Take 4 Seconds for Safety Meeting Kit

WHAT IS “FOUR SECONDS TO SAFETY”?

Job Hazard Analysis can be used to train employees in the hazards associated with a task and what control measures should be practiced. The same principle of these risk assessments can be done nearly anywhere. Simply take a four-second “reset.” Taking four seconds before starting a new a task has been shown to reduce the probability of an incident by more than 90% versus not taking the four seconds.

THE FOUR SECONDS

Four seconds is all it takes. If you are taking chances or simply moving from job to job, you will eventually get injured. Get in the habit of taking four seconds and you will significantly reduce your chance of injury while greatly increasing your chances of an injury free day, week, month, and career.

It is usually not the task itself but some small thing you did not anticipate that causes the incident.

- You did not notice the debris on the floor where you are standing.
- You did not notice the machine switch is too close to your leg.
- You did not realize how heavy your finished product might be, and how far you have to carry it.

It is easy to imagine the different tasks we do every day and how this applies. For example, getting on a forklift and scanning your surroundings. This is the “reset”.

THE DERIVATIVE

Originally introduced on the Canadian National Railway project, this tool was part of a strategy to reduce the number of very serious incidents, including amputations. They found employees knew the rules and procedures to do the job without getting injured but simply weren't focused. Even well-rested employees were getting caught up in daily routines and found themselves daydreaming or thinking about other things.

Take A Few Seconds and Try The Four-Second Reset.

- Stop long enough to think about what you are about to do.
- Think about how you are going to do it. Is it the safest way? If not, how can you do it better?
- Act in the safest way possible.
- If you can get yourself and your coworkers to think for only a few seconds before doing anything, you can prevent a lot of injuries.

Example

When getting into a vehicle, take a quick look at your surroundings. Change your thinking from where you are going to focusing on the area, road conditions, and other vehicles around you. "Reset" your frame of mind, and by getting in this habit, you will significantly reduce your chances of injury.

Like the example illustrates, you may have completed a particular task thousands of times, and believe you can do it with your eyes closed. But usually, the task itself isn't what causes an accident. It's typically something you don't anticipate. You may not see the debris in front of the tool you were going to use, notice that someone has placed an object on the part you were about to pick up, or realize how heavy a piece was that you were asked to carry.

Get in this habit of taking four seconds and you significantly reduce your chance of injury. If you get into the habit of taking chances or simply cruising from job to job, you will eventually be

injured.

This four second “reset” as an excellent way to refocus on the job at hand. And we believe that this is one very effective method to prevent injury on and off the job.

APPLY STOP, THINK AND ACT: FOR SAFETY’S SAKE

These steps take only moments to implement, but offer lifelong benefits:

1. **Start with yourself**. Develop your own Stop, Think, Act habit so you are keeping yourself safe and constantly demonstrating the desired safe behavior.
2. **Build it into orientation training,** so that everyone hears the message from the beginning.
3. **Reinforce it during your weekly or daily meetings.** These meetings are an ideal opportunity for everyone to discuss hazards and how to stay safe.
4. **Coach workers one on one.** Before someone starts a new task, work through the Stop, Think, Act process together. Watch for people acting impulsively, they may not take into account what could go wrong. They start at point “A” and don’t think of consequences that may occur at points “B” and “C”.

FINAL WORD

One of the best safety tools is the Field Level Risk Assessment (FLRA) or Job Hazard Analysis (JHA), which encourages people to stop and think about the risks associated with a task, greatly reducing frequency and severity of injuries. This tool of risk assessment is incorporated in the simple four second “reset”.