

SAFETY TOPICS

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CAUTION CAUTION CAUTION CAUTION CAUTION

Location _____ Trainer _____ Date _____

INSTILLING SAFETY AWARENESS—DOs & DON'Ts

DO:

- Treat safety as an important job responsibility.
- Plan each job before you start.
- Think about what could go wrong and how you'll prevent problems and accidents.
- Use labels, MSDSs, protective clothing, and other safety information and equipment.
- Keep your work area clear of potential fire, spill, or tripping and falling hazards.
- Wash thoroughly before eating, drinking, or smoking.
- Check tools and equipment before you use them.
- Select the right tool for the job.
- Check that ventilation is working.
- Know and follow company rules.
- Pay attention to what you're doing.
- Know what to do in an emergency.
- Ask questions when you're unsure of what to do or how to do it.

DON'T:

- Eat, drink, or smoke in the work area.
- Use a malfunctioning tool or machine. Tag it and report it.
- Work on hazardous jobs, such as tasks in confined spaces, without a buddy.
- Ignore a safety hazard; fix it or report it.
- Ignore other workers' unsafe practices; correct them or report them.
- Let others talk you into bypassing safety procedures.
- Take shortcuts.
- Fool around.