

**Unsafe Acts** – any act that deviates from a generally recognized safe way or specified method of doing a job and which increases the likelihood of an incident occurring

Adopting an unsafe position or posture	<ul style="list-style-type: none"> <li>A working position or posture that introduces unnecessary loads and stresses on the body causing harm</li> </ul>
Distraction	<ul style="list-style-type: none"> <li>Loss of concentration either momentarily or prolonged from external factors in the workplace e.g. a sudden loud noise</li> </ul>
Failure to wear PPE and other safety equipment	<ul style="list-style-type: none"> <li>Not wearing prescribed protective equipment or not using necessary safety equipment</li> </ul>
Lack of concentration, fatigue or ill-health	<ul style="list-style-type: none"> <li>Not being focused on the task at hand due to illness, tiredness or focusing on multiple tasks at once</li> </ul>
Making safety equipment inoperative	<ul style="list-style-type: none"> <li>Deliberately disabling safety equipment e.g. removing safety guards or covers</li> </ul>
None	<ul style="list-style-type: none"> <li>No obvious unsafe acts contributed to the incident</li> </ul>
Operating or working at an unsafe speed	<ul style="list-style-type: none"> <li>Working too quickly or slowly contributed to the incident taking place e.g. rushing to meet a deadline</li> </ul>
Operating without authority or adequate training	<ul style="list-style-type: none"> <li>Those involved in the incident were not trained or did not have permission to carry out the activity</li> </ul>
Unsafe methods or not following risk assessments	<ul style="list-style-type: none"> <li>Not following agreed safe systems of work for carrying out tasks e.g. cutting corners</li> </ul>
Using unsafe equipment, or using equipment unsafely	<ul style="list-style-type: none"> <li>Not using machinery or equipment in the agreed standard operating procedure or using faulty equipment</li> </ul>
Working on moving or dangerous equipment	<ul style="list-style-type: none"> <li>Work that involves equipment with moving or dangerous parts e.g. work with cutting tools</li> </ul>

**Unsafe Conditions** – an unsatisfactory physical condition existing in a workplace environment immediately before an incident that was significant in initiating the event

Defective, rough, sharp, slippery, decayed surfaces	<ul style="list-style-type: none"> <li>Work or floor surfaces not providing the necessary grip or stability to work safely</li> </ul>
Hot, humid, noisy environment	<ul style="list-style-type: none"> <li>Environmental conditions making it difficult to work safely e.g. loud environment creating distractions for workers</li> </ul>
Inadequate guarding	<ul style="list-style-type: none"> <li>Machinery not having guarding or covers that fully protect workers from hazards</li> </ul>
Inadequate lighting, glare, reflection	<ul style="list-style-type: none"> <li>e.g. poor lighting or glare off surfaces making working safely difficult</li> </ul>
Inadequate ventilation, contaminated air	<ul style="list-style-type: none"> <li>Poor air quality making working comfortably and safely difficult</li> </ul>
None	<ul style="list-style-type: none"> <li>No obvious unsafe conditions contributed to the incident</li> </ul>
Unguarded or inadequate machinery	<ul style="list-style-type: none"> <li>e.g. cutting machinery with no guards or uncovered lasers</li> </ul>
Unsafe arrangements, poor housekeeping, congestion, blocked exits	<ul style="list-style-type: none"> <li>Poor layout or upkeep making movement in the workplace dangerous or difficult e.g. spills on the floor or blocked walkways</li> </ul>
Unsafe or inappropriate clothing – no suitable PPE available where required	<ul style="list-style-type: none"> <li>No suitable PPE available where required to reduce the risks associated with the activity</li> </ul>
Unsafe processes – mechanical, chemical, electrical	<ul style="list-style-type: none"> <li>The standard operating procedure used in the process is inadequate at mitigating risks</li> </ul>
Unsafely designed machines or tools	<ul style="list-style-type: none"> <li>The design of machinery and tools is inadequate at mitigating risks</li> </ul>