

REPORT OF UNSAFE ACTS AND CONDITIONS

Description

The Report provides an easy way to record unsafe acts and conditions found on a construction site. Accompanying it are instructions and an example that describe and illustrate its use. Standardized descriptors describe site conditions, potential accident or injury, number of people affected, seriousness, cause, source, recommended fix, and actual fix. Accident/injury descriptors coincide with nationally reported construction accident/injury classes. Standardized abbreviations provide a shorthand way to describe and classify observations. They are also useful for recording, analyzing, transmitting, and reporting data in a computer database.

Anyone can use the Report including journeymen, foremen, superintendents, and project managers; employed by anyone including prime contractors; subcontractors, owners, architects, and engineers; on any type of construction site. It may be used by those with authority over the work. Others may use it to describe unsafe acts and conditions and alert supervision of their existence. Recording the actual fix (or lack of fix) documents actions taken to remove unsafe acts and conditions.

This file contains the following:

- Report of Unsafe Acts and Conditions
- Example of completed Report
- Instructions for Filling Out Report.

The Report is part of the effort of the Safety Action Group of the Labor, Owner, Contractor Summit of Southeast Michigan. The authors welcome feedback (including samples) from users and suggestions for improvement.

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Availability

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Report of Unsafe Acts and Conditions

Project:		Potential Accident or Injury	Number of People Affected	Seriousness	Cause	Source	Recommended Fix	Actual Fix
Company:								
By:	Date:							
Dry/Wet/Snow/Ice: wiNdy/Calm: Temperature: °F								
No.	Description of Unsafe Act/Condition (weather, date) (how fixed)							
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
Comments:		<p>Fall<6; Fall>6; Slip/Trip; struck BY; struck AGAINST; CAUGHT in/between; LIFTing; overEXERT; TOXic substances; SUFFocation; ELECtric shock; eXplosion; FIRE; Vehicle injury; OTHER</p> <p>rough estimate</p> <p>1 to 5 (1 = not serious, 5 = very serious)</p> <p>CaReLeSs; UNaware; SAFeTy equipment; construction EQipment; MATerial; inSTRuction; WoRKeRs; TIME; COST; inConvenient; workME; MY company; GC; CM; OWner; trade Contractor; Supplier; OTHer (name); Unknown DO; STOP; RePLace; RePaIR; Obtain/add; inSTRuct; COMmunicate; Test/inspect; Guard; Mark/sign; reASSign; MOVE</p> <p>FiXed (identify); TeMPOrary fix (identify); REPOrted; ACceptable condition; NOThing done</p>						

Report of Unsafe Acts and Conditions

SAMPLES (shown in *italics*)

Project: <i>Towers Building</i>		Potential Accident or Injury	Number of People Affected	Seriousness	Cause	Source	Recommended Fix	Actual Fix
Company: <i>BIG</i>								
By: <i>J. Doe</i> Date: <i>Feb 8, 1999</i>								
Dry/Wet/Snow/Ice: <i>D</i> wiNdy/Calm: <i>N</i> Temperature: <i>30 °F</i>								
No.	Description of Unsafe Act/Condition (weather, date) (how fixed)							
1	<i>ladder not tied off</i> (tied off)	<i>F>6'</i>	25	2	<i>CRLS</i>	<i>GC</i>	<i>DO</i>	<i>FXD</i>
2	<i>delivery drivers don't wear hardhats</i>	<i>BY</i>	1	2	<i>N</i>	<i>S</i>	<i>COM</i>	<i>NOT</i>
3	<i>unbraced forms</i>	<i>BY</i>	5	4	<i>UN</i>	<i>C</i>	<i>STR</i>	<i>NOT</i>
4	<i>unshielded arc welding</i>	<i>TOX</i>	20	2	<i>N</i>	<i>C</i>	<i>DO</i>	<i>REP</i>
5	<i>work in 10' unsupported trench</i> (stopped work, got shield)	<i>SUF</i>	4	5	<i>COST</i>	<i>C</i>	<i>DO</i>	<i>FXD</i>
6	<i>walking too close to trucks (need barricade)</i> (sawhorses)	<i>V</i>	20	3	<i>SAFE</i>	<i>GC</i>	<i>M</i>	<i>TMP</i>
7	<i>unguarded roof openings 4'x4': 12</i> (cleared roof)	<i>F>6'</i>	12	4	<i>CRLS</i>	<i>C</i>	<i>G</i>	<i>TMP</i>
8	<i>uncovered rebar ends, vertical, 100</i>	<i>AG</i>	20	4	<i>N</i>	<i>C</i>	<i>G</i>	<i>NOT</i>
9	<i>ice on stairs</i> (<i>D/C/35°</i> , Feb 9, 99)	<i>S/T</i>	40	4	<i>COST</i>	<i>GC</i>	<i>DO</i>	<i>NOT</i>
10	<i>steel bands from boxes litter walkway</i> (cleaned up)	<i>S/T</i>	20	2	<i>IN</i>	<i>C</i>	<i>DO</i>	<i>FXD</i>
11	<i>paint spray and fumes</i>	<i>TOX</i>	10	3	<i>SAFE</i>	<i>C</i>	<i>O</i>	<i>NOT</i>
12	<i>2nd floor guard rail is broken</i> (replaced rail)	<i>F>6'</i>	20	4	<i>CRLS</i>	<i>GC</i>	<i>RPR</i>	<i>FXD</i>
13	<i>trash is thrown off 2nd floor</i> ↓ (well barricaded)	<i>BY</i>	10	3	<i>CRLS</i>	<i>C</i>	<i>STOP</i>	<i>ACC</i>
14								
15								
16								
17								
18								
19								
20								
Comments: (7) Need to get plywood to guard roof openings		Fall<6'; Fall>6'; Slip/Trip; struck BY; struck AGAINST; CAUGHT in/between; LIFTing; overEXERT; TOXic substances; SUFFocation; ELECTric shock; eXplosion; FIRE; Vehicle injury; OTHER rough estimate 1 to 5 (1 = not serious, 5 = very serious) CaReLeSs; UNaware; SAFETy equipment; construction EQipment; MATerial; inSTRuction; WoRKerS; TIME; COST; inconvient; work ME; MY company; GC; CM; OWner; trade Contractor; Supplier; OTHer (name); Unknown DO; STOP; RePLace; RePaIr; Obtain/add; inSTRuct; COMMunicate; Test/inspect; Guard; Mark/sign; reASSign; MOVE FiXeD (identify); TeMPorary fix (identify); REPorted; ACceptable condition; NOThing done						
(2) Need better site check-in system so visitors/ vendors wear hard hats.								
(11) Painters say they will not wear masks.								

