



**TOOLBOX TOPIC:
BE RESPONSIBLE**

JOB NUMBER / NAME	DATE

Safety is everyone's responsibility! As an employee, you should:

- a. Learn to work safely and take all rules seriously.
- b. Recognize hazards and avoid them.
- c. Report all accidents, injuries and illness to your supervisor immediately.
- d. Inspect tools before use to avoid injury.
- e. Wear all assigned personal protective equipment.

On the other hand, it is management's responsibility to:

- a. Provide a safe and healthy workplace.
- b. Provide personal protective equipment.
- c. Train employees in safe procedures and in how to identify hazards.

Everyone must be aware of potential hazards on the job:

- a. Poor housekeeping results in slips, trips and falls.
- b. Electricity can cause shocks, burns or fire if not handled properly.
- c. Poor material handling may cause back problems or other injuries.
- d. Tools and equipment can cause injuries if guards or protective devices are disengaged.

Always use the protections that are provided on the job:

- a. Guards on machines and tools keep body parts from contacting moving equipment.
- b. Insulation on electrical equipment prevents burns, shock and fire.
- c. Lock out/tag out assure equipment is de-energized before it is repaired.
- d. Personal protective equipment shields your body from hazards you may face on the job.

In case of emergency:

- a. Understand alarms and evacuation routes.
- b. Know how to notify emergency response personnel.
- c. Implement a procedure for leaving the scene safely so emergency personnel can do their job.
- d. Wipe up spills promptly and correctly.

Safety benefits everyone! By incorporating safety rules, employees avoid injury as well as illness from exposure to hazardous substances. Be responsible for your actions throughout the work day, think about how they might affect you, your family, and the co-workers around you. Take the necessary steps when it comes to safety.

Attended by:
