



Four Elements of Workplace Safety Programs

The Student is able to demonstrate safe and correct performance of the following:	Date	Sign-off	Notes
<p>1. Leadership and Involvement</p> <ul style="list-style-type: none"> a) Posts written safety and health policy for all to see. b) Involves others in policy making on safety and health issues. a) Actively participates in safety programs. b) Models safe behaviour. c) 			
<p>2. Workplace Analysis</p> <p>(Proper workplace design improves both safety and productivity.)</p> <ul style="list-style-type: none"> a) Analyzes workplace to identify and eliminate hazards. b) Performs analysis on a regular and timely basis. a) Ensures everyone knows and understands the hazards for all jobs and processes. 			
<p>3. Hazard Prevention and Control</p> <ul style="list-style-type: none"> a) Checks and maintains equipment regularly. b) Uses and maintains Personal protective equipment. c) Follows set procedures used for handling tasks and situations. 			
<p>4. Safety and Health Training and Education</p> <p>(Everyone should be properly trained to work safely.)</p> <ul style="list-style-type: none"> a) Helps others to work safely b) Participates in emergency-preparedness drills. c) Participates in safe and proper-use training before any hand tool or power tool used d) Is trained to recognize hazards and understand what to do when a new hazard is identified. 			