

Company Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

#043

## IMMEDIATE CORRECTIVE ACTION

What should you do if you see someone committing an unsafe action? First, you should stop the unsafe action immediately. Second, you should prevent the unsafe action from occurring again. Let's focus on these two types of actions first.

If you fail to take immediate corrective action when you see an unsafe act, you are sending the wrong signal to the person who just committed the unsafe act. The signal that you send, whether you mean it or not, is that the unsafe action is acceptable to you at that moment. Remember, you also send this signal even if you did not see the unsafe action. In either case this has a bad effect, not only for the individual that committed the unsafe action but also for the performance and safety of all the workers in the area.

**TALK TO THE PERSON INVOLVED AND EXPLAIN WHY THE UNSAFE ACTION IS DANGEROUS, NOT JUST TO THAT PERSON BUT ALSO TO EVERYONE IN THE AREA.**

By doing this and talking about corrective actions, you send another signal. You let everybody in the area know that you cannot accept unsafe actions, that this affects not only their own personal safety but can also affect the safety of everyone around them.

If you ignore unsafe actions, the person involved will probably continue working in an unsafe manner and this will damage the overall performance of the team.

Why should you take immediate corrective action?  
To prevent future injuries and to maintain a safe work area for all.

Meeting Conducted By:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

Meeting Attended By:

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Notes & Suggestions

Document Filing Reference