE: _____