



Safety Training is an Important Part of Your Safety Program

A productive work environment requires that all employees know how to properly perform their assigned job, and do so safely and efficiently. Through safety training efforts, managers and supervisors can ensure that employees are knowledgeable about the equipment, tools and materials they work with, and how to protect themselves from any hazards.

When developing safety training practices, consider the following:

- Workers should be properly trained *before* they are authorized to perform a new job assignment
- Training should include proper methods to perform the job, hazards and control measures or safety precautions to protect themselves, and procedures to follow in the event of emergency situations
- Employees also need to know about health hazards such as exposure to chemicals or noise, and how to protect themselves from these exposures
- Training methods should incorporate means to ensure employees understand what they have been taught. For example, supervisors should observe employees performing the job to make sure they are doing as instructed
- Training should not be limited to new employees. Provide training to employees who were transferred to a new job or assigned new responsibilities
- Supervisors also require training. Train your supervisors to know about the hazards employees face, and how to carry out safety responsibilities in their assigned areas
- Safety training can often be combined with other training depending upon the complexity of the job and the types of hazards in your workplace

Types of Safety Training

There are four major types of safety training methods:

1. Instructor-led training: this training is presented in a classroom setting and follows the pace set by the instructor.
2. Self-paced training: this is usually completed on an individual basis, by working through handout or instructional materials provided to the trainee.



Types of Safety Training- Continued

3. Computer-based training: this is a version of self-based training in which the trainee is guided through the course by the computer. The computer provides the course content, guides learning activities and administers tests. This type of training can also record who took training, when it was taken, and testing durations and test scores.
4. On-the-job training: this type of training usually involves a supervisor or experienced employee providing instruction to the trainee at his or her work station.

Documenting and Retaining Training Records

Good recordkeeping in connection with your safety program is sound business management. It's important to document any safety training efforts, including formal training sessions, safety meetings and similar activities. In some cases, training records are required to satisfy OSHA rules or meet insurance requirements. For example, the OSHA Hazard Communication and Lockout/Tagout rules require that employers train employees in each area. Training records can also support contested insurance or workers' compensation claims. Finally, training records provide an efficient review of safety program activities as you plan future improvements in your program.

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