



Worksite: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## Topic C765: Cooperation is Good Business

**Introduction:** On the job safety is a program of proactive participation between employers, supervisors, and employees. A 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. While working on the job you are seldom alone. A workplace is often a crowded place with workers involved in seemingly hectic disunity. However, the knowledgeable employer, supervisors, and well trained workers proceed 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.

- **Management commitment** - Managers must be 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** - Supervisors know how to investigate near-miss incidents and accidents.
- **Employee involvement** - Get your employees involved in the program.
- **Worker training** - Employees and managers are educated and trained in safe work practices.
- **Enforcement of the program** - Supervisors must be committed to the program and when needed, discipline the offending personnel.
- **Periodic evaluations 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 particular task, ask your supervisor, or make it your responsibility to gain proper training.

**Employees:** It is your responsibility to follow your company's safety program and to conduct yourselves in a workmanlike 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 at the workplace know if you think they are committing an unsafe act or work practice.
- **Report** hazards to a supervisor or safety committee member promptly.
- **Keep** tools and equipment working properly; follow periodic maintenance schedules and safe work procedures.
- **You've 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.
- **Learn first aid skills** and how to respond to common injuries and illnesses.
- **Actively participate** in the training of new workers to ensure their proper training and to help them understand your crew's 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 gain proper training.

**Conclusion:** No one wants to see a fellow worker injured on the job. It is the responsibility of everyone in the workplace to not only look out for themselves, but also look out for the other guy.

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

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*