



EMPLOYEE SAFETY RESPONSIBILITIES MEETING OUTLINE

1. Training Points

A. Introduction

- Safety—everyone's responsibility
- Unsafe Acts
- Unsafe Conditions

B. Identifying Hazards

- Know what constitutes a safety hazard.
- Be on the lookout for hazards and unsafe conditions

C. Protection Against Hazards

- Employees must:
 - follow safety programs
 - correct or report safety hazards immediately.

D. Safety Procedures

- Know and use safe work procedures
- Avoid obvious unsafe acts
- Keep work areas clean.

2. Practical Exercises and Discussion Points

3. Wrap-Up