

Your Personal Safety Plan

Name: _____

Date: _____

1. ASK YOUR SUPERVISOR

ABOUT YOUR ROLE

- What are potential safety hazards in my role? _____

- What are the precautions that I need to use? _____

- Do I need additional safety training? _____

- Do I require Personal Protective Equipment? _____

ABOUT EMERGENCY RESPONSE

- Who in my area is trained in first aid? _____

- Where is my nearest first aid kit, fire extinguisher, fire alarm, and pull station? _____

- What is my best emergency exit route? _____

- Where is the alternative exit? _____

- What other emergency equipment do I need to know about? How does it work? _____

REMEMBER

You Have a Right to:

Know – about workplace hazards and be trained

Refuse – work you believe is unsafe

Participate – in ensuring workplace safety

You Have a Responsibility to:

Comply – with safety regulations and procedures

Report – potential safety issues to your supervisor. Correct or report hazards

Report – all accidents, incidents, and work-related health issues to your supervisor

2. HEALTH AND SAFETY RESOURCES

- **Emergencies**, call 911,
Campus Community Police Services
- **Western Occupational Health & Safety Services**
519-661-2111 ext. 82194, Room 4190
Support Services Building
- **Ergonomics at Western**
519-661-2111 ext. 81124, Room 4159
Support Services Building
- **Rehabilitation Services**
519-661-2111 ext. 85578, Room 4159
Support Services Building
- **Workplace Health**
Room 25, University Community Centre
519-661-2047
- **Violence or Domestic Violence in the Workplace**
Campus Community Police Services
519-661-2111 ext. 83300
- **Workplace Harassment Concerns**
Equity and Human Rights Services
519-661-2111 ext. 83334

For more information, search for these resources on Western's homepage: www.uwo.ca

Keep a copy of this plan for your reference after you have discussed it with your supervisor.