Sources for Training Materials

Training lesson plans and multi-media materials can be obtained from many sources including textbooks, the Internet (For example BLR, OSHA and NIOSH). Departmental Supervisors, instructors and administrative staff members should be inventive in preparing presentations. Effective presentations incorporate material that is relevant, interesting and professionally presented.

To go to OSHA’s training requirements and standards, click: OSHA

To go to OSHA’s training resources, click: OSHA

Steps in Conducting Employee Safety Training

Step 1 - Select appropriate training topics and schedule training by priority. Eleven training topics are recommended as essential to each agency or facility:

Safety Program Objectives

1. Rights and responsibilities of the employee.
2. Authority and responsibilities of the supervisor.
4. Accident and near miss accident reporting procedures.
5. Job safety analysis.
6. Accident experience and trends.

Hazard Recognition and Control

1. Types of hazards.
2. Preventive measures.
3. Inspection procedures.
4. Recording and reporting.
5. Immediate temporary controls.

**Emergency First Aid Procedures**

1. Recognizing first aid emergencies.
2. Gaining control.
3. Emergency care.

**Emergency Response Procedures**

1. Alarm systems.
2. Evacuation routes.
3. Fire extinguisher training.

**Personal Protective Equipment**

1. What to use.
2. When to use.
3. Storage area.
4. How to check, inspect, and maintain.

**Material Handling**

1. High risk jobs.
2. Proper lifting.
3. Proper carrying

**Slips, Trips, and Falls**

1. Recognizing potential problems.
2. Minimizing exposure.
Unsafe Environmental Conditions

1. Outside (heat, cold, winds, rain, hurricanes, tornadoes).
2. Inside (noise, dust, vapor, fumes).
3. Other (fire, bomb threats).

Good Housekeeping Practices

1. Tools and equipment.
2. Vehicles.
3. Yard.

Work from Elevations/Use of Ladders

1. Preventing a fall.
2. Falling safely.

Safe Vehicle Operation

1. Pre-operational inspection.
2. Control of common hazards.

Step 2 - Develop a lesson plan for each training session. A complete lesson plan should include the following:

1. **Title** - Clearly identifies the topic.
2. **Objectives** - States what the trainee should know or be able to do at the end of the training period. A well-written objective limits the subject matter, is specific, and stimulates thinking on the subject.
3. **Estimated Time of Instruction** - States the length of the training session. Ample time should be allowed to thoroughly cover the subject.
4. **Materials** - States material to be used in training including equipment, tools, charts, slides, films, videos, etc.
5. **What the Instructor Will Do** - Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for instructor (show chart, write key words on chalkboard, etc.).

6. **What the Employee Will Do** - Indicates how employees will apply the material in the training session.

7. **Evaluation** - Establishes an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.

8. **Assignment** - Provides employees an opportunity to apply the material on the job.

**Safety Training for Supervisors**

Primary responsibility for preventing accidents and controlling work hazards falls upon Departmental Supervisors since safety and productivity are part of the same supervisory function. Some objectives of safety training for supervisors are as follows:

1. To involve supervisors in the agency's accident prevention program.
2. To establish the supervisor as the key safety person in each unit.
3. To help supervisors understand their safety responsibilities.
4. To provide supervisors with information on causes of accidents and occupational health hazards and methods of prevention.
5. To help supervisors gain skill in accident prevention activities.

**Suggested Safety Training Topics for Departmental Supervisors**

1. **Safety and the Supervisor** - The relationship between safety and productivity.
2. **Knowing Your Accident** - Elements of an accident (unsafe acts, unsafe conditions), accident investigations, measurements of safety performance, accident costs.
3. **Human Relations** - Employee motivation, basic needs of workers, supervisor as leaders, alcohol and drug problems.
4. **Maintaining Interest in Safety** – Campus Safety Committee functions, employee relations, and a supervisor's role in off-the-job safety.
5. **Instructing for Safety** - Job instruction-training, procedure for conducting JSAs.
6. **Industrial Hygiene** - Environmental health hazards (lighting, noise, ventilation, and temperature).
7. **Personal Protective Equipment** - Eye protection, face protection, foot and leg protection, hand protection, respiratory protection, protection against radiation or other unusual hazards.

8. **Industrial Housekeeping** - Results of good housekeeping, responsibility of the supervisor.

9. **Material Handling and Storage** - Lifting and carrying, handling specific shapes, hand tools for material handling, motorized equipment, hazardous liquids and compressed gases.


11. **Hand and Portable Power Tools** - Selection and storage, safe use of hand tools and power tools.

12. **Fire Protection** - Recognizing fire hazards, understanding fire chemistry, setting up fire brigades, supervisor’s role in fire safety.

**Suggested Safety Training Topics for Student, Faculty and Staff**

Since a fundamental component of a successful Loss Prevention program is a workforce that is trained in safe work practices, the Loss Prevention Unit of ORM offers training at no cost to the agency or to the employees attending the courses. The training is intended to provide valuable safety training to employees, but especially to employees who are responsible for planning and implementing a safety program for the agency. One way that insurance premiums are determined is by an agency’s loss record. An agency that implements an effective Loss Prevention program can reduce its premium.

The courses in this series cover all safety areas administered by ORM and evaluated through its Loss Prevention Audit. Identifying hazardous conditions, conducting JSAs, investigating accidents, and training employees in safety skills are just some of the topics covered. Technical safety areas such as fire prevention, hazardous waste handling, industrial hygiene, and electrical safety are also covered. A complete course listing is available from ORM.

Suggested training topics for students, faculty and staff are listed below.

1. **Accident Investigation** – Instruction on incident/accident investigation techniques and “root cause” analysis. Sessions
should include a review of forms, techniques for questioning witnesses, and effective report writing. Personal injury and motor vehicle accidents should be covered.

