**Employee’s Safety Suggestion**

Employee’s Name (optional): Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name:

*Please use the space provided below to describe the current practice or condition:*

*What is your suggestion for improvement?*

*What benefits do you expect from such a change?*

**TO BE COMPLETED BY THE SUPERVISOR:**

Was the suggestion Implemented? Yes - as submitted Yes - with changes No

Implementation Date: (if applicable)

**Comments:**

*(i.e., changes made, reasons for the change, or why suggestion was not implemented)*

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***Supplemental:***

**Safety Practices & Suggested Corrective Action**

Below you will find a list of various types of unsafe conditions and practices that commonly contribute to accidents. Suggested corrective action is also provided.

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| ***Environmental Factors (Unsafe Conditions)*** | | |
| **Conditions** | **Definition of Condition** | **Suggested Corrective Action** |
| Unsafe procedures | Hazardous Process. Management failed to make adequate plans for safety. | A. Pre-Project Planning  B. Formulation of Safe Procedures |
| Improperly guarded | Work areas, machines, or equipment that are unguarded or inadequately guarded. | A. Inspection  B. Checking plans, blueprints, purchase orders, contracts, & materials for safety  C. Include guards in original design, order, & contract  D. Provide guards for existing hazards |
| Defective through use | Buildings, machines, or equipment that have become rough, slippery, sharp edged, worn, cracked, broken, or other­wise defective through use or abuse. | A. Inspection  B. Proper Maintenance |
| Defective through design | Failure to provide for safety in the design, construction, and installation of buildings, machinery, & equip­ment. Too large, too small, not strong enough. | A. Source of supply must be reliable  B. Checking plans, blueprints, purchase orders, contracts, & materials for safety  C. Correction of defects |
| Unsafe clothing or personal protective equipment | Management’s failure to provide or specify the use of goggles, respira­tors, safety shoes, hard hats, & other articles of safe dress or apparel. | A. Provide safe apparel or per­sonal protective equipment.  B. Specify the use or non-use of certain apparel or protective equipment on certain jobs. |
| Unsafe housekeeping facilities | Unsuitable layout or lack of equipment necessary for good housekeeping (i.e. shelves, boxes, bins, aisle markers, etc.) | A. Provide suitable layout and equipment necessary for good housekeeping. |
| Improper ventilation | Poorly or not ventilated area | A. Improve ventilation |
| Improper illumination | Poorly or not illuminated area | A. Improve illumination |

|  |  |  |
| --- | --- | --- |
| ***Behavioral Factors (Unsafe Acts)*** | | |
| **Factor** | **Definition of Factor** | **Suggested Corrective Action** |
| Lack of knowledge or skill | Unaware of safe practice; Unpracticed or unskilled. Not properly instructed or trained. | A. Job training  B. Improved hiring practices |
| Improper attitude | Worker was properly trained and instructed, but failed to follow instructions. | A. Supervision  B. Discipline  C. Improved hiring practices |
| Physical Deficiencies | Worker has impaired eyesight or hearing, heart trouble, hernia, previous injuries, etc. | A. Pre-employment physicals  B. Periodic physicals  C. Proper placement of workers  D. Identification of workers with temporary physical deficiencies |
| Substance Abuse | Worker was under the influence of (illegal or prescribed) drugs or alcohol while completing task |  |