### 3. Hazard Prevention and Control

An effective safety program establishes procedures to prevent or control present or potential hazards on the jobsite.

- When possible, hazards are prevented by effective design of jobsite or job.

- When hazards cannot be eliminated, they must be controlled to prevent unsafe employee exposure. An example is given by machine guarding.

### 4. Safety and Health Training

Training is an essential component of an effective safety program. The complexity of training depends on the size and complexity of the worksite as well as on the characteristics of the hazards and potential hazards at the site.

## Employee Duties

- Follow all safety rules.
- Wear and take care of personal protective equipment.
- Make sure all safety features for tools and equipment are functioning properly.

- Don't let your work put another worker in danger.
- Replace damaged or dull hand tools immediately.
- Avoid horseplay, practical jokes or other activities that create a hazard.
- Don't use drugs or alcohol on the job.
- Report any unsafe work practice and any injury or accident to your supervisor.

## Employer Duties

- Keep the work place free from hazards.
- Inform employees on how to protect themselves against hazards that cannot be controlled.

- Conduct regular jobsite safety inspections.
- Have someone trained in first aid on site if you have no emergency response service nearby.

## Orientation and Training

Each worker must receive safety orientation and training on applicable OSHA standards, company safety requirements, and/or have enough experience to do his or her job safely. You should evaluate this training periodically to ensure proper understanding and implementation of the company safety requirements and OSHA standards.