

Toolbox Talk: Recognizing Unsafe Conditions

Introduction/Overview:

All employees should have the ability to recognize, correct, and report unsafe conditions. When all employees are aware of unsafe conditions, then the work environment becomes safer for everybody. Everyone will benefit, and the liability to the Commonwealth will be reduced or eliminated.

Talking Points - Common unsafe conditions:

- Electrical cords placed in walkways: Either remove or use cord protectors.
- Damaged carpets in high traffic areas: Barricade and have maintenance correct.
- Poor or bright lighting: Poor light conditions may cause someone to miss a step or trip. Bright light may cause eye strain, headaches, or glare. Have maintenance replace bulbs and check the lumens in the work area.
- Improperly adjusted workstations: Workstations that are improperly adjusted may cause musculoskeletal discomfort and injuries, including eyestrain.
- Improper storage: Nothing should be stored in walkways. All stored items should be placed in designated areas and stacked correctly.
- Ensure all stairways are clear and free of obstructions.
- Ensure all exit signs are properly illuminated and secured to the building.
- Ensure existing fire extinguishers are in place and are in good working order.

Additional Discussion Notes:

Final Thoughts:

If employees have the appropriate knowledge and training concerning unsafe conditions, then dangerous situations can be corrected or reported to the proper employees for correction.

Developed by:

NOTE: Always promote discussion with the attendees. If a question comes up that no one in attendance can answer, please contact OWC or the Loss Control Innovations consultants for assistance.

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References:

The Society for Human Resource Management (SHRM)

[5 Common Office Hazards to Prevent](#)