

My Job Notebook

My name: _____

My school: _____

Job Information

The name of my workplace is: _____

The address of my workplace is: _____

My phone number at work is: _____

My supervisor's name is: _____

My supervisor's phone number is: _____

My teacher's name is: _____

My teacher's phone number is: _____

What's dangerous on my job?

Tools I work with are: _____

Safety steps I must follow are: _____

Chemicals I work with are: _____

Safety steps I must follow are: _____

• Other things I need to watch out for that could hurt me are: _____

Learning how to work safely

I have been shown:

how to work safely with tools

how to work safely with chemicals

what to do if an emergency happens

other: _____

Safety Gear

I must wear this safety gear: (circle the ones you wear)



If I get hurt I must:

1. **Tell my supervisor.**
2. **Get first aid.**
The first aider's name is: _____
The first aid station is located: _____
3. **Co-operate and go to the hospital if the first aider tells me to.**
4. **Tell my teacher.**
5. **Tell my parents.**

If an alarm goes off I must:

1. Go to this place: _____
2. Co-operate and follow instructions from the people who will help me, who are: _____

3. Remember where the emergency exits are. The emergency exit sign looks like and the exits are located: _____
4. Remember what the emergency alarm sounds like. It sounds like: _____

5. Remember what the visual alarm looks like if there is one. It looks like: _____

Work Safely!

Lift properly

- Bend down to the object, bending your knees.
- To raise the object to be lifted, put one knee against the object and pull the object up. Stand up using your legs to lift, keeping your back straight.

- Stand upright and carry the object with your back in an upright position.
- Always carry the object as close to your body as possible.

Use machines safely

- Never touch moving parts or remove parts.
- Tie your hair back and do not wear loose clothing.
- Do not use broken machines. Tell your supervisor.

Work safely with chemicals

- Look for danger signs on containers.
- Wear your safety gear.

If you are not sure, STOP and ask.