



SAFETY BRIEF

KNOW YOUR JOB

Practicing good housekeeping and wearing the correct protective equipment are important parts of safety in the workplace. However, knowing your job is even more important to your safety and the safety of others.

- Know how to use protective devices, equipment and controls such as machine guards and ventilation
- Do not operate equipment that you have not been trained to use
- Use the right tools for the job
- Know how to use any materials safely and correctly
- Be aware of the hazards in your workplace and the controls in place to prevent accidents
- Follow your organization's instructions for equipment inspection and maintenance
- Report any unguarded ledges or floor openings
- Always use manual material aids when lifting heavy objects
- Report all accidents and near misses immediately
- Understand all alarms and evacuation routes
- Obey all posted signs
- Keep your mind on your work and avoid distractions
- Do not take short cuts or rush through tasks
- Do not mimic unsafe actions; if you are uncertain if it is safe, ask your supervisor
- Wipe up spills immediately
- When you have questions, ask your supervisor



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