Northern Arizona University / Facility Services
530 E Pine Knoll Dr Bldg 77
Flagstaff AZ 86001

#266169

CONSTRUCTION SS
Safety Services Company

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C077: Looking Out for the Other Guy

Introduction: On the job safety is a program of proactive participation between employers, supervisors, and employees; *safety is everyone's business*. "Looking out for the other guy", the foundation of job safety, is the ability to exercise responsibility, good judgment, and accountability, and being able to depend on your co-workers and employer to exercise the same ability. In the workplace you are seldom alone.

The workplace is often a crowded place with workers involved in a seemingly hectic disunity. However, the knowledgeable employer, supervisors, and well trained workers know a job that is proceeding in a well-coordinated, orderly, workmanlike manner, and can readily spot an unsafe situation, condition, or act. Everyone must get involved in company safety.

Employers: It is your responsibility to provide training and a safety program for your employees. Have you incorporated the following key elements of a safety and health program into the way you run your business?

- Management commitment: Managers are committed to making the program work.
- Hazard identification and control: Employees know how to identify and control hazards.
- Labor and management accountability: Employees are held accountable for following safe work practices.
- Incident and accident investigations: Employees know how to investigate near-miss incidents and accidents.
- Employee involvement: Employees are involved in the program.
- Worker training: Employees and managers are educated and trained in safe work practices.
- Periodic evaluation of the program: Managers review the program regularly.

> If you are ever unsure of the correct or safe way to proceed on a job or a particular task, ask your supervisor, or make it your responsibility to learn the proper way.

These seven elements together make workplace safety and health programs successful. We call them elements, but we could have called them components, ingredients, or puzzle pieces. When you put them all together, you have achieved a successful program.

Employees: It is your responsibility to follow your company's safety program and to conduct yourselves in a workman-like manner. It is also your responsibility to see to your co-workers safety.

- Let your fellow workers, or anyone who may be endangered on the job, know of any hazards you know or believe to exist.
- Let your co-worker or anyone in the workplace know if you think they are committing an unsafe act or work practice.
- Employees report hazards to a supervisor or safety committee member promptly.
- Employees keep tools and equipment working properly; follow periodic maintenance schedules and safe work procedures.
- You have planned and prepared for emergencies. Know what to do when something goes wrong.
- Employees know what workplace hazards could harm them, and respond promptly to eliminate or control workplace hazards.
- Actively participate in the training of new workers to ensure their proper training and to help them understand your crews work procedures
- If you are ever unsure of the correct or safe way to proceed on a job or particular task, ask your supervisor, or make it your responsibility to learn the proper way.

Conclusion: No one wants to see a fellow worker injured on the job. It is the responsibility of everyone in the workplace to look out for themselves, the other guy, and your company.

Employee Attendance: *(Names or signatures of personnel who are attending this meeting)*

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