

EMPLOYEE TRAINING RECORD

TRAINING TITLE Elements of On-the-Job Safety

KEY TEACHING POINTS

- The right way is the safe way of doing your job. Follow instructions. If you don't know ask.
- Know potential hazards in your work and ways of working safely to prevent such hazards.
- Know safety rules for specific jobs and be able to explain these rules to fellow workers.
- Follow emergency procedures in case of fires, medical emergency, chemical spills and need for rescue services.
- Report all injuries including minor scratches, cuts, burns, slips and falls. The City needs to know in order to take corrective action to prevent future injuries.
- Know emergency equipment such as fire extinguishers, eyewash and safety showers and understand how to use this equipment.
- Use personal protective equipment as required by your supervisor.
- Learn special safety procedures for particularly hazardous work.
- Follow electrical safety rules when using electrical equipment, grounding portable electrical tools and working near overhead power lines.
- Know how to protect yourself from the elements when working outdoors.
- Perform a walk-around inspection of a vehicle before using it
- Lockout and tag energy sources (electrical, mechanical, hydraulic, pneumatic, chemical, etc.) of all machinery and equipment under repair.
- Report unsafe practices and unsafe conditions.
- Wear clothing that is appropriate to the tasks you perform. Do not wear loose sleeves, cuffs, rings, bracelets, nor anything else that may get caught in moving machinery and cause injury.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. The right way to do a job is the safe way to do it.		
2. Use personal protective equipment to protect you from hazards.		
3. You do not report minor cuts and bruises to your supervisor		
4. Report unsafe conditions.		
5. Do not report unsafe practices. They have already been looked at by supervision and determined to be the safest way to work.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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