



Task-based Activity Cover Sheet

Task Title: Explain safety procedures to a co-worker and answer questions

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship___ Secondary School___ Post Secondary ___ Independence___	
Task Description: Explain safety procedures to a co-worker and answer questions	
Competency: B: Communicate ideas and information A: Find and Use information	Task Group(s): B1: Interact with others A2: Interpret documents
Level Indicators: B1.2: Initiate and maintain interactions with one or more persons to discuss, explain or exchange information and opinions A2.2: Interpret very simple documents to locate and connect information	
Performance Descriptors: see the chart or click here	
Skill Building Activities: see the last page or click here	
Materials Required: <ul style="list-style-type: none">Grand River Personnel Employee Orientation Handbook – Health and Safety Policy Extract of General Section (included following Learner Information and tasks)	
ESKARGO: B1.2 Interact with others Presenting <ul style="list-style-type: none">Speaks or signs clearly in a focused and organized waySpeaks clearly in a focused and organized way when presenting information to others on a variety of topics in familiar and unfamiliar situationsProvides specific, detailed information or instructions to familiar and unfamiliar individuals Interacting <ul style="list-style-type: none">Uses strategies to maintain communication, such as encouraging responses from others and asking questionsRephrases to confirm or increase understanding Attitudes:	



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Practitioner,

We encourage you to talk with the learner about attitudes required to complete this task set. The context of the task has to be considered when identifying attitudes. With your learner, please check one of the following:

- Attitude is not important Attitude is somewhat important Attitude is very important



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Learner Information and Tasks:

Employees of Grand River Personnel must understand and comply with the Employee Orientation Handbook. The more experienced worker is expected to be able to explain procedures to a new co-worker. Look at the “Employee Orientation Handbook- Grand River Personnel - Health and Safety Policy”.

- Task 1:** Explain to your instructor why an employee should not wear baggy clothes when exposed to machinery.
- Task 2:** Describe to your instructor when you should report unsafe conditions and to whom.
- Task 3:** Explain to your instructor what should be in place before any machinery is put into operation.
- Task 4:** Describe to your instructor what action to take if you see an override on safety devices.
- Task 5:** Explain to your instructor what a new employee should do if they are not comfortable with the machinery they are supposed to use.



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General

1. Report unsafe conditions to your workplace supervisor and your Grand River Personnel Consultant immediately.
2. Upon sustaining an injury, report the injury to your supervisor and obtain first aid.
3. Do not operate any machine or equipment unless all guards are in place and operational. Immediately report to your supervisor any bi pass or override on safety devices.
4. Use the proper protective equipment and extreme caution when using a sharp object such as a knife or scissors.
5. Ensure you are properly trained and feel comfortable before using any equipment or performing a task.
6. Employees who are exposed to machinery shall not wear loose jewelry, baggy clothes, and long hair must be confined to avoid entanglement.
7. Never use compressed air to blow dust or chips from your clothing. Never direct compressed air towards your person.
8. Do not ride on forks of fork lifts, dollies, conveyors, pallets or other moving equipment.



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Answer Key:

- Task 1:** To avoid getting clothing caught in machinery and causing an injury
- Task 2:** Your **workplace supervisor and your Grand River Personnel Consultant immediately**
- Task 3:** **Ensure all guards are in place and operational**
- Task 4:** **Immediately** report any override **to your supervisor**
- Task 5:** **Item #5 states that it is up to the worker to ensure** they are properly trained. However, it doesn't specifically say what they should do if they are uncomfortable. If an employee is uncomfortable operating a piece of equipment, this constitutes an unsafe working condition; therefore they **should inform their Supervisor. (item #1)** Both items must be taken together for a complete answer.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	<ul style="list-style-type: none"> Interpret simple documents to locate and connect information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low level inferences 			
B1.2	<ul style="list-style-type: none"> Indicate and maintain interactions with one or more persons to discuss, explain or exchange information and opinions 			
	<ul style="list-style-type: none"> shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic and cultural differences 			
	<ul style="list-style-type: none"> demonstrates some ability to use tone appropriately 			
	<ul style="list-style-type: none"> uses strategies to maintain communication, such as encouraging responses from others and asking questions 			
	<ul style="list-style-type: none"> speaks or signs clearly in a focused and organized way 			
	<ul style="list-style-type: none"> rephrases to confirm or increase understanding 			
	<ul style="list-style-type: none"> uses and interprets non-verbal cues (e.g. body language) 			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature



Skill Building Activities

Links to online resources:

BBC Skillswise – Communication Skills - <http://www.bbc.co.uk/skillswise/topic/communication-skills> - practise expressing and responding to opinion, joining in on conversations, and discussing current events

BBC Skillswise – Formal and Informal Speaking - <http://www.bbc.co.uk/skillswise/topic/formal-and-informal-speaking> - learn to adjust language when interacting with others depending on the context of the situation (formal or informal)

NWT Literacy Council – Soft Skills for Work Workbook - http://www.nwtliteracy.ca/resources/adultlit/career_life_work/soft_skills_for_work_workbook.pdf - “Communication” section begins on page 17; complete a self-assessment of skills, learn about non-verbal cues

Alabama Cooperative – “Communication Skills for Daily Use at Work” - <http://www.aces.edu/pubs/docs/H/HE-0764/HE-0764.pdf> - document summarizes key tips for successful interactions with individuals at work

Tasmanian Polytechnic – “Communication 1: Keep it Short and Simple” AND “Communication 5: Avoid Jargon and Slang”- https://www.youtube.com/watch?v=Ok6BcNEWp-0https://www.youtube.com/watch?v=FJYqSn_vhAI – videos explain the importance of speaking clearly when giving instructions at work

LearningHUB online courses available:

- **Essential Skills, Independent Study**
 - Communications, Assignment 1 & 3 – learn strategies for communicating and presenting ideas clearly (understanding context, speaking for comprehension, making and answering requests, being prepared, appropriate attitude, etc.)
 - Basic Skills for the Real World, Assignment 1 (interacting with customers at work)
 - Job Skills for the Real World, The Job Hunt (communication during an interview)
- **Essential Skills, Independent Study, Short Courses**
 - Conflict Resolution Skills & Strategies
 - Customer Service Essentials
 - Improving Your Job Skills
 - Preparing for Employment: It’s Your Job
- **Live Classes (SABA)**
 - Essential Skills 101

***To access LearningHUB courses**, learners must register for the LearningHUB e-Channel program by completing the registration form on their website and completing the course selection (page 2 of the registration form): https://www.learninghub.ca/get_registered.aspx

***To Access LearningHUB Course Catalogue:**

<http://www.learninghub.ca/Files/PDF-files/HUBcoursecatalogue,%20December%2023,%202014%20revision.pdf>