

Live Safe! Work smart!

## Hints for speaking with your supervisor

### 1. *Get ready*

- Have your facts straight.
- Plan what you will say – you can even practice at home.
- Stick to your safety questions – don't bring other issues like pay or time into the issue.

### 2. *Be positive*

- Try to propose a solution if you can.
- Let your supervisor know that you want to do the best job that you can but that this task is new to you and you want to do it safely – for everyone's sake

### 3. *Pay attention to how you are asking*

- Be polite and respectful.
- Stay calm.
- Try not to put your supervisor on the spot.
- Do not blame people.
- Try saying "I" instead of "you."
- Watch your body language – don't cross your arms or point your finger; this makes you look angry.

### 4. *Get support*

- From co-workers.
- From teachers and family.