



## ***SAFETY FIRST***

### **Employee Safety Responsibilities**

Employers are responsible for maintaining a safe workplace to protect workers from job hazards. But employers are not the only ones responsible for safety on the job – workers have responsibilities for maintaining a safe workplace as well. Do you know your safety responsibilities?

Know and follow all of your employer's health and safety rules such as safe work practices and standard operating procedures. Never operate equipment unless you have been properly trained. Know the emergency and evacuation procedures and the location of emergency equipment; clear thinking and immediate action in an emergency can save lives.

You are responsible for the safety of your own actions while on the job. Conduct yourself professionally and with your mind on your own safety and the safety of others at all times; the workplace is no place for horseplay or lack of attention. Serve as a good role model to co-workers for safe work practices and behavior. Maintain your personal work area and common areas in a clean and orderly manner; good housekeeping means a safer workplace. Immediately notify your supervisor of any safety hazards and unsafe behavior in the workplace.