



KCA TOOL BOX TALK: S.O.R.T Tool

The S.O.R.T tool provides four basic, but effective, steps to help workers think about safety in their work environment. S.O.R.T addresses hazards by providing a simple framework to guide you: Stop, Observe, Recognize, and Take Ownership.

THE S.O.R.T PROCESS

1. **STOP** and evaluate any potential hazards in the work area before starting a task.
 2. **OBSERVE** weather conditions, work area temperature, lighting, the condition of tools and equipment, signage and postings, trip and fall hazards, and missing safety devices.
 3. **RECOGNIZE** any issues by utilizing company policies, safety training, toolbox talks, past experiences, safety meetings, etc.
 4. **TAKE OWNERSHIP** by communicating, to other workers, all of the noticed hazards right away and get the safety manager or the foreman involved to address correcting the hazards before work starts or continues.
- ✓ What are some common hazards that you have observed and recognized on work sites in the past?
- ✓ What did you do to take ownership of an unsafe situation?

Signatures
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