This talk reminds workers of the importance of taking responsibility for safety and making sure the workplace is safe for everyone.

**Material to have on hand:**
- Example of a recent incident or near miss that could have been prevented if someone spoke up about an unsafe condition (if applicable)

**Items for attendees to consider during talk:**
- Who is responsible for making sure our workplace is safe?
- What should you do if you notice a hazard in the workplace?
- What kinds of hazards do we need to particularly be aware of at our worksite?

**TALK**

You’re probably aware of the safety rules we all need to follow at work. Most of you do a good job at wearing your personal protective equipment (PPE) and following safe work practices. But when you see something unsafe, what do you do? Do you think to yourself, “I’m following the rules, so it’s not my problem”? Or do you say or do something to make sure the hazard is fixed before someone gets hurt?

It’s important to watch out for your own safety, but it’s just as important to take a look around you and make sure the workplace is safe for everyone. Safety isn’t just the job of the safety manager or the supervisors—it’s everyone’s job.

Consider this example (or share a real example from your workplace if applicable): Steve was walking through a worksite one morning on his way to do some painting when he noticed a broken guardrail. He thought to himself, “Someone should fix that,” but he was in a hurry to get to work, so he continued walking and forgot about the guardrail. Several more people walked by the same area, but like Steve, they were all focused on their own tasks, so the guardrail remained broken.

Later that day, Bob was carrying some bulky materials through the area. He couldn’t see very well around the materials he was carrying, so he got a little too close to the edge of the walkway. Because the guardrail was broken, he fell 8 feet down and broke his leg.

This story is a good example of why you should always say something when you see something dangerous. It may not be your job to inspect guardrails, just like it wasn’t Steve’s job. But if Steve or any of the other people who noticed the broken guardrail had said something to a supervisor, the guardrail could have been fixed before Bob got hurt.

Whether you’re at work or at home, make it a point to look around with an eye toward safety. Do you see anything dangerous? Some hazards are very easy to overlook. For example, a loose extension cord in
SAFETY CULTURE

A walkway is a trip hazard. A burned-out lightbulb makes it more difficult to see what you’re doing, which can increase the chance of getting hurt. A machine with a broken or missing guard can easily cut off or crush someone’s hand.

When you notice a hazard, don’t assume that someone else will see it and fix it. Take the time to report it to a supervisor. If the hazard is something you can easily and safely fix, like a trip hazard in a hallway, go ahead and do so. It is still a good idea to tell a supervisor, though, so that he or she can take steps to make sure it doesn’t happen again. [Review your specific procedures for reporting hazards.]

Never put yourself in danger to fix a hazard. If you can’t safely fix a hazard yourself, and no one who can fix it is available, the best thing to do is to put up a sign alerting your coworkers to the issue so they know to avoid the area or piece of equipment.

If we all make a little extra effort to be aware of workplace hazards and fix them or report them, the workplace will be a safer place for everyone. Remember, safety is everyone’s responsibility.