

EMPLOYEE TRAINING RECORD

TRAINING TITLE Off-the-Job Safety

KEY TEACHING POINTS

- We do all we can to protect you on the job: post safety signs, erect guards and barricades, issue protective equipment, and make work areas as safe as possible. But off-the-job safety is up to you. It's not easy to replace good employees- even temporarily. So when you get hurt, we suffer, too. We hate to see anyone injured on the job or off.
- We know you've heard all the rules and regulations, and we won't repeat them now. The easiest way to keep from getting hurt is to drive defensively at all times. If another driver tries to cut you off, don't argue. Learn to protect your life instead of you ego.
- You wouldn't think of working without eye protection where it's required on the job. So why go without it in your workshop? You wouldn't use damaged or worn tools at work. So why use a mushroom headed chisel or a taped up hammer at home?
- Did you ever notice how many injuries happen when people are skiing, playing tennis or relaxing with a little backyard baseball? Don't overdo it when it comes to recreation. Don't try to keep up with the kids when you're no longer one yourself.
- Things you should remember when having fun, relaxing, or working at home.
 - Wear hearing protection when working with loud equipment, mowing the lawn, etc. Don't play your music too loud.
 - Wear eye protection, just like you would at work, to protect your eyes.
 - Wear sturdy shoes or safety shoes to protect your feet.
 - Gloves are another item that would help protect you from injury at home.
 - Keep everything picked up so that you don't slip and fall. More injuries to backs occur at home, than at work.
 - Label your household chemicals and store them so that children cannot get to them.
 - Check your fire extinguisher regularly and have it serviced once a year to keep the chemicals from compacting causing it not to work when you need it.
 - Check your extension cords for damage and repair them before use. And please don't overload your household circuits. This is a major cause of home fires.
- Set the example for your family and friends. Don't become another off-the-job injury statistic.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 We hate to see anyone injured on the job or off.		
2 Learn to protect your life instead of you ego.		
3 Don't overdo it when it comes to recreation.		
4 Check your fire extinguisher regularly and have it serviced once a year to keep the chemicals from compacting causing it not to work when you need it.		
5 Set the example for your family and friends.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE