



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

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:

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

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 bypass 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 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			

Task Title: RespondtoWrittenQuestionsAboutSafetyProcedures_E_A1.2_B2.2

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
