

Work Habits Reference Sheet

**OSP Icon Work Habits Descriptors**

|  |  |
| --- | --- |
|  | ***Working Safely***  • 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 |
|  | ***Teamwork***  • 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 |
|  | ***Reliability***  • Being punctual • Following directions  • Giving attention to detail • Using time effectively and producing work on time  • Acting in accordance with health and safety practices |
|  | ***Organization***  • 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 |
|  | ***Working Independently***  • 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 |
|  | ***Initiative***  • Beginning and completing tasks with little prompting  • Approaching new tasks with confidence and a positive attitude  • Seeking assistance when necessary |
|  | ***Self-advocacy***  • 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 |
|  | ***Customer Service***  • 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 |
|  | ***Entrepreneurship***  • Recognizing and acting on opportunities • Showing perseverance  • Being innovative and creative • Being versatile and resourceful |