

Staying safe when working: 12 tips

1 Get training!

How do I do it? Can you show me? What should I look out for? Learn how to do the job safely. Know the policies, procedures and rules and follow them. Know what to do when there's an emergency.

2 Be supervised

Will you be here to watch to see that I do the task correctly? If you're not near to where I'm working and I have a question, who should I ask?

3 Wear the gear

Hair nets, gloves, aprons, safety glasses, ear plugs, etc. If they're required find out how to use them properly and wear them.

4 Identify risks

Identify unsafe practices and situations and report them *before* you start the job!

5 Ask, Ask, Ask!

Remember, there are no stupid questions, just stupid excuses when you do something without being told to do it and without instructions. Communicate!

6 Do your job

Don't do anything that you haven't been instructed to do, and *never* do anything you've been told not to do. If someone asks you to do something you have been told not to do or have not been trained for, check with your supervisor first.

7 Follow the rules

Every game plan and every job has to include rules to ensure everyone plays fairly and acts as part of a team to move the ball together.

8 Report hazards

Tell your supervisor if you see anything hazardous or dangerous. *Who* is doing it is not as important as *what* is being done. This isn't ratting, it's a mature move to prevent injuries.

9 If you get hurt...

...no matter how minor it may seem to you – *report* it to your supervisor and let your family know.

10 Talk to your family

Let them know the types of tasks you'll be doing and the training you've received, and let them know if you see something that you don't think is right. Sometimes your parents know something you don't know!

11 Be honest

If you think the task is beyond your personal capabilities, let the employer know right away – don't take on anything that you can't handle.

12 Never assume

Don't assume you can do something you haven't done before without some guidance, instructions or supervision.