

## SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name \_\_\_\_\_ Location \_\_\_\_\_ Job No. \_\_\_\_\_  
Meeting Leader \_\_\_\_\_ Title \_\_\_\_\_  
Date Held \_\_\_\_\_ Place \_\_\_\_\_ Time \_\_\_\_\_  
Subject of Meeting UNSAFE ACTIONS; UNSAFE CONDITIONS

If we acquaint ourselves with these UNSAFE ACTIONS many causes of accidents can be eliminated.

1. Unauthorized use or operation of equipment.
2. Failure to tie down against unexpected movement.
3. Operation or working at an unsafe speed.
4. Failure to warn or signal as required.
5. Removing or making safety devices inoperative.
6. Using defective tools or equipment.
7. Using tools or equipment unsafely.
8. Standing in an unsafe place or taking an unsafe posture.
9. Servicing energized or moving equipment.
10. Riding hazardous moving equipment.
11. Horseplay, distracting, startling and kidding.
12. Failure to wear personal protective equipment.

Similarly, we should be acquainted with these UNSAFE CONDITIONS:

1. Lack of adequate guards or safety devices.
2. Lack of an adequate warning system.
3. Fire and explosion hazards.
4. Unexpected movement hazards.
5. Poor housekeeping.
6. Protruding object hazards.
7. Close clearances and congestion.
8. Hazardous atmosphere or surrounding conditions.
9. Hazardous arrangement, placement storage.
10. Using defective tools.
11. Inadequate illumination, noise.
12. Hazardous personal attire.