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**SAFETY IS AN INVESTMENT IN YOUR FUTURE.**

Everything starts with Safety at IEC

**Safe Work Habits**

Toolbox Talk # 5015

In most everything we do, we find a way to make the process go easier and faster. These processes we develop become work habits and are used not only at work but in our everyday activities. Some say it takes 21 days of continual monitoring and reminding yourself to develop a habit. Some of us have very good habits, some of us could use a little work.

Good work habits include:

* Always wear the proper personal protective equipment. Don’t overexert yourself – get help with heavy tasks.
* Don’t overextend yourself when on ladders – and risk losing your balance.
* Always use the proper tool for the job. Concentrate on your work.
* Look for unsafe acts or unsafe working conditions – and then report them. Watch out for others – remember you are part of a team.

These are just a few habits that safety conscious employees do each and every time they do the task.

Ask the following questions before you begin to work:

* Are the conditions safe to do the work? Are the methods we are going to use safe?
* Does everyone know what to do?
* Does everyone know how to do it?
* Can I or a co-worker fall, get struck by, get caught between or under, or get electrocuted on this job?

By remembering and following safety rules and by asking yourself about the conditions, methods, job site hazards and knowing what to do, you should be able to decrease your chances of being injured. Take steps to prevent accidents, not cause them.

Please read and understand this important document and sign on the reverse side that you have done so.

YOUR SIGNATURE ON THE REVERSE SIDE INDICATES THAT YOU HAVE READ AND UNDERSTAND THE CONTENTS OF THIS DOCUMENT.

Phone 614-473-1050 email: JVan@IECCentralOH.org website: [www.ieccentraloh.org](http://www.ieccentraloh.org)

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Attendance – Toolbox Talk

Company / Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Topic: Safe Work Habits

# I have read and understand Toolbox Talks, topic as shown, on date indicated.

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