

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE** Be a Hazard Detective

**KEY TEACHING POINTS**

You must be constantly alert to possible hazards all day, every day, no matter what you are doing. You must think about:

- What you are working with
- What you are doing with it
- Where you'll be going with it
- What could go wrong
- What you would do if something unexpected happens

**DETERMINING THE HAZARDS**

- Examine the substances, equipment, and situations that are part of your job. Look for possible hazards: fire and explosion, electrical shock or burn, slips or falls, and chemical exposure. Look for hazardous conditions that don't look, smell, or "feel" right.
- When you are identifying some hazards, take action to eliminate or minimize them:
  - Use the proper protective equipment
  - Fix any problems that you have been trained to handle
  - Report anything you can't fix to your supervisor
  - Don't stop asking questions until the hazard has been eliminated.

**TAKING RESPONSIBILITY**

- Don't assume someone else will take care of problems. If you find something, do something about it.
- No matter how many times you have done a job, concentrate on it. Don't be careless or take shortcuts.
- Be careful with the use of alcohol and even over-the-counter drugs. They can make you less aware of hazards or how to prevent accidents.

**BE SMART**

- Pay attention at all safety training sessions and safety meetings.
- Look for things that could go wrong before they go wrong and someone gets hurt
- Report all unsafe conditions and procedures immediately.
- Know the approved procedures for using substances and equipment.
- Wear personal protective equipment assigned to you.
- Don't remove any machine guards or other safety features.
- Keep your work area neat and safe.

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1 Report all unsafe conditions and procedures immediately.		
2 Wearing personal protective equipment is optional.		
3 If you find something, do something about it.		
4 Be careful with the use of alcohol and even over-the-counter drugs.		
5 Keep your work area neat and safe.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>

1. True 2. False 3. True 4. True 5. True