INSTRUCTIONS FOR FILLING OUT REPORT

1. Who should use this Report: This Report may be used by any person on a jobsite, from a journeyman to a project manager. It is an easy way to describe unsafe acts and conditions and alert supervision of their existence. If you do not have authority to correct an unsafe act or condition, give this Report to someone who can take appropriate action.

2. Background Information: In the top left corner of the Report, enter the name of the project, the company employing you, your name, the date you made the Report, and weather conditions at the work area where the unsafe act/condition exists. E.g. Dry = **D**, wiNdy = **N**.

3. Describe the Unsafe Act or Condition: In the rows 1 through 20, briefly describe unsafe acts or conditions. Enter one unsafe act/condition per line. If you need additional space for an act/condition use more than one line. Insert weather and/or date if different from Background Information. Actual fix can be described, in parentheses.

4. Fill in the Columns: On the right half of the form in the same row that you described the unsafe act/condition, give additional information about the act/condition by filling in each of the seven columns. Select from the options described at the bottom of each column. Use the bold-faced letters in each option as the abbreviation for that option. The columns ask you to identify a) the potential accident/injury, b) the number of people exposed to the act/condition, c) the seriousness of the potential injury/accident, d) the cause, e) the source, f) your recommended fix, and g) the actual fix.

4(a). **Potential Accident or Injury:** From the list at the bottom of this column, select the most likely accident or injury that could result from the unsafe act/condition and mark its abbreviation in the column. The abbreviation consists of the bold-faced letters. E.g. Fall less than 6 ft. = **F<6**; slip/trip = **S/T**.

4(b). **Number of People Affected:** Give a rough estimate of the number of persons who would be injured if the unsafe condition results in an accident.

4(c). **Seriousness:** On a scale of 5 (1 = not serious, 5 = very serious), how serious is the potential accident?

4(d). **Cause:** From the list at the bottom of this column, select the most likely cause of the accident that could result from the unsafe act/condition, and mark its abbreviation in the column. E.g. **CaReLeSs** = **CRLS**.

4(e). **Source:** From the list at the bottom of this column, select the person or company to whom you attribute the existence of the unsafe act or condition, and mark its abbreviation. E.g. Mark **ME** if you are the source of the unsafe act/condition. Your company = **MY**, general contractor = **GC**, construction manager = **CM**, architect = **OT**(arch), Mr. Brown = **OT**(Brown) or **OT**(Brn).

4(f). **Recommended Fix:** In this column identify the action you believe should be taken to correct the unsafe act or condition. The bold letters provide an easily used abbreviation. E.g. **ReP**lace = **RP**. The options are:

- (1) **DO** = Do it a safe way.
- (2) **STOP** = Stop doing it.
- (3) **ReP**lace (**RP**) = Replace broken/malfunctioning/unsafe item.
- (4) **ReP**aiR (**RPR**) = Repair broken/malfunctioning/unsafe item.
- (5) **Ob**tain/add (**O**) = Obtain or add an item to eliminate the unsafe condition.
- (6) **InSTR**uct (**STR**) = Instruct how to do it a safe way.
- (7) **COM**municate (**COM**) = Communicate the information that would allow the work to be done safely.
- (8) **Test**/inspect (**T**) = Test or inspect to see if it is safe.
- (9) **Guard** (**G**) = Install a physical barrier to isolate persons from the unsafe act/condition.
- (10) **Mark**/sign (**M**) = Mark or erect signs to identify the unsafe act/condition.
- (11) **ReASS**igN (**ASN**) = Reassign the work to qualified persons.
- (12) **MOVE** = Move people away from the hazard or move the hazard away from the people.

4(g). **Actual Fix:** Describe what was done to fix the unsafe act/condition. Actual Fix can be filled in by person who receives the report and is responsible for taking action. Detail on actual fix can be added in parentheses in Description of act/condition.

5. Comments: In bottom left section write additional information. Reference a particular unsafe act/condition by its number.