

Summer Student/Seasonal Staff Quick Reference Guide

*Health and safety of all our staff is a priority for the Town of Oakville.
The following is a quick reference tool to help you make safe decisions while at work.
This is not the complete list so when in doubt ask and refer to your handbook.*

Do's

- Be safe - the safety of staff and the public is top priority! When in doubt, ASK your supervisor
- Operate all equipment and vehicles in safe manner; conduct thorough circle checks
- Report accidents, injuries and close calls immediately to your supervisor and/or leadhand
- Use town vehicles in a fuel efficient and environmentally responsible manner
- Wear your hard hat when working on or adjacent to roadways or where there is a risk of overhead injuries; wear your PPE and work boots
- Use a 'spotter' when backing up your vehicle where available
- If no spotter is available get out of your vehicle and check for any potential hazards before proceeding to reverse.
- Be a spotter when needed; spotters must maintain at least 15 feet from the vehicle visible to the driver
- Park so you can drive your vehicle out without backing up
- Be ready to work at the start of your shift
- Bring your lunch and have your rain gear handy; wear sunscreen and bug spray
- Call your Supervisor before the start of your shift if you are going to be absent or late

Don'ts

- **Don't** work with equipment unless you have been trained and signed off
- **Don't** tow any vehicle at anytime or try to fix equipment or machinery yourself
- **Don't** forget to always have your valid driver's license with you
- **Don't** take town vehicles through a drive-thru or idle town vehicles or equipment
- **Don't** use any wireless or cellular device when driving and/or operating vehicles or equipment
- **Don't** fail to use a spotter, if available when backing up your vehicle
- **Don't** use your cell phone, smart phone, ipod, etc. during working hours
- **Don't** wear loose clothing, jewelry or leave long hair down where it can get caught in equipment or moving machinery
- **Don't** use town owned equipment or vehicles for personal use

Be a S.T.A.R. employee:
Safety first
Think before doing
Act responsibly and ask for help
Report all incidents and occurrences