

## 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