2. **Asbestos Awareness** - Instruction on the recognition and control of asbestos should be covered. Sessions should also include the health effects associated with exposure and the importance of wearing proper protective gear.

3. **Bloodborne Pathogens** - Any employee who may be exposed to blood or other potentially infectious materials is required to have training. Participants will receive information about work site hazards, terminology, proper labeling, handling and disposal procedures, and the exposure control plan.

4. **Bonds, Crimes and Other Exposures** - This topic is designed to help administrative employees better understand the Bonds and Crimes component of the Loss Prevention audit. It should address such issues as ORM insurance coverage, property control, fiscal control, business interruption, liability to others, workplace security and other components of a written program.

5. **CPR/First Aid** – Training for individuals who wish to become CPR certified and learn how to respond to medical emergencies.

6. **Confined Space Entry** – Training that provides employees with basic training on safety and health issues relative to confined spaces. The training addresses recognition and control of confined space hazards, entry permits, and related emergencies.

7. **Driver Safety** – Defensive driving training required for each state employee. The training must be completed at least every three years and can be obtained either through classroom or online sessions.

8. **Drug Testing and Substance Abuse** - This training should provide information about the LCTCS, LTC and Northeast LTC drug testing laws and policies, test substances, general statistical data, recognition techniques and some guidelines for successful intervention.

9. **Electrical Safety** – Instruction designed to develop or improve the electrical maintenance program at your agency. Topics covered should include recognition, evaluation and control of hazards, deenergizing equipment, and personal protective equipment.

10. **Ergonomics in the Workplace** - Ergonomics is the science of adapting the work to the worker. This training can help students and employees identify potential hazards through a worksite analysis process. Topics should also provide an understanding of how hazards can be corrected using control measures, relevant training, and workplace monitoring.

11. **Fire Prevention and Control** - This training should familiarize students, faculty and staff with state fire protection laws, rules, fire codes, features of fire protection, and licensing requirements. Participants will gain a better understanding of fire protection and their workplace fire safety responsibilities.
12. **Forklift Training** - Using a forklift can be dangerous to operators, those around them, and to the cargo. This training provides new and veteran operators with forklift operator safety training. Training sessions should include reviews of special situations such as slippery surfaces, heavy traffic areas, and loading docks. Hands-on training may be included if the location and situation permits.

13. **Hand Tool Training** – This training should provide students and employees with a sense of the different types of tools and how to select and inspect each. It should present information on hazard recognition and control, and the use, storage, and maintenance requirements for hand tools.

14. **Hazard Communication/ Hazardous Materials** - This training should be designed to educate employees on the importance and benefits of properly recognizing and safely working with hazardous materials. Topics might include the hazards associated with chemicals, warning labels, MSDS, exposure situations, and hazard prevention and protection.

15. **Indoor Air Quality** – Training which provides an understanding of how poor air quality impacts the workplace. Employees should be exposed to prevention methods and ways to identify and correct air quality problems. This training might also addresses HVAC systems and building contaminants.

16. **Job Safety Analysis (JSA)** – Training which gives participants information on minimizing or eliminating hazards by identifying them with JSAs. Participants should learn how to break a job’s performance into its basic parts (steps), how to identify the key points of a job, and how to properly fill out a JSA form.

17. **Shop and Laboratory Safety** – Training which covers general and specific safety issues associated with ships and laboratories including Personal Protective Equipment (PPE), relative fire safety, storage, disposal, spills and record keeping.

18. **Lock-Out/Tag-Out Systems** – Training that covers the identification and control of energy sources, as well as “control and release” to ensure safe handling of these sources during equipment maintenance or repair activities.

19. **The Loss Prevention Program** – Employee training that provides an overview of all six (6) sections of the State Loss Prevention Program with special emphasis on the annual audit.

20. **Material Safety Data Sheets** - This training should review the new standardized format for MSDSs developed by the Chemical Manufacturers Association and expose students and employees to methods for obtaining MSDSs, understanding their content, and for putting MSDS warnings and recommendations into practice.

21. **Respiratory Protection** – Instruction should include a review of advances in respirator technology, updated fit testing methods, and effective methods for using respirators. It should assist supervisors in managing their respirator
programs and help students and employees use, maintain, and store equipment properly.

22. **Safety Inspections** - This instruction should be designed to teach attendees how to conduct workplace safety inspections, how to properly document these inspections and how to report problems noted in the inspection.

23. **Safety Meetings** - This training should be structured to help agencies generate and maintain interest in safety meetings. It should provide suggestions for developing timely and entertaining topics, increasing attendance and getting safety meeting information to those employees unable to attend.

24. **Security Awareness** – These sessions should be structured to help employees become more aware of campus and personal security issues in light of the need to focus on overall security awareness. The training should be designed on a grass-roots level for students and employees regardless of their job description.

25. **Supervisor Responsibility** – This instruction should be structured to give supervisory personnel training in the core elements of the Northeast LTC Loss Prevention Program. This course should cover topics such as Incident/Accident Investigation; Incident/Accident Reporting; Safety Meetings; Safety Inspections; JSAs; Student and Employee Training; and other related information supervisor’s need to know.

26. **Violence in the Workplace** - This training should be developed to assist students and employees develop an understanding of violence in the workplace issues. Participants should learn how to recognize potential violence in the workplace and potentially violent behaviors. It will also teach some procedures designed to reduce violence in the workplace.

27. **Workplace Threats** – This instruction should be designed to help students and employees address many of the potential threats faced on school campuses. This course should address such issues as biological threats; physical, electronic and psychological issues; bomb threats; active shooter scenarios, etc.