

# ***TOOLBOXTOPICS.COM***

Company Name \_\_\_\_\_ Job Name \_\_\_\_\_  
Date \_\_\_\_\_

## **FIRST DAY ON THE JOB**

Whether you've been in the business for many years or you're a new employee, there's always a 'First Day on the Job'; a new project for you old timers, which may or may not be different from your last job, and for some of you, a brand new job.

Your safety on any job is important, so let's discuss the types of personal protective equipment you need to use. Hard hats are designed to protect your head, and statistics prove that they prevent most serious head injuries -- WEAR YOURS! Eye protection is required when there is any possibility of an eye injury -- safety glasses, mono goggles and cutting goggles will protect your eyes but they must be WORN, not carried in your pocket. Other types of protective equipment include hearing protection, respirators, harnesses, lifelines, and proper work clothes. All of these are important to your safety and should be used as required.

Good housekeeping is a must! Make sure you keep your work area picked up and dispose of trash as needed. Keep aisles and walkways clear of obstructions. Always inspect your electrical and hand tools prior to use. If you find anything wrong or damaged, let your supervisor know and tag the tool 'NEEDS REPAIR - DO NOT USE'. When you are required to use a ladder check it out -- inspect it for any damage -- make sure it's the right size for the job -- and never stand on the top two rungs or steps. If you're using a metal ladder keep a sharp eye out for overhead power lines -- coming in contact with them can be deadly!

Have a right to know what hazardous materials are in use on the job. Copies of material safety data sheets are available and should be reviewed if you have any question about the handling or protective gear necessary when using any hazardous material. Always read the label on containers so you know what you're using.

The bottom line is that your safety is a top priority, whether you're an old timer or new on the job. Think 'SAFETY FIRST', wear protective gear as required, use common sense and good judgement, and check with your supervisor if you have any questions or concerns.

**EVERY TOOL HAS A PLACE - RETURN IT WHEN YOU'RE THROUGH. IF IT'S  
DAMAGED, TAG IT AND TAKE IT OUT OF SERVICE.**

Safety  
Recommendations: \_\_\_\_\_  
\_\_\_\_\_

Job Specific  
Topics: \_\_\_\_\_

M.S.D.S  
Reviewed: \_\_\_\_\_  
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Attended By: \_\_\_\_\_  
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