



### Four Major Steps to Setup for Safety Success

There are many actions we need to take to complete our work in a safe manner. Below are four steps that will help to ensure that you are set up for safety success prior to starting work.

1. **Understand the instructions for the work task.**

You will not be successful if you do not understand what needs done. Stop work if needed to get further clarification about the work that is being completed. Getting further instructions is often necessary when conditions change or something does not go as planned.

2. **Ensure you have the proper tools and training for the task.**

Once the instructions are understood, ensure you have what is needed to complete the work task. You should not proceed if you do not have the proper tools, equipment, training, or experience needed for the task.

3. **Inspect your work area and equipment.**

Before starting work inspect all equipment, tools, and the general work area for hazards or issues. Completing inspections prior to starting work can allow you the chance to identify and address issues before injury or property damage occurs.

4. **Verify all safeguards are in place and functioning.**

A major focal point during your inspections should be verifying that safeguards are in place and functioning. Through your knowledge, training, and experience you should understand what safeguards need to be in place for the work that is going to be performed. The job safety analysis (JSA) for the work tasks being completed should be referenced to ensure all safe work practices are being followed.

## **Summary**

The four general steps mentioned above encompass many smaller actions that employees must take to ensure they are completing work in a safe and efficient manner. These four steps apply to every work task, but the specific details for each step will vary depending on the work being completed, individual(s) completing the task, the work environment and so on. Evaluate how you setup your work tasks today. Be honest with yourself about whether you are thorough when it comes to setting up for safety success or more could be done.

## **Discussion point:**

1. Which of the four major steps do you consider the most critical? Why?
2. What are other "major steps" relating to safety that should be considered when setting up a work task?