

1 - Know Your Job: Safety Training

EH&S – MGA

Goals: This safety session should teach you to:

- A. Recognize that safety is an important part of your job.
- B. Realize that your job includes knowing and following safety rules and job procedures.

OSHA Regulations: General Duty Clause Sec. 5 (b)

1. Safety Is a Key Job Responsibility

- A. Knowing how to do your job properly includes knowing how to do it safely.
- B. OSHA's General Duty Clause says:
 - 1. Each employer must provide a workplace "free from recognized hazards" and comply with OSHA safety and health rules.
 - 2. Each employee must "comply with occupational safety and health standards" and all OSHA rules and regulations that apply to his or her "own actions and conduct."

2. Know the Materials and Equipment You Use in Your Job

- A. You should know:
 - 1. How to operate machines and equipment correctly and safely
 - 2. How to select and use materials, including chemicals, correctly and safely
 - 3. What protective procedures and equipment you need to do your job safely, such as:
 - a. Machine guards
 - b. Personal protective equipment such as hearing protection and hard hats
 - c. Ventilation
 - d. Permits and rescue equipment for jobs in confined spaces

3. Know the Procedures You Must Follow in Your Job

- A. You should know:
 - 1. How to inspect and maintain equipment
 - 2. What steps to perform for each task and the order in which they're performed
- B. For example:
 - 1. To move materials, you need to determine the load's weight and shape; decide whether to lift it, get help, or use material handling aids; follow the proper steps to lift, move, and unload, etc.

4. Know the Possible Hazards of Your Job

- A. You should know:
 - 1. What types of accidents can occur with equipment (e.g., getting caught in pinch points, accidental energization, forklift tipover)
 - 2. Potential hazards of chemicals and other substances (e.g., inhalation, skin contact, fire or explosion)
 - 3. Check chemical labels and material safety data sheets.
 - 4. Hazards present in the work area (e.g., flammable vapors, live electricity, etc.)
 - 5. Careless acts (e.g., running and tripping, dropping tools, etc.)

5. Be Alert to Unexpected Hazards

- A. Always be on the lookout for potential dangers, such as:
 - a. Spills, cords on the floor, and other slipping and tripping hazards
 - b. Uninsulated electrical cords, overloaded circuits, smoking power tools and other electrical hazards
 - c. Uncovered or unlabeled containers and other chemical hazards
 - d. Unguarded machinery or other equipment hazards
 - e. Blocked sprinklers or exits or other hazards to effective emergency response
 - f. Anything that just doesn't "seem right"

6. Use All Available Resources to Become an Expert in Your Job

- A. Pay careful attention to all training (and safety training) programs.
- B. Give every task your full concentration.
- C. Read manufacturer's instructions before using any equipment.
- D. Follow manufacturer and company instructions for equipment inspection and maintenance.
- E. Read chemical labels and safety data sheets before using a chemical.
- F. Always ask questions about any process, procedure, or rule you don't understand.
 - 1. Keep asking until you do understand.
- G. Report any hazard you can't eliminate or control.

Summation: Knowing Your Job Is the First Rule of Safety

To protect yourself and others, you have to know your job, its potential hazards, and the procedures to follow in order to work safely.