

Appendix 5-11

SAFETY GUIDELINES

Pick up any hazardous items, for example, food, from the floor.
Clean up spills and breaks immediately. If possible, though, determine the substance of the spill first, so that you can take any necessary safety precautions
Dispose of glass in a designated container, and not with the regular garbage.
Warn others of spills, for example, use signs or pylons.
Wipe up wet floors near entrances. This is especially important in rain or snow conditions.
Clean up solid items by sweeping it up with a broom.
Wipe up small pieces of broken glass with a damp paper towel.
Wobbly chairs and tables.
Splintered or rough surfaces.
Inadequate or burned out lighting.
Frayed electrical cords.
Icy sidewalks.
Torn carpet or loose floor tiles.
Faulty equipment.
Loose nails or screws.

Avoid making quick stops or turns.
Walk, do not run.
Open doors slowly and carefully.
Give customers the right of way.
Ensure walkways are not blocked.
Use equipment only if you have been trained to use it.
Follow manufacturer's instructions.
Obtain necessary qualifications to operate equipment, if appropriate, (e.g., a forklift operator's license).
Do not use faulty equipment. If you discover equipment is faulty, label the equipment immediately to warn others.
A Canada-wide communication system for sharing information about hazardous materials used at Canadian job sites.
Labels.
Material Safety Data Sheets (MSDS).
Employee education program.
MSDS sheets.
The containers with WHMIS labels.
Employee education programs available to you.