



# Pannier Corporation

## Health and Safety Handbook

### Marking System Group



#### General Safety – Health Provisions

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**Goals:** The goals of this training session is to teach employees to recognize the need to take safety seriously and to know how to demonstrate the right attitude towards safety. Each employee will be trained in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment to control or eliminate any hazards or other exposure to illness or injury.

#### Taking Safety Seriously

Every employee must take safety seriously in order to:

- Avoid accidents that can cause fire, explosion, or other dangers
- Avoid accidents that can cause job-related injuries
- Avoid exposure to hazardous substances that can lead to serious injury
- Comply with OSHA safety and health regulations Comply with Company work rules, policies, and procedures

#### Have a Positive Safety Attitude

When you take safety seriously, you take advantage of the protections available on the job. The safety procedures, equipment, and information employers provide include:

- Engineering controls such as ventilation
- Work procedures such as lockout/tagout
- Personal protective equipment (PPE) such as gloves, hard hats, and protective eyewear
- Emergency planning and response programs such as alarms, evacuation plans, and eyewashes
- Safety information such as chemical labels and material safety data sheets
- Training on how to do a job safely
- When on a job site, frequent and regular inspections of job site materials and equipment will be made by the supervisor
- Only qualified employees who have received the proper training shall be permitted to operate equipment and machinery

#### Carelessness is the Most Common Cause of Workplace Accidents

Unsafe acts are often a factor in accidents. They result when people take attitudes like these toward safety:

- **Complacency-** After performing a job many times without an accident, you may believe you're experienced enough to skip safety procedures or steps. That's exactly when an accident happens.
- **Being Upset or Angry-** You can't let emotions get in the way of doing your job correctly. Distractions can be dangerous.
- **Fatigue-** Being tired can slow down your physical and mental reactions, causing your mind to wander.
- **Recklessness-** Taking chances with tools, machinery, chemicals, or work procedures is foolish and dangerous.
- **Being Afraid to ask Questions-** Training and work procedures cover a lot of ground-sometimes too much to remember. Always ask when you're not sure what to do or how to do it. It shows you're smart enough to know what you don't know.

#### Take a Positive Attitude Towards Safety

- Take personal responsibility for your own safety and that of your co-workers
- Pay attention to training
- Follow every step in every job every time
- Know and follow safety rules
- Use required personal protective equipment
- Give work your full attention
- Keep an eye out for hazards – Always ask "What could go wrong here?"
- Put your personal feelings and problems aside while you're working



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- Urge your co-workers to follow safety procedures
- Know what to do in an emergency
- Ask questions about any procedure or precaution that's not clear
- Report any safety hazard you can't fix
- Save fooling around for your personal time

#### Look for Opportunities to Improve Workplace Safety

Demonstrate that you have the right attitude towards safety by:

- Volunteering for safety committees
- Taking an active role in safety meetings and training sessions
- Proposing safety improvements through the suggestion system
- Cooperating with safety inspections and monitoring
- Setting an example of a good safety attitude for others, especially new employees

When you take safety and your safety responsibilities seriously, you protect yourself and others from accidents that can cause injury and illness on the job.