

EMPLOYEE EDUCATION AND TRAINING

Education and training are the foundations of a formal safety program. If the hazards are not known, prevention cannot be practiced. New employees must be trained. Continuing education is a fact of today's business world. Safety is no exception.

The primary purpose of the safety training is to help employees learn how to work safely and to reduce injuries. Training is one of the main cornerstones of an effective safety program.

OSHA's seven step voluntary training guidelines are a good place to start. This allows for an organized approach by following proven techniques.

- Step 1 - Determining if training is needed
- Step 2 - Identifying training needs
- Step 3 - Identifying goals and objectives
- Step 4 - Developing learning activities
- Step 5 - Conducting program effectiveness
- Step 6 - Evaluating program effectiveness
- Step 7 - Improving the program

Safety training is recommended:

1. For all new employees
2. When new equipment, procedures, or processes have been introduced
3. When an employee's safety performance needs improvement

Instructions should be given to all employees. An overall safety and accident prevention program, including group and individual training, should also be included for specific employee work assignments. When appropriate and possible, allow employees to engage in hands-on training. While lecture and discussion formats are fine, employees may not understand the procedures until they actually perform the tasks with a qualified person there to assist them.

Subjects to consider for training:

- Company Safety Rules/Policies
- Job Orientation
- Required OSHA Programs
- Emergency Response
- Fleet Safety
- Unique Operations or Activities
- Specific Employee Work Assignments

An "employee safety orientation checklist" is provided to you as a part of this safety program. Use it as it is, or as a guideline to develop your own training checklist. A copy of the completed form should go into the employee's personnel file.

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee Name _____ Date _____
 Job Title/Department _____

	<u>Initials</u>		
	Employee	Supervisor	Date
1. Company Safety Policy Statement	_____	_____	_____
2. Company Safety Rules	_____	_____	_____
3. Job Orientation	_____	_____	_____
4. Accident Reporting	_____	_____	_____
5. Employee Reporting & Communication System	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

Managers are required to conduct “hands-on” demonstration on the safe use of tools, machinery and equipment to be used by the employee. Special instruction and emphasis will be placed on safety devices. Identify equipment on which the employee was trained below.

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Signed _____ Signed _____
Employee
Supervisor

SAFETY MEETINGS

- Safety meetings are an effective way to implement your safety program. During a safety meeting company policies, procedures, rules, and regulations can be communicated to employees. The use of posters, pamphlets, signs and safety films will help to promote employee involvement.
- These safety meetings should be documented and signed by all employees attending the session. A file should be kept on all safety activity that is communicated to the employees.
- Safety meetings should be conducted on a routine basis (daily, weekly, or monthly).
- The written safety programs included in this disk are excellent topics for safety meetings.
- A “Safety Meeting Sign-In Sheet” and a “Safety Activity Log” are provided as part of this safety program.

SAFETY MEETING SIGN-IN SHEET

Topic: _____

Conducted by: _____

Date: _____ Department: _____

Please sign in below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

Supervisor's Signature _____

