



4 Point Safety  
Plan

## eSafetyLine

### Training

Many OSHA standards require employee training. The Hazard Communication, Lockout/Tagout