



Task Title: Explain Safety Procedures to a Co-Worker Orally

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description:

Explain safety procedures to a co-worker and answer questions orally.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.2

Materials Required:

- Pen/pencil and paper

Learner Information

Employees of Grand River Personnel must understand and comply with the Employee Orientation Handbook. The more experienced worker is expected to be able to explain procedures to a new co-worker.

Scan the "Employee Orientation Handbook - Grand River Personnel - Health and Safety Policy Excerpt – Page 14".

Wait for your Instructor/Practitioner to ask you questions orally. Put a checkmark in the checkboxes when you have answered the questions.

**Employee Orientation Handbook - Grand River Personnel - Health and Safety
Policy Excerpt - Page 14**

General

1. Report unsafe conditions to your workplace supervisor and your Grand River Personnel Consultant immediately.
2. Upon sustaining an injury, report the injury to your supervisor and obtain first aid.
3. Do not operate any machine or equipment unless all guards are in place and operational. Immediately report to your supervisor any bi pass or override on safety devices.
4. Use the proper protective equipment and extreme caution when using a sharp object such as a knife or scissors.
5. Ensure you are properly trained and feel comfortable before using any equipment or performing a task.
6. Employees who are exposed to machinery shall not wear loose jewelry, baggy clothes, and long hair must be confined to avoid entanglement.
7. Never use compressed air to blow dust or chips from your clothing. Never direct compressed air towards your person.
8. Do not ride on forks of fork lifts, dollies, conveyors, pallets or other moving equipment.

Work Sheet

Task 1: Explain to your instructor why an employee should not wear baggy clothes when exposed to machinery.

Answer: No written response is required.

This task was completed orally. Yes ☐ No ☐

Task 2: Describe to your instructor when you should report unsafe conditions and to whom.

Answer: No written response is required.

This task was completed orally. Yes ☐ No ☐

Task 3: Explain to your instructor what should be in place before any machinery is put into operation.

Answer: No written response is required.

This task was completed orally. Yes ☐ No ☐

Task 4: Describe to your instructor what action to take if you see an override on safety devices.

Answer: No written response is required.

This task was completed orally. Yes ☐ No ☐

Task 5: Explain to your instructor what a new employee should do if they are not comfortable with the machinery they are supposed to use.

Answer: No written response is required.

This task was completed orally. Yes ☐ No ☐
