



Goals: This safety session should teach employees to:

- Understand that accident prevention is an important element of a safety and health program.
- Realize that accident prevention requires input and cooperation from workers as well as action by management to correct dangerous conditions.
- Use hazard analysis is one way to prevent accidents.
- Study near misses and actual accidents in order to prevent the same factors from causing future accidents.

Applicable Regulations: None



1. Draw up a hazard analysis for each job.

- Observe each step in a procedure to see if a worker comes dangerously close to the point of operation.
- Be sure that machinery has all necessary guards in place to protect the operator.
- Make sure there is no possibility of other employees getting too close to dangerous equipment.
- There should be safeguards to protect workers from electrical shock.
- Lockout/tagout procedures must always be followed when repairs are being made.

2. Study any hazardous chemicals in use in your facility.

- A less hazardous material can sometimes be substituted.
- Even if a substitute cannot be found, improvements in ventilation or other engineering controls can sometimes reduce a chemical hazard.
- Be sure that adequate PPE is used and proper procedures are followed to prevent contamination.

3. Check the workstation and worker duties for ergonomic risk factors.

- Look for sustained or awkward positions and excessive vibration. All of these factors can cause painful ergonomic injuries, especially if they are frequent.
- Avoid having jobs where one motion is repeated for all or most of a shift.
- Each workstation should be studied and set up so that it is as comfortable and efficient as possible.
- Workers themselves can often suggest ways in which an operation can be made safer, more comfortable, and more productive.
- Everyone benefits from safety changes and improvements.

4. Check the layout of the facility.

- Check for poorly lit areas, wet spots, debris in aisles, and dangerous intersections or other features that present hazards.
- Poor housekeeping can cause serious accidents. It is everybody's responsibility to keep his or her own workstation tidy and to alert a supervisor about any repair needs.

**5. Good training and strict enforcement of safety rules can prevent or reduce accidents.**

- Workers need training before they start a job, whenever the job is changed, and whenever a need for refresher training is observed.
- Required PPE is exactly what the word say—it is required at all times—no exceptions.
- Safety rules are designed to protect everyone. Ask if you feel there is no reason for a particular rule. Perhaps it needs to be restudied or changed—or perhaps you will discover it is a very necessary safeguard.
- Safety rules will be enforced—there will be progressive discipline, including suspension or even dismissal, for repeat or serious violations.

6. Investigate accidents and near misses.

- Statistics show that there are usually several near misses before an actual accident occurs.
- There are often several minor accidents that occur before there is a severe or even fatal accident caused by the same factors.
- It is important to report near misses—no one is looking for someone to blame.
- Near misses and minor accidents may reveal a hazard that was previously unrecognized.

7. Every employee has a role to play in structuring a safe and healthy workplace.

- Each worker should know how to bring a safety problem to a supervisor or member of the safety committee so the matter can be corrected.
- Upper management must show that they are committed to a safe workplace and are willing to make necessary changes to achieve that goal.
- Experience has shown that accident reduction results in better employee morale and less lost time as well as an improved bottom line.

Discussion Points:

Discuss any operations, equipment, or chemical substances that you feel should be analyzed for possible hazards. Do you think there is a positive attitude toward safety rules in our facility?

Conclusion:

We can never assume we have eliminated all hazards. It is necessary to treat accident prevention as a never-ending search.

Test Your Knowledge:

Have your employers take the Accident Prevention Quiz. By testing their knowledge, you can judge whether they realize the importance of accident prevention or need to review this important topic again soon.



TWO ROUTES TO ACCIDENT PREVENTION

1

ANALYZE YOUR OPERATIONS AND WORKPLACE.

- Do a hazard analysis for each job.
- Review your use of hazardous chemicals.
- Study the layout of workstations.
- Analyze worker duties for ergonomic risks.
- Do a safety check of all equipment.
- Inspect your facility for layout hazards.
- Review your worker training program.
- Always enforce safety rules.
- Make any changes indicated to reduce hazards.

2

INVESTIGATE ALL NEAR MISSES AND ACCIDENTS.

- Review your record of injuries and illnesses.
- Report all near misses as well as actual accidents.
- Study the cause of all near misses and accidents.
- Don't try to assess blame.
- Try to get down to root causes.
- Take corrective action to eliminate safety hazards.

