



# Toolbox Talks

## Spotlight on Safety



## Employee Safety Responsibilities

All employees have a right to work in places where risks to their health and safety are properly controlled. While the primary responsibility for ensuring this lies with your employer, you as an employee also have a duty to take care of your own health and safety and that of others who may be affected by your actions. Do you know what your safety responsibilities are? If not, here is a basic checklist:

- Make yourself thoroughly familiar with the safety policies and procedures included in the company safety manual.
- Follow all company safety rules and regulations.
- Participate in pre-job and pre-task safety planning and coordination.
- Attend all required safety training and ensure that you are familiar with and have received training in how to safely perform the tasks that you are assigned.
- Perform all tasks that you have been assigned in a safe manner.
- Wear, maintain, and use all appropriate personal protective equipment for your job tasks.
- Never operate equipment unless you have been properly trained and authorized to use that equipment.
- Work with others on your crew to ensure that the work is completed according to the safety requirements and procedures.
- Immediately warn co-workers and notify your supervisor about any unsafe equipment, hazardous conditions, or unsafe behavior—someone's life may depend on it.
- Notify your supervisor about all injuries (no matter how minor), accidents and near-misses, and know what to do in the event of an emergency.
- Never take chances that will expose you or other workers to a hazardous condition or unsafe situation.



*Photo courtesy of Ch2MHILL Lockwood Greene.*

You are responsible for the safety of your own actions while on the job. If you have any questions regarding safety, ask your supervisor, foreman or the safety director.

Above all, remember when you share the responsibility for safety in the workplace, everybody wins.

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