



Employee Responsibilities

- ☛ Although OSHA requires employers to provide safe worksites, it's the your responsibility to follow the rules.
 - Take your job seriously and be professional. Coworkers and clients expect it on their projects.
 - Do not work on a roof if you are under the influence of alcohol or drugs. One wrong step can result in injury to you or your co-workers.
- ☛ Maintaining good job site housekeeping is very important. You and your coworkers can help keep the project neat and orderly.
 - Pick up trash and debris that is lying around so it doesn't become airborne or become a tripping hazard.
 - If you spill anything, check the Material Safety Data Sheet (MSDS) for any personal protective equipment (PPE) requirements or clean-up methods. Then clean it up immediately so it doesn't become a slipping hazard.
- ☛ It is your responsibility to wear personal protective equipment (PPE) that is appropriate for job site hazards.
 - Wear your hard hat, safety glasses, gloves, hearing protection, long sleeved shirts and work boots. They can prevent you from being seriously or fatally injured.
- ☛ It is your responsibility to report accidents or near misses to your supervisor immediately.
 - The goal of reporting accidents or near misses is not to punish or seek blame, but to take corrective actions that will ensure the accidents will not reoccur.
 - Even if the injury or incident seems small, report it. Sometimes injuries can become worse over time. For example, small cuts and lacerations can become infected if not properly treated.
- ☛ Report all unsafe acts and conditions.
 - If you witness an unsafe act by your co-workers, let your supervisor know. You may be preventing somebody from being injured.
 - If you see an unsafe condition, like a broken ladder, take action to remove it from service and tell your supervisor so it can be replaced with a ladder in good condition.

Employee Responsibilities Training Tips

- Have various types of PPE available for review. Discuss situations in which the PPE is required.
- Discuss the fact that when an injury occurs on the jobs, the employee is not the only one affected; remind them that their families are also affected if they miss work and the project foreman may not be able to replace good employees.
- Ask the following questions:
 - What are some of the unsafe conditions you have seen in the recent past?
 - Why is it important to report even minor injuries to your supervisor?