



Task Title: Explain Safety Procedures to a Co-Worker Orally

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

Explain safety procedures to a co-worker and answer questions orally.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Interact with others/B1.2

Materials Required:

- Pen/pencil and paper

Notes for Instructors/Practitioners

This task was written for the B. Communicate Ideas & Information Task Group "Interact with others". As such, it requires an oral response to the questions not a written response.

Practitioners should provide the learner with a copy of the "Employee Orientation Handbook - Grand River Personnel - Health and Safety Policy Excerpt" and give them time to read it before asking them the following questions:

1. Why should an employee not wear baggy clothes when exposed to machinery?
2. When should you report unsafe conditions and to whom?
3. What should be in place before any machinery is put into operation?
4. What action should you take if you see an override on safety devices?
5. What should a new employee do if they are not comfortable with the machinery they are supposed to use?

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Learner Information

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.

Scan the "Employee Orientation Handbook - Grand River Personnel - Health and Safety Policy Excerpt – Page 14".

Employee Orientation Handbook - Grand River Personnel - Health and Safety Policy Excerpt - Page 14

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.

Work Sheet

Task 1: Explain to your instructor why an employee should not wear baggy clothes when exposed to machinery.

Answer: No written response is required.

This task was completed orally. Yes No

Task 2: Describe to your instructor when you should report unsafe conditions and to whom.

Answer: No written response is required.

This task was completed orally. Yes No

Task 3: Explain to your instructor what should be in place before any machinery is put into operation.

Answer: No written response is required.

This task was completed orally. Yes No

Task 4: Describe to your instructor what action to take if you see an override on safety devices.

Answer: No written response is required.

This task was completed orally. Yes No

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.

Answer: No written response is required.

This task was completed orally. Yes No

Answers

Task 1: Explain to your instructor why an employee should not wear baggy clothes when exposed to machinery.

Answer: To avoid getting clothing caught in machinery and causing injury.

Task 2: Describe to your instructor when you should report unsafe conditions and to whom.

Answer: Your workplace supervisor and your Grand River Personnel Consultant immediately.

Task 3: Explain to your instructor what should be in place before any machinery is put into operation.

Answer: Ensure all guards are in place and operational.

Task 4: Describe to your instructor what action to take if you see an override on safety devices.

Answer: Immediately report any override to your supervisor.

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.

Answer: 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 as stated in item #1. Both items must be taken together for a complete answer.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B1.2	shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic and cultural differences			
	demonstrates some ability to use tone appropriately			
	uses strategies to maintain communication, such as encouraging responses from others and asking questions			
	speaks or signs clearly in a focused and organized way			
	rephrases to confirm or increase understanding			
	uses and interprets non-verbal cues (e.g. body language)			

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This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
