

Student Handout

Safety on the Job

Your employer is responsible for making sure that the workplace is safe, and that your health and safety are not put at risk. You are responsible for looking after your own health and safety. You must also take care not to put other people at risk. You could put other people at risk by:

- Acting in an unsafe manner (for example, horseplay)
- Not following safe work practices
- Not acting to report a situation that could result in someone getting hurt

To look after your own health and safety:

- Listen carefully to safety instructions provided by your instructor, employer, or supervisor.
- Follow safe work procedures at all times. Don't take shortcuts.
- Stay alert for workplace hazards – anything that could hurt you or someone else, for example:
 - Frayed electrical cords
 - Boxes stacked precariously
 - Spills
 - Noisy machinery
 - The smell of gas or something burning
- Tell your instructor, supervisor, or health and safety representative about hazards you can't fix yourself, especially if the hazard could cause serious harm to someone.
- If you are not sure whether a hazard can be fixed safely, always ask your instructor or supervisor.
- It is your employer's responsibility to fix hazards. Sometimes you may be able to fix simple hazards yourself, as long as you don't put yourself or others at risk. For example, you can clean up spilled liquids if they aren't hazardous, or pick things up from the floor and put them away to eliminate a trip hazard.



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Injury on the job

- By law, you are required to report any work related injury to your supervisor and first aid attendant as soon as possible.
- Your employer must report any workplace injury or disease to WorkSafeBC. Telling you not to report an injury or disease, or even trying to talk you out of reporting to WorkSafeBC, is against the law. You have the right to report any workplace injury or disease.
- If transport to hospital is required, your employer is required to pay for it.
- WorkSafeBC will compensate you or your dependants for only a *work-related* injury or disease. For injuries, this generally means you must have been working when you were hurt and the injury must have been caused by something to do with your job. For a disease, this means that the disease you contracted must be caused by the work or the work environment.

Emergency safety procedures

Every workplace should have a plan for dealing with emergencies. You should be instructed in that plan within your first few days on the job, and have refresher training from time to time.

Once you have been trained, you should be able to answer the following questions:

- Where are the emergency phone numbers posted?
- Where are the fire extinguishers and how and when should they be used?
- What other specialized equipment may be needed in an emergency, and how is it used?
- Where are the fire alarms and fire exits?
- What is the evacuation plan for the building?
- What should you do during an earthquake?
- In case of evacuation, where outside the building is the assembly point and who should you report to?

