SAFETY TRAINING STEPS

Preparation

Select a topic. Use a priority sequence. Accidents/incidents, demonstrated lack of skills, required or mandatory training (e.g., fall protection, ladders and stairways.)

Chose a good location to train

Research the subject; include company policies and procedures

If a new subject, ask what the audience already knows (so you can avoid covering that information in great detail)

Presentation

Talk about what is going to be taught

Tell why the subject (or training) is important

Describe safety procedures, general to specific

If necessary, demonstrate safety procedures; one step at a time

Repeat steps if necessary; be patient

Involvement

Get workers involved in the discussion; encourage questions

In demonstrations:

- ask worker to perform procedures
- correct any errors immediately; address performance not person
- practice until you and the worker are confident

Follow Up

Observe worker performing safety procedures on the job

Ask for feed-back; encourage questions

Give feedback on performances

Decrease observation over time as appropriate

Subject:

Introduction:

Guide for Discussion

Additional Discussion Notes:

Remember:

Attendee's:

NOTE: Always promote a discussion on any of the topics covered in the Tool Box Talks. Should any question arise that you cannot answer, don't hesitate to contact your Employer.