



# Employee Safety Training

Safety training is an important aspect of any job. Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and healthful workplace. Training workers in the safe way to do their jobs is an investment that will pay back repeatedly in fewer injuries and illnesses, better morale, lower insurance premiums and more. When this effort includes participation from workers, workplace injury and illness prevention programs are improved because workers can identify missing safety procedures, make recommendations for changes and help ensure a safe workplace.

## Types of Training

- General safety training which applies to all, or most employees
- Specific safety training for a job task
- Special safety training for situations not normal to everyday work

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## Training Topics

### General Safety Training

- Emergency action plan
- Fire prevention plan
- Hazard communication/ globally harmonized system
- Occupational noise
- Personal protective equipment
- Office safety
- Medical services/first-aid
- Fire detection systems
- Workplace violence and active shooter situations

### Job-Specific and Specialty Training

- Back injury prevention and ergonomics
- Personal protective equipment
- Lockout/tagout of hazardous equipment
- Fork truck operation
- Confined space entry
- Machine guarding
- Fall protection
- Driver safety
- Electrical safety
- Ladder safety
- Slip and fall prevention
- Respiratory protection
- Hearing protection

## Benefits of Safety Training

- Raises employee awareness of hazards.
- Teaches employees to perform jobs safely.
- Promotes two-way communication.
- Encourages safety suggestions.
- Creates interest in the safety program.
- Fulfills OSHA requirements.
- Provides education and motivation. Education is an essential element in changing behavior. Motivation helps develop safe behavior, reducing the likelihood of an accident.
- Helps develop a strong safety culture.

## Five Steps for Creating Effective Training

### 1. Develop Learning Objectives

Learning objectives describe the results of the training rather than the learning process/procedure.

### 2. Design the Curriculum for Adult Learners

Adults learn best when they are actively involved in the learning process. They retain far more if they have an opportunity to see and do a task.

### 3. Present Effectively

Concentrate on the central focus of the training, use stories and demonstrations to convey the relevance of the training to an employee's job.

### 4. Establish Adequate Training Facilities

Facilities should have suitable space and equipment to conduct the training.

### 5. Create Proficiency Assessments

Assessments should evaluate the knowledge and individual skills developed during the training. Assessments with a skills demonstration are preferred over those without.

### Document the Training (Course Certificates)

Written documentation should be created for any training. The documentation should include:

- Student's name.
- Course title.
- Course date.
- Statement that the student has successfully completed the course.
- Name and address of the training provider.
- An individual identification number for the certificate.
- List of the levels of personal protective equipment used by the student to complete the course.

### Recordkeeping

- Maintain records for a minimum of five years after the date an individual participated in a training program offered by the training provider.
- Records should be available and provided upon the student's request or as mandated by law.



### What to include:

- The dates courses were presented.
- The names of the individual course attendees.
- The names of students that successfully completed each course.
- The number of training certificates issued to each student.

### Evaluate the Results

- Analyze the reaction, degree of learning, changes in behaviors and improvement in the bottom line.
- Analyze the quality of the training program design, trainer and training materials.
- Offer an opportunity for the trainees to tell the trainer how to revise and improve the program.

## Training Information

OSHA and Accident Fund have many types of educational and training materials in English, Spanish and other languages available in print or online.

### OSHA Resources

- Brochures/booklets
- Fact sheets and posters
- Guidance documents that provide detailed examinations of specific safety and health issues
- Online safety and health topics pages
- Small, laminated QuickCards that provide brief safety and health information
- QuickTakes, OSHA's free, twice-monthly online newsletter with the latest news about OSHA initiatives and products to assist employers and workers in finding and preventing workplace accidents

### Accident Fund Resources

- Library of resource documents
- Online training modules provided by the Lezage Training Center
- Safety training videos provided by Health and Safety Institute (HSI)
- A monthly newsletter called WorkSafe Solutions

## Additional Resources

- Occupational Health and Safety Administration - [Resource for Development and Delivery of Training to Workers](#)
- Occupational Health and Safety Administration - [Education and Training Webpage](#)
- National Safety Council - [Workplace Safety Training](#)

