

Appendix 5-11a

FOLLOW SAFETY PRECAUTIONS – ANSWER KEY

Keep Workplace Safe

Spills and Breaks

1. Pick up any hazardous items from the floor.
2. Clean up spills and breaks immediately.
3. Warn others of spills, use signs or pylons.
4. Wipe up wet floors near entrances.
5. Clean up solid items by sweeping it with a broom.
6. Wipe up small pieces of broken glass with a damp paper towel.
7. Dispose of glass in designated containers, and not with the regular garbage.

Potential Hazards

Report potential hazards to your supervisor, e.g.

1. Wobbly chairs and tables.
2. Icy sidewalks.
3. Splintered or rough surfaces.
4. Torn carpets or loose floor tiles.
5. Inadequate or burned out lighting.
6. Faulty equipment.
7. Frayed electrical cords.
8. Loose nails or screws.

Follow workplace traffic guidelines.

1. Avoid making quick stops or turns.
2. Walk; do not run.
3. Open doors slowly and carefully.
4. Give customers the right of way.
5. Ensure walkways are not blocked.

Equipment

Use equipment only if you have been trained to use it.

Use equipment safely:

1. Follow manufacturers' instructions.
2. Obtain necessary qualifications to operate equipment. If equipment is faulty, label immediately.

Chemicals

There are three components of WHMIS:

1. Labels
2. Material Safety Data Sheets (MSDS)
3. Employee education programs

Follow Workplace Hazardous Materials Information System (WHMIS)

- A Canada-wide communication system for sharing information about hazardous materials used at Canadian job sites.

Talk to your supervisor about the location of your:

1. MSDA sheets
2. Containers with WHMIS labels
3. Employee education programs available to you.