

"See Something, Say Something" is a simple and effective practice that significantly contributes to maintaining a safe working environment. This approach is about encouraging workers to report any unsafe conditions, behaviors, or situations they observe.

Safety is a shared responsibility, and every employee has a role in maintaining a safe working environment.

- Shared responsibility ensures everyone contributes to safety.
- Collective vigilance prevents hazards from going unnoticed.
- Actively speaking up about hazards promotes a culture of safety.
- A safe working environment benefits all employees.

If you see a hazard or unsafe act then fix it, do something, or report it, but do not ignore it.

- If you see an injury or incident occur, report it immediately.

If you aren't sure if you should report something, be cautious and go ahead and report it! Small issues can lead to tragic consequences if they are not addressed promptly.

- Proactive reporting fixes minor hazards that have the potential to cause significant property damage or critical injuries if they are left unchecked.



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Identify and report any hazards or unsafe conditions immediately. Being vigilant about identifying these issues can prevent accidents and injuries. Speak up if you see hazards like:

- Wet floors, loose or uneven flooring, or other slip and trip hazards
- Blocked emergency exits
- Damaged tools or equipment
- Poor lighting in walkways or work areas
- Missing or damaged PPE
- Unusual noises or smells
- Missing or malfunctioning safety guards
- Unstable scaffolding or ladders



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Report unsafe acts and suspicious activities. Observing and reporting these behaviors can prevent potential security breaches, hazardous situations, or injuries.

- Unauthorized persons in restricted areas
- Coworkers ignoring safety protocols
- Distracted behavior which can very quickly lead to accidents and injuries

The hazards and unsafe acts on this page are only examples and not a complete list. Think about your workplace or jobsite and consider all the potential hazards that may need to be reported.

When you notice a hazard or unsafe act, use available reporting channels to notify the appropriate personnel.

- To report a hazard, you may need to speak directly to a supervisor or manager, use a dedicated safety hotline, or fill out a hazard report form.
- Knowing how to report hazards ensures that they are addressed promptly.



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Ensure hazard reports are specific and detailed. Provide the exact location of the hazard, a description of what was observed, and the time and date of the observation.

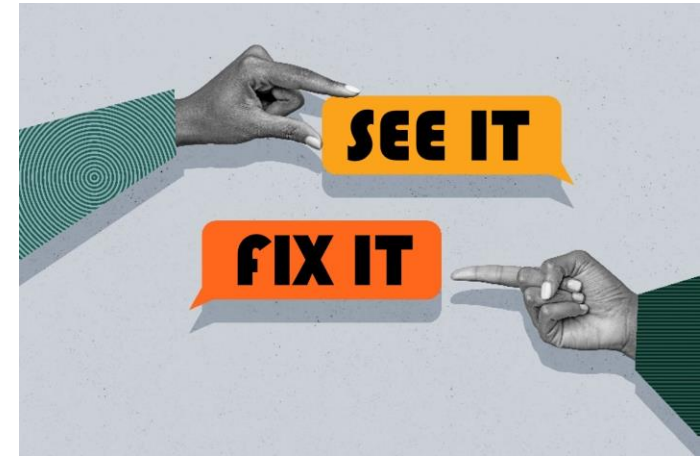
- Specific location helps in finding and addressing the hazard.
- Descriptions provide context for the severity and nature of the hazard.
- Time and date assist in tracking patterns or recurring issues.

Immediately after a work-related injury or incident occurs follow the company's reporting procedure and quickly notify the appropriate personnel that an incident has occurred.

- It's important that all incidents are reported quickly to make sure that anyone who may be injured has the opportunity to receive the medical care they need, and the company can respond effectively to ensure the hazard is fixed before anyone else gets hurt.

Take action if you come across a hazard that you can fix easily and safely.

- Move a trip hazard out of the way.
- Clean up a minor spill.
- Remove clutter from walkways.
- Pick up and dispose of trash or debris.
- Secure loose cables or cords.
- Alert someone if it seems like they are distracted.
- Move tools or objects that are a falling object hazard.
- Close drawers or cabinet doors that have been left open.



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It's important to take quick action if there is an immediate threat or situation that requires a fast response. This might involve evacuating the area, using a fire extinguisher, or administering first aid.

- Evacuation ensures safety from dangerous situations.
- Using a fire extinguisher can control small fires and prevent them from spreading. (Only use a fire extinguisher if you are trained and confident, otherwise evacuate the area.)
- First aid (by trained individuals) can stabilize injured individuals until professional help arrives.
- Alerting others to the danger helps ensure everyone's safety.



Promote a culture of safety by encouraging co-workers and new employees to adopt the "See Something, Say Something" mindset.

- Leading by example sets a standard for others to follow.
- Early adoption of safety practices ensures new employees understand their importance.
- Training new employees on reporting methods prevents future hazards.
- Integrating new employees into the safety culture maintains consistency.

If everyone is fixing or reporting hazards, then others don't have to guess if it's appropriate to do so because it just becomes part of the positive safety culture on the job.

By actively engaging in continuous improvement and fostering a proactive safety culture, you contribute to a safer and more efficient work environment for everyone.



- Participate in safety training sessions and drills that become available in order to stay prepared.
- Share any new hazards you identify with your team to raise awareness.
- Suggest practical solutions for recurring safety issues during team meetings.
- Collaborate with coworkers to ensure that everyone is adhering to safety procedures and supporting each other to maintain a safe place to work.



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