

## Behavioral Safety

**Safety is everyone's responsibility! As an employee, you should:**

- Learn to work safely and take all rules seriously.
- Recognize hazards and avoid them.
- Report all accidents, injuries and illness to your supervisor immediately.
- Inspect tools before use to avoid injury.
- Wear all assigned personal protective equipment.

**On the other hand, it is managements responsibility to:**

- Provide a safe and healthy workplace.
- Provide personal protective equipment.
- Train employees in safe procedures and in how to identify hazards.

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## The Desk of

### Duane Richardson

#### **Near Miss Reporting – Fixing It Now**

*A near miss is an incident where an accident is narrowly avoided.*

In many cases, a near miss incident goes unreported unless an employer has developed, implemented and trained employees on a specific program to address them. Near-miss reporting can be an important step in giving your organization insight as to where the next incident might occur and how to prevent it before it happens.

#### **Define a Near-Miss**

Any program that is going to involve near-miss reporting should begin with addressing what it considers a near-miss incident. Without an official definition, there will be no consistency in your reporting. The best place to start is to define a near-miss as any situation where an employee feels that safety was compromised, but no injury or equipment damage occurred.

#### **Encouragement, not Embarrassment**

Employees should not be made to feel near-miss reporting is a negative mark. They will often be embarrassed or think there was an error directly on their part. Reinforce this is not the case. Thank them for their efforts in reporting and helping to improve the overall workplace safety and health culture. Employees should not fear any form of negative outcome or punishment for reporting something.

#### **The Benefits of Near-Miss Reporting**

Near-miss reporting can help a management team identify weakness in their safety program and address them before an injury occurs. Not only can identifying potential safety and health hazards save you organization money in the future, it will increase worker productivity and morale today. Remember a successful workplace safety and health management is a team effort which requires all levels of your organization be aware of the goals.

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# ***Behavioral Safety***

## **Always use the protections that are provided on the job:**

- Guards on machines and tools keep body parts from contacting moving equipment.
- Insulation on electrical equipment prevents burns, shock and fire.
- Lockout/tagout assures equipment is de-energized before it is repaired.
- Personal protective equipment shields your body from hazards you may face on the job.

## **In case of emergency:**

- Understand alarms and evacuation routes.
- Know how to notify emergency response personnel.
- Implement a procedure for leaving the scene safely so emergency personnel can do their job.
- Wipe up spills promptly and correctly.

Safety benefits everyone. With fewer injuries, a business can be more productive and profitable. By incorporating safety rules, employees avoid injury as well as illness from exposure to hazardous substances.

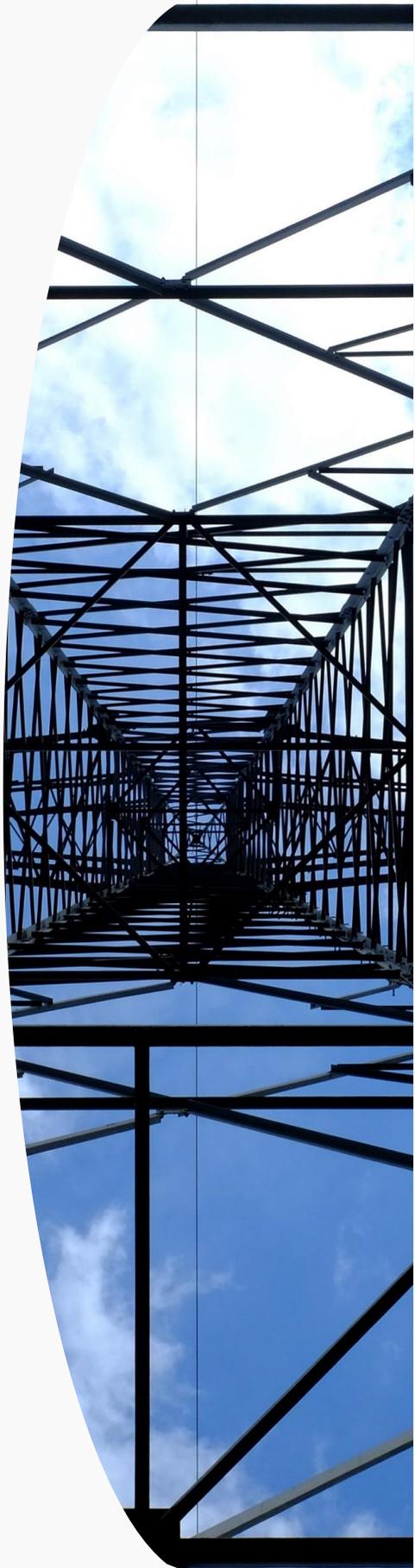
## **Why Do We Have Safety Meetings?**

Safety meetings are an opportunity for management and your safety department to communicate to employees how they can do their jobs safer and better. Topics discussed in safety meetings may be topics that you are familiar with, or topics that you have limited knowledge about.

If the topic is something that you are familiar with, it may be easy to tune-out and not listen to the safety information presented. Do yourself a big favor and listen to the information as if you have never heard before. You may just learn something new, about the newest protective equipment, or a smarter way to do your job. Information passed on in a safety meeting has a purpose to stop you or your co-worker from being injured. Safety meetings also allow employees an opportunity to relay safety concerns or improvement ideas to their supervisors.

Accidents result from unsafe acts or unsafe conditions. According to some experts, for a variety of reasons, unsafe acts typically account for 90% of all accidents. Safety meetings serve as a preventative measure against unsafe acts by educating employees on how they can do their job safely.

***Safety meetings are a perfect opportunity for you to communicate any safety ideas or concerns that you may have. Participate in your safety meetings. If you don't participate, then your ideas will not be heard. Who knows...the idea that you have may very well save your co-worker's life or even your own.***





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