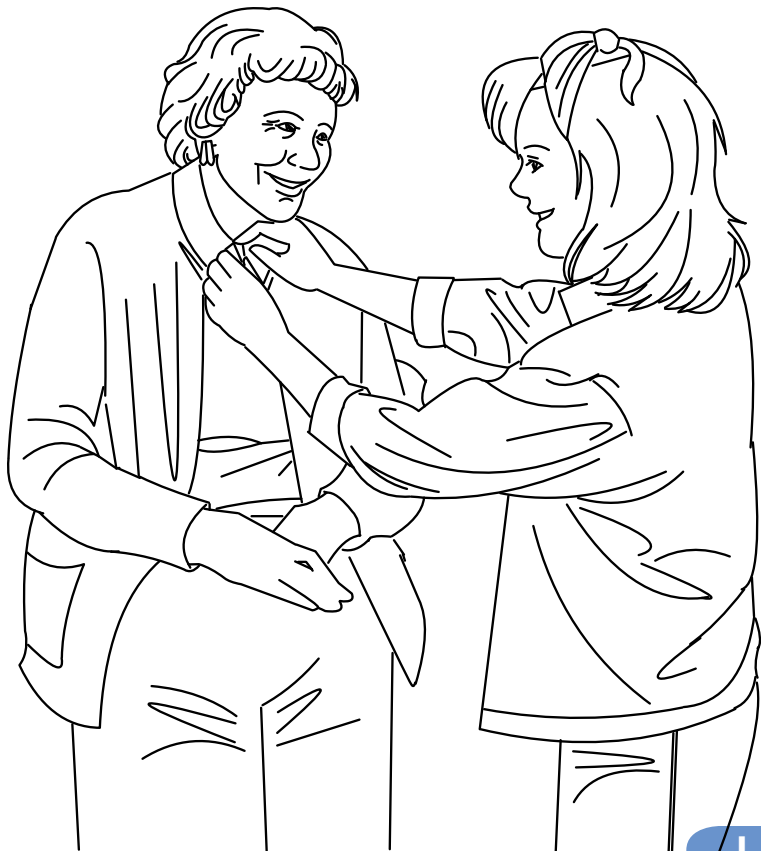


Stay Safe when Working or Volunteering

We all want to do our best. We want to show those we are working with that we can handle the tasks they give us. We want to make everyone satisfied with our performance – the people we’re helping and the people who assign us the work.

Workplace injuries can be relatively minor cuts, bruises and strains, but far too often they result in broken bones, dislocations, burns, or concussions. They may result in the amputation of a finger, hand, toe or arm. A small number of teens die from injuries they suffer in Ontario workplaces.



Report all injuries even if...

- you are working or volunteering with your parent or family friend
- you think that reporting will make others think less of your capabilities
- you think it’s “nothing”
- you worry what others will think.

Remember...

You are ambitious, but you’re also in unknown territory. Don’t start a task you don’t understand (*trial and error* can be *trial and terror*) and don’t decide to do extra jobs you haven’t been assigned to or trained for – there may be a very good reason why you weren’t!

Age matters!

Provincial regulations under the Occupational Health and Safety Act prohibit your participation as a volunteer or worker:

- on a construction site or logging operation unless you’re 16
- in a factory setting unless you’re 15
- in an industrial workplace unless you’re 14.

Visit www.WorkSmartOntario.gov.on.ca for more information.

Haste makes waste

Too often we think we impress with speed, agility, digging in, and figuring it out ourselves. But others will be *more* impressed if you can identify hazards and work safely!

Work on asking questions – all questions are smart. Excuses are not:

“If I had only known that before I started. I didn’t know! No one told me.”

Live Safe! Work Smart!

Staying safe when working or volunteering: 12 tips

1 Get training!

How do I do it? Can you show me? What should I look out for? Learn how to do the job safely. Know the policies, procedures and rules and follow them. Know what to do when there's an emergency.

2 Be supervised

Will you be here to watch to see that I do the task correctly? If you're not near to where I'm working and I have a question, who should I ask?

3 Wear the gear

Hair nets, gloves, aprons, safety glasses, ear plugs, etc. If they're required find out how to use them properly and wear them.

4 Identify risks

Identify unsafe practices and situations and report them *before* you start the job!

5 Ask, Ask, Ask!

Remember, there are no stupid questions, just stupid excuses when you do something without being told to do it and without instructions. Communicate!

6 Do your job

Don't do anything that you haven't been instructed to do, and *never* do anything you've been told not to do. If someone asks you to do something you have been told not to do or have not been trained for, check with your supervisor first.

7 Follow the rules

Every game plan and every job has to include rules to ensure everyone plays fairly and acts as part of a team to move the ball together.

8 Report hazards

Tell your supervisor if you see anything hazardous or dangerous. *Who* is doing it is not as important as *what* is being done. This isn't ratting, it's a mature move to prevent injuries.

9 If you get hurt...

...no matter how minor it may seem to you – *report* it to your supervisor and let your family know.

10 Talk to your family

Let them know the types of tasks you'll be doing and the training you've received, and let them know if you see something that you don't think is right. Sometimes your parents know something you don't know!

11 Be honest

If you think the task is beyond your personal capabilities, let the employer know right away – don't take on anything that you can't handle.

12 Never assume

Don't assume you can do something you haven't done before without some guidance, instructions or supervision.