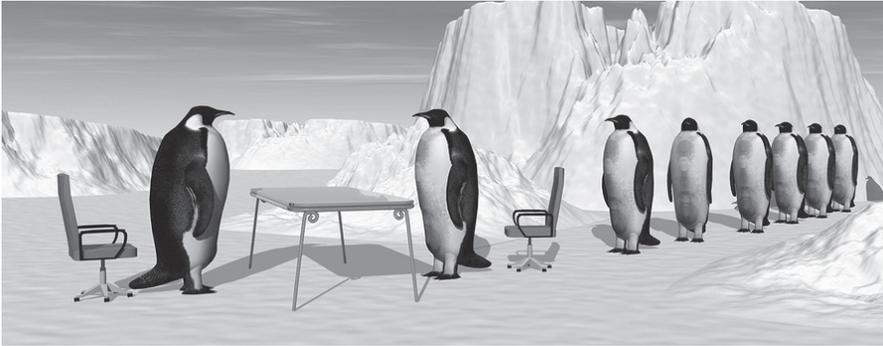


Some things to know before applying for work



Warming up for the interview

BEFORE the interview

- **Research:** Find out a few facts about the company before you go to the interview. (In a recent survey, employers said the No.1 mistake of interviewees is that they have little or no knowledge of the company.)
- **Practice:** Know your strong points and practice (out loud) making a one-minute sales pitch about yourself! Include years of experience, special training, etc.
- **Write down questions:** Think of things you want to know about the job you're being interviewed for (to show them your interest). Write questions down ahead of time. Ask them at the end of the interview.
- **Dress for the occasion:** comfortable, neat, and clean.
- **Arrive on time:** Check out the address and parking facilities before the interview date.

DURING the interview

- **Be confident:** Walk into the room with confidence, introduce yourself and shake the hand of the interviewer. Use a firm handshake. Don't forget to smile.
- **Be respectful:** If asked to describe a negative experience in the workplace, use respectful language when talking about it and don't use any full names of those involved.

AFTER the interview:

- Ask for their business card, and ask when you will be notified whether you have the job.
- Good luck, and remember to thank the interviewer as you leave. Walk out of the room with the same confidence and determination you walked in with. If it is not this job, it will be the next one!

EXPECTATIONS ON THE JOB SITE

When you are referred to work through ASWA, you will receive a Work Referral Notice that will include important information like:

- the name of the Employer;
- the work location;
- the hours of work;
- the rate of pay.

Arrive on time!

Reporting to work at the time requested is really important. Employers are busy managing their projects and workload. When workers arrive late or not at all, it throws off schedules and makes people grumpy. Being reliable and punctual is what gets the job done.

Getting there

If reliable transportation is a problem on a given day, the responsible thing to do is let your supervisor know what's going on, while you are figuring out a solution.

Doing a good job

You are a partner to your employer in their business, helping them and your crew to get through the day's work. When ASWA Members do a good job, exercising a positive and helpful attitude, that leads to more work opportunities for all of our Members, including you.

Responsibility for Workplace Health and Safety

... FOR EMPLOYERS AND EMPLOYEES

Some reasons why health and safety in the workplace is important

- It could save your life!
- Proper training is vital for your safety and could prevent you from getting injured.
- You need to be aware of potential hazards in the workplace.

Legal responsibility for identifying and fixing health and safety hazards belongs to ALL workplace parties (employers, contractors, owners, workers, supervisors, self-employed persons and suppliers). The Occupational Health and Safety Act and Regulations (OHSA) require everyone in the workplace to work together to identify and control health and safety hazards.

EMPLOYERS

Since employers have the most control over the conditions of work and how it is done, they have the greatest degree of responsibility for health and safety of workers.

They must:

- Provide a safe and healthy workplace
- Establish Occupational Health Committees or representatives and consult and cooperate with them in resolving health and safety concerns
- Ensure workers are not exposed to harassment
- Comply with the Occupational Health and Safety Act and Regulations
- Provide required safe-work procedures
- Ensure equipment is provided and maintained
- Ensure workers are trained, and
- Ensure supervisors are competent

Employers also must have a copy of the Occupational Health and Safety Act and the Occupational Health and Safety Regulations available to workers and management.

SUPERVISORS

Supervisors are critical to safe workplaces because they are closest to the actual work being done and can address and resolve worker concerns.



They must:

- Understand the Act and Regulations
- Understand their company's safety program
- Understand the need for and safe use of personal protective equipment
- Understand emergency procedures
- Comply with the Act and Regulations
- Ensure workers they supervise understand and comply with the Act and Regulations
- Support and cooperate with the Occupational Health Committee or Representative

WORKERS

Workers also have an important role in making the workplace safe.

They must:

- Take reasonable care to protect their health and safety and the health and safety of other workers
- Not harass other workers
- Comply with the Act and Regulations
- Use the orientation and training provided to them
- Follow safe work practices
- Use protective equipment provided by employer
- Support and cooperate with the Occupational Health Committee or Representative