

EMPLOYEE TRAINING RECORD

TRAINING TITLE Reporting Unsafe Conditions

KEY TEACHING POINTS

Approximately 85% of the injuries on the job are a result of unsafe acts by employees. The other 15% of the injuries are caused by unsafe procedures or conditions. Unsafe conditions refers not only to the general work environment, but also to defective tools and equipment. By reporting unsafe conditions and tools we work together to prevent injuries and unnecessary costs to the job.

Among the unsafe conditions we might be exposed to in construction are the following:

- * Unsafe ladders, such as weak or broken rungs.
- * Unsafe scaffolds, such as weak or missing floor boards, lack of guardrails, or improper attachment to the building.
- * Hazards that could cause slips, trips, or falls such as spilled liquids, or wood or metal scraps left on the ground.
- * Unsafe hand tools or power equipment. The hazard may be an exposed V-belt, frayed or cut cords, or mushroomed heads.

There are many potential unsafe conditions in your work environment. If you see one, take care of it if you can, or report it to your supervisor. Working together, we can make conditions as safe as possible.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 If you see an unsafe condition, correct it or report it to your supervisor.		
2 Unsafe conditions refers not only to the general work environment, but also to defective tools and equipment.		
3 By reporting unsafe conditions and tools we work together to prevent injuries and unnecessary costs to the job.		
4 There are many potential unsafe conditions in your work environment.		
5 Approximately 85% of the injuries on the job are a result of unsafe acts by employees.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE