



# Weekly Safety Meeting

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## The Deadly Dozen

We have often heard of the “Daily Dozen” regarding proper exercise and maintaining good health. The “Daily Dozen” has a counterpart known as the “Deadly Dozen,” ideally applicable to safety on the job, and which also has an important bearing on health and welfare.

What we are describing are the causes of accidents. The causes are classified into two categories. The first is “Unsafe Acts,” and the second is “Unsafe Conditions.” Each of these categories describes 12 situations that could result in a deadly situation.

If we acquaint ourselves with these potential enemies, we may be able to eliminate the majority of accidents.

### Unsafe Acts:

1. Unauthorized use or operation of equipment;
2. Failure to secure or tie down materials to prevent unexpected movement;
3. Working or operating equipment too fast;
4. Failure to issue warnings or signals as required;
5. Using defective tools or equipment;
6. Removing guards;
7. Improperly using tools or equipment;
8. Standing in an unsafe place or assuming an improper posture (as in lifting);
9. Servicing moving equipment;
10. Riding equipment not designed for passengers;
11. Horseplay; and
12. Failure to wear the proper personal protective equipment.

### Unsafe Conditions:

1. Lack of proper guards;
2. Lack of proper warning system;
3. Fire and explosion hazards;
4. Poor housekeeping;
5. Unexpected movements;
6. Protruding objects such as nails, wire, or other metal items;
7. Improper clearance or congestion at aisles or passageways;
8. Poor placement, storage, or arrangement of materials;

9. Hazardous tools, equipment, or materials;
10. Poor lighting, high noise levels;
11. Hazardous atmospheric conditions; and
12. Improper personal attire.

**Remember:**

When you recognize the conditions or acts in the above lists, you should take action and effectively correct or avoid them. This reduces your risk of personal exposure to well-known causes of mortal accidents.

***RESPECT THE UNEXPECTED...THINK THROUGH YOUR RISKS!***

# Safety Meeting Sign-In Sheet

Supervisor:	Subject:
Location:	Date:
Conducted By:	Trainer Signature:

Name (print clearly)	Signature	Comments / Safety Concerns / Training Requests