

Meetings can be customized with your company name and logo

Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Canada Topic 165: Distractions on the Job

Introduction: Most accidents and injuries occur when a worker is distracted while working. Following are safety guidelines to ensure that all workers are aware of the distractions that may occur while on the job, and how these distractions can be eliminated:

Mental distraction: Having a bad day at home and worrying about it at work is a hazardous condition. Dropping your 'mental' guard can pull you away from safe work procedures. You can be distracted when you are busy talking and a friend comes by to talk with you. This is a statistic because you took your eyes off the machine to work "just for a minute." Inattention can lead to workplace arguments, confusing instructions, concern for safety, and a loss of focus on your work. The prime interest in safety is to prevent accidents, injuries, and property damage. Safety signs, guards, etc. For example, hazardous situations require that warning signs are required to be posted.



Meets safety training documentation requirements

More than 400 topics to choose from to customize your training program

Machinery: Set up your work station in a clear unobstructed location with good lighting, proper ventilation, and no foot traffic that would cause distractions. Make sure that everyone is at a safe distance away from a machine before starting. If the machine is stable and clear of trip hazards. Hands can be protected by using machinery that only turns when both hands are on the controls. Never by-pass the start up switch on the equipment you are using. When a machine does not start the way it was designed, inform your boss.

Hearing: Do not play loud music. Headphones can be a hazardous distraction. Ask your supervisor if wearing headphones is acceptable. Ear muffs are for loud noise levels to safeguard your hearing. Workers need to hear when important instructions or warnings are told. A co-worker may save your life.



Long hair: When your hair is loose and flowing, it can blow around and get in your face or eyes and obstruct your view. Avoid fixing your hair while working with machinery or operating a vehicle. Tie your hair back and keep it under a hat.

- Driving: Avoid distractions such as:**
- Tools and items not secure
 - Doing paperwork
 - Fastening a safety belt
 - Trying to get out of a coat
 - Bad windshield wipers
 - Using a portable phone
 - Eating a meal
 - Listening to a radio
 - Reaching for items in the glove compartment
 - Loose or dropped items
 - Looking at a map
 - Reading
 - Reaching for a cup
 - Unsafe lane change
 - Staring at other drivers

Each topic covers important safety regulations to help you stay in compliance

Consider this: 4 out of every 5 accidents occur in the incident. Unsafe acts cause four times as many accidents and injuries as unsafe conditions. Workers tend to look for "root causes" when an accident happens, because it is easier than looking for "root causes".

Shortcuts: Every day we make decisions that save time and make our jobs faster and more efficient. Do time savers ever risk their own safety, or that of other crewmembers? Short cuts that reduce your safety on the job are not shortcuts, but an increased chance for injury.

Overconfidence: Confidence is a good thing. Overconfidence can be too much of a good thing. "It will never happen to me" is an attitude that can lead to improper procedures, mishandling of tools, or unsafe methods on the job. Any of these can lead to injury.

■ **Do not** start a task with incomplete instructions. To do the job safely and right the first time you need complete information. Have you ever been sent to do a job, having been given only a part of the job's instructions? Ask for explanations about work procedures and safety precautions.

Poor housekeeping: When clients, managers, or safety professionals walk through your work site, housekeeping is an accurate indicator of everyone's attitude about quality, production, and safety. Poor housekeeping creates hazards of all types. A well-maintained area sets a standard for others to follow. Good housekeeping involves both pride and safety.



Ignoring safety procedures: Purposely failing to observe safety procedures can endanger you and your co-workers. You are being paid to follow the company safety policies; not to make your own rules. Remember, being "casual" about safety can lead to a casualty.

■ **Being hasty** in starting a task or not thinking through the process can put you in harms way. Plan your work and then work your plan.

Problem solving: Once you have realized a distraction problem, meet with the worker to discuss what you have seen. Meet at a time and place when you think you will be relaxed and able to discuss the problem. When distraction problems occur, it is especially important to speak with respect. Address the distraction problem and encourage improvement. Do not judge the worker. Be relaxed and maintain a non-judgmental attitude; this will help keep the lines of communication open, solve the problem, and maintain good relations. Starting the conversation is often the most difficult step. You may feel unsure about what to say or how to say it, or you may find yourself wanting to avoid the discussion altogether. Be honest.

Remember: Concentrate on the work at hand, and keep your mind on your work. Utilize these guidelines to help you stay safe on the job.

2-Part NCR forms for easy recordkeeping

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures: _____

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

Verification of employee attendance and disclaimer of injuries

YOUR COMPANY NAME AND SUPERVISOR'S SIGNATURE (CUSTOMIZED)

These guidelines do not supercede local, provincial, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OHS regulations.