

# Activity

## Reading Safety Information

**Skills:** Text Use; Document Use  
**Profiled:** Assembly  
**Other Applications:** All

Every company has its own safety policies and regulations. Often, new employees must take a safety training course. Sometimes, employees are given important information in writing. This is an example.

Ontario  
Manufacturers'  
Association

**Safety is our  
Business!**

**Workplace  
Safety Policy**

**PLEASE READ  
CAREFULLY**

Ontario Manufacturers'  
Association

### **Workplace Safety Policy**

#### *Safety Equipment*

#### **Supervisor's Responsibilities:**

The supervisor must make sure the appropriate safety equipment is:

- (a) available to workers,
- (b) properly worn when required, and
- (c) properly cleaned, inspected, maintained and put away when not in use.

#### *Safety Equipment*

#### **Worker's Responsibilities:**

A worker who is required to use safety equipment must:

- (a) use the equipment as they were trained and instructed,
- (b) inspect the equipment before use,
- (c) not wear the protective equipment outside of the work area, and
- (d) report any equipment problems to the supervisor or employer.