

 TOOLBOX TALK # 997 Date : July 6, 2020

**Being Observant**

There is so much noise and distraction in the world around us. Whether it is at home or at work, we have so much on our minds as well as things going on around us that we miss a lot of important details. It is critical to slow down and be able to observe the environment around you while are at work to be able to safely perform tasks.

**Being Observant**

How many times have you tripped over something you did not see or turn around and get startled because someone was in your area that you were not aware of? It happens to many of us often. Depending on what is preoccupying our mind, our emotions, the distractions around us, the noise levels in our area, etc. will determine how much of our ability to be observant is affected. The less able we are to be observant, the higher our chances are to be injured on the job by a unrecognized hazard.

**How to Improve  Being Observant at Work**

* Eliminate distractions from your work area. Whether it is someone talking to you or excessive noise, try to get rid of anything distracting you from your work. Also consider good housekeeping practices as a tool to eliminate unnecessary distractions in your work areas.
* Take the time before starting a task to stop and look around your work area. Really focus on the different tools or equipment in that area. Are there hazards you are missing? Do you have everything you need?
* While completing a work task monitor your thoughts. Is your mind truly on the task? For example, think of a time when you were driving and can barely remember the trip. How observant do you think you were while operating your vehicle?

**PLEASE READ AND UNDERSTAND THIS IMPORTANT DOCUMENT AND SIGN ON THE REVERSE SIDE THAT YOU HAVE DONE SO.**

**YOUR SIGNATURE ON THE REVERSE SIDE INDICATES THAT YOU HAVE READ AND UNDERSTAND THE CONTENTS OF THIS DOCUMENT!**

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 SIGN-IN SHEET – July 6, 2020

 TOOLBOX TALKS # 997 –Being Observant

My signature below indicates that I read and understand Toolbox Talk: “Being Observant ”

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 **PRINT YOUR NAME YOUR SIGNATURE DATE**

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