



A series of bulletins intended to keep members informed and safe

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**Subject:** Performing Your New Job Safely

Whether you're a new hire off the street or you're a senior employee who has recently moved into a new classification, you're probably eager to do well in your new surroundings. It's vital that you learn all aspects of your new job, including knowing how to do it safely. During their first month on the job all workers - regardless of age - have five to seven times the average risk of sustaining a workplace injury. In addition to your own well-being, your co-workers don't want to be injured or killed by someone whose work habits are dangerous. While it is management's legal obligation to provide safety training for any job you do, it is still every worker's responsibility to perform each task safely and to report any safety concerns right away. Make sure you know what safety procedures need to be followed for every task you do. Never guess or take chances. Talk to your manager or experienced co-workers. The demands of the service or the importance of the job are never so great that we cannot do the job safely.

**If a Task or Condition Feels Unsafe**

Follow these steps:

1. Contact your manager right away. Explain why you feel a job is unsafe. The manager must investigate and in most cases will resolve your concern.
2. If you don't get a satisfactory response, let the manager know and contact your Workplace Health & Safety Committee or Health & Safety Representative or, if unavailable, your shop steward. This will start the joint investigation process.
3. Following the investigation, should management disagree with you on the existence of danger, and you still feel unsafe, inform the manager of the continued refusal. Management will then inform the Workplace Committee or Health and Safety Representative and notify a Health and Safety Officer.

Remember; never complete a task that you think might endanger yourself, your co-workers or the public. You have a legal right to refuse unsafe work, and it is illegal for an employer to impose discipline for refusing to do an unsafe act.

If you require further information on the right to refuse dangerous work, visit the TWU Health & Safety website: [www.twu-canada.ca/safety/english.shtml](http://www.twu-canada.ca/safety/english.shtml)

***TWU National Health & Safety Committee***