



EMPIRE  
PACIFIC

*Risk Management, Inc.*

## EVERYONE IS RESPONSIBLE FOR SAFETY

Company Name \_\_\_\_\_ Job Name \_\_\_\_\_

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.

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# EVERYONE IS RESPONSIBLE FOR SAFETY (Continued)

- c. Lockout/tagout assures 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. With fewer injuries, a business can be more productive and profitable. The welfare of the community is enhanced by providing cleaner air and water and less chance of dangerous accidents.

**Safety Recommendations:** \_\_\_\_\_

**Job Specific Topics:** \_\_\_\_\_

**M.S.D.S Reviewed:** \_\_\_\_\_

## List of Attendees

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