



GENERAL SAFETY – EMPLOYEE RESPONSIBILITY

An effective accident prevention program should include the defined responsibilities for management, supervisors, and employees. Management, by law, has the responsibility for the safety and health of all employees as well as providing a safe workplace.

Supervisors have the responsibility for providing a safe workplace as well as managing production issues. Now we need to address employees' responsibilities and what those entail.

Employers and supervisors should expect the employees to be responsible. This starts with getting to work on time, working safely through the day, and addressing concerns with their supervisor.

Suggested areas of responsibility Employees are responsible for:

- ⇒ Listen and learn from any training. Be an active participant in learning a job skill or safety issue.
- ⇒ Ask for assistance if the training or instruction is not clear or you don't feel comfortable in performing the task correctly and safely.
- ⇒ Report unsafe acts and near misses immediately. Especially if the unsafe act is ongoing. This will help keep the workplace safe for everyone.
- ⇒ Address problems with the supervisor ASAP. BUT always try to give solutions to every problem – you may understand more than the supervisor about the problem and how to fix it.
- ⇒ Re-address issues with the supervisor on unresolved topics discussed in the past – the supervisor may have forgotten about those topics.
- ⇒ Be an active member in the safety of the workplace. Participate in safety committee meetings, safety meetings and when trained on a safety issue.

Safety Responsibility Depends on Everyone