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 feedback; encourage questions

Give feedback on performances

Decrease observation over time as appropriate
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.