

Task Title: Respond to Written Questions from a Co-Worker about Safety Procedures

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:**

Answer written questions from a co-worker about safety procedures at work.

**Main Competency/Task Group/Level Indicator:**

* Read and Use Information/Read continuous text/A1.2
* Communicate Ideas & Information/Write continuous text/B2.2

**Materials Required:**

* Pen/pencil and paper

# 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**

# Report unsafe conditions to your workplace supervisor and your Grand River Personnel Consultant immediately.

# Upon sustaining an injury, report the injury to your supervisor and obtain first aid.

# 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.

# Use the proper protective equipment and extreme caution when using a sharp object such as a knife or scissors.

# Ensure you are properly trained and feel comfortable before using any equipment or performing a task.

# Employees who are exposed to machinery shall not wear loose jewelry, baggy clothes, and long hair must be confined to avoid entanglement.

# Never use compressed air to blow dust or chips from your clothing. Never direct compressed air towards your person.

# Do not ride on forks of fork lifts, dollies, conveyors, pallets or other moving equipment.

# Work Sheet

**Task 1: Explain to a co-worker why they should not wear baggy clothes when exposed to machinery.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: Explain to a co-worker when they should report unsafe conditions and to whom.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: Explain to a co-worker what should be in place before any machinery is put into operation.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 4: Explain to a co-worker what action they should take if they see an override on safety devices.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 5: Explain to a co-worker what a new employee should do if they are not comfortable with the machinery they are supposed to use.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

**Task 1: Explain to a co-worker why they should not wear baggy clothes when exposed to machinery.**

Answer: You shouldn’t wear baggy clothes to avoid getting your clothing caught in machinery and causing injury.

**Task 2: Explain to a co-worker when they should report unsafe conditions and to whom.**

Answer: You Should report unsafe conditions to your workplace supervisor and your Grand River Personnel Consultant immediately.

**Task 3: Explain to a co-worker what should be in place before any machinery is put into operation.**

Answer: You should make sure all guards are in place and operational.

**Task 4: Explain to a co-worker what action they should take if they see an override on safety devices.**

Answer: You should report immediately any override you see to your supervisor.

**Task 5: Explain to a co-worker 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 |
| --- | --- | --- | --- | --- |
| A1.2 | makes connections between sentences and between paragraphs in a single text |  |  |  |
|  | scans text to locate information |  |  |  |
|  | locates multiple pieces of information in simple texts |  |  |  |
|  | makes low-level inferences |  |  |  |
| B2.2 | writes texts to explain or describe |  |  |  |
|  | conveys intended meaning on familiar topics for a limited range of purposes and audiences |  |  |  |
|  | begins to sequence writing with some attention to organizing principles |  |  |  |
|  | begins to organize writing to communicate effectively |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

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