










Work Habits Reference Sheet

OSP Icon Work Habits Descriptors

	<p>Working Safely</p> <ul style="list-style-type: none"> • Working in a manner that prevents injury to self and others • Reporting unsafe conditions • Participating in health and safety training, as required • Using and wearing all required protective equipment and devices
	<p>Teamwork</p> <ul style="list-style-type: none"> • Work willingly with others • Showing respect for the ideas and opinions of others • Taking responsibility for his or her share of the work • Contributing to the team effort by sharing information, resources, and expertise
	<p>Reliability</p> <ul style="list-style-type: none"> • Being punctual • Giving attention to detail • Acting in accordance with health and safety practices • Following directions • Using time effectively and producing work on time
	<p>Organization</p> <ul style="list-style-type: none"> • Organizing work priorities when faced with a number of tasks • Devising and following a coherent plan to complete a task • Revising the plan when necessary to complete a task or to make improvements
	<p>Working Independently</p> <ul style="list-style-type: none"> • Accomplishing tasks independently • Independently selecting, evaluating, and using appropriate materials, tools, resources, and activities • Using prior knowledge and experience to solve problems and make decisions
	<p>Initiative</p> <ul style="list-style-type: none"> • Beginning and completing tasks with little prompting • Approaching new tasks with confidence and a positive attitude • Seeking assistance when necessary
	<p>Self-advocacy</p> <ul style="list-style-type: none"> • Asking questions and seeking clarification, where appropriate • Identifying and making use of appropriate resources and support when needed • Being proactive regarding individual rights and responsibilities, where appropriate
	<p>Customer Service</p> <ul style="list-style-type: none"> • Listening effectively to determine and meet clients' needs • Interacting positively with both co-workers and clients/customers • Endeavouring to meet and exceed expectations • Creating a positive impression of the company or organization
	<p>Entrepreneurship</p> <ul style="list-style-type: none"> • Recognizing and acting on opportunities • Being innovative and creative • Showing perseverance • Being versatile and resourceful