

On the Job Safety

Toolbox Talk

The following safety information can help employers and employees while on-the-job or in the workplace.

1) The *right* way is the *safe* way of doing your job. Follow instructions. If you don't know, *ask*.

2) Know potential hazards in your work and ways of working safely to prevent such hazards.

3) Know safety rules for specific jobs and be able to explain these rules to your coworkers.

4) Follow emergency procedures in the event of a fire or medical emergency.

5) Report all injuries including minor scratches, cuts, burns, slips, and falls to your employer. Your employer needs to know in order to take corrective action to prevent future injuries. You should always follow your company's procedures for reporting injuries.

6) Know the location of emergency equipment such as fire extinguishers, eyewash and safety showers, and understand how to use this equipment.

7) Use personal protective equipment as required by your employers. Such equipment includes, but is not limited to, safety glasses, hearing protection,

respirators, safety boots, hard hats, gloves, and face shields.

8) Learn special safety procedures for particularly hazardous work such as vessel entry, confined space entry, electrical work, and welding.

9) Follow electrical safety rules when using electrical equipment, grounding portable electrical tools, and working near overhead power lines.

10) Know how to protect yourself from the elements when working outdoors in very cold weather or direct sunshine (UV rays).

11) Perform a walk around check before backing your vehicle out of a driveway or parking lot.

12) Lock out and tag energy sources (electrical, mechanical hydraulic, pneumatic, chemical, etc.) of all machinery and equipment under repair.

13) Wear clothing that's appropriate to the tasks you perform. Do not wear loose sleeves, cuffs, rings, bracelets, or anything else that may get caught in moving machinery and cause injury.

14) Report unsafe practices and unsafe conditions to your employer or the Texas Workers Compensation Commission's Safety Violations Hotline (1-800-452-9292).

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Training Log

Company Name: _____

Name of Trainer: _____

Date of Training: _____

Employee Name (printed)	Employee Signature

Source: Texas Department of Insurance, Division of Workers' Compensation

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