

Safety

The learner will be able to recognize warning signs and job safety information and verbally be able to acknowledge and articulate an understanding of essential job safety words and signs



Danger! Safety/Danger: If the sign says “Safety” it means that you must be aware of what is safe and what is not safe. If you see a sign that says “Danger” it means to tell you that you must be aware that you could be injured or killed if you are not very careful.



Hard Hat Area; This sign means that if you enter this area, you must wear a very special “hard hat” to protect your head from injuries. You must always pay close attention to this sign.



Caution---Toxic Chemicals: This sign means that you may not touch or let these chemicals get on your body. They can cause serious burns or great harm to your health.



Safety Glasses Must Be Worn At All Times: This sign is present to protect your eyes from serious injury. Never go to this area of work without protection on your eyes.

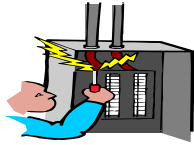
Fire Door---Must Be Closed At All times; This sign means that if you go through this door, you must always close the door. In the event that there is a fire, it could spread very fast if this door were left open.



EXIT: This sign means that this is the direction to go to get out of the building.



Caution---Wet Floors: This sign is telling you that when the floors are wet, they are very slippery. You could fall and hurt yourself if you walked too quickly



High Voltage---Keep Out: This sign is telling you that there is very strong electrical current in this area. If you go into this place you could be killed by electricity.



Fire Alarm: This sign is there to tell you that you must use this to call the Fire Department if there is a fire. Sometimes the Fire Alarm requires you to break the glass. Do this if there is a fire in your building.



Notice: No Food or Drinks in This Area; For many reasons, some companies will tell you not to eat food in certain areas. This could be to protect valuable equipment such as a computer; it could also protect you from causing your food to become dangerous. Always pay attention to this sign.



Watch Your Step: This sign is warning you that there could be a step UP or a step DOWN in this area. You should be careful so you do not fall.

Present and explain Vocabulary Words regarding Safety.

- a.** No Smoking, **b.** High Voltage. Keep Out, **c.** Hard Hat Area, **d.** safety, **e.** danger, **f.** Caution—Toxic Chemicals, **g.** Safety Glasses Must Be Worn At All Times, **h.** Fire Door---Must Be Closed At All Times, **i.** Exit, **j.** Caution---Wet Floors, **k.** Fire Alarm, **l.** Notice: No Food or Drinks in this area, **m.** Watch Your Step!, **n.** Handicapped Parking **o.** Employees Only, **p.** Staff Only, **q.** Caution: Railroad Crossing, **r.** Poison, **s.** Do not Enter, **t.** PED XING, **u.** No Trespassing, **v.** NO U-Turns, **w.** Please Do Not Back In

The learner will be introduced to simple phrases and sentences as they relate to both job performance and safety.

- a.** Don't run, **b.** Don't go. **c.** Don't push, **d.** Don't close, **e.** Don't lock, **f.** Don't touch,
- g.** Report all accidents to your supervisor.
- h.** Fill out an Accident Report immediately. Be sure to state the time, the date, and the circumstances of the accident.

- i. Be sure to Clock In at the beginning of your shift.
- j. Be sure to Clock Out at the end of your shift.
- k. Remember to fill out your Time Sheet on the third Tues. of each mon.
- l. Your break-time is strictly enforced @ 20 minutes . Be on time and return to work promptly at the end of your break.
- m. Lunch-time is 40 minutes. Please observe your time.
- n. Afternoon break is 20 minutes. Do be aware of returning to work promptly. We count on your being on the job.
- o. If you are sick, you must call in at least one hour before your shift begins so that we may obtain someone to take your place.
- p. You must call in every day that you are sick, not just the first day. Do not assume that we know you are going to be absent for more than the one time that you called.
- q. When you return to work, you must immediately fill out a Leave Slip and give it to the Secretary in the front office. This is mandatory.