

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE Accident Factors**

**KEY TEACHING POINTS**

- Accidents cause too many painful injuries and claim far too many lives. Our primary concern when we discuss the factors or causes behind an accident is to find a way to prevent a recurrence. The cause of an accident can be found in two areas -- unsafe acts and unsafe conditions.
- As a City worker you control the first cause, unsafe acts. For example: a worker uses equipment that is defective or damaged, or they may use good equipment in a careless or other unsafe manner. Other examples of unsafe acts include disregarded posted warning signs, failure to wear a hard hat, smoking near flammables or explosives, working too close to powerlines, handling chemicals or other hazardous materials improperly, putting your body or any part of it onto or into shafts or openings and lifting materials incorrectly. (Just a short reminder -- always lift with your legs while keeping your back straight.)
- The second accident factor or cause is unsafe conditions. Examples include inadequate or improperly installed guard rails or a lack of any guarding at all which must certainly will lead to an accident. Insufficient illumination, poor ventilation, electrical grounding requirements not observed, too few fire extinguishers available, containers that are not labeled, careless disposal of waste or excess material -- there are just a few of the many unsafe conditions that may be caused by co-workers subcontractors, or a general contractor.
- The third accident factor or cause is Managerial Systems. These are controlled by your supervisor and include practices, procedures, policies, training, and safety rule enforcement. Sometimes we don't know that the managerial system is a potential problem until after an incident occurs. Your control over this is to advise your supervisor whenever you feel that a managerial system is creating an unsafe condition or causing unsafe acts.
- You can make a difference by taking the time to perform your work safely and reporting any unsafe condition you discover to your supervisor immediately.
- When the cause behind the accident is found, you'll find that safety on the job plays a major part in preventing that accident from occurring again. If everyone on the job cooperates, injury and death statistics will be reduced and it will be much safer for you to do your job.
- Accidents - Learn the cause - Find the solution. Ultimately the jobsite and your job will be safer.

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 You can make a difference by taking the time to perform your work safely and reporting any unsafe condition you discover to your supervisor immediately.		
2 The third accident factor or cause is Managerial Systems.		
3 Accidents - Learn the cause - Find the solution.		
4 The second accident factor or cause is unsafe conditions.		
5 You control the first cause for accidents, unsafe acts.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. True 4. True 5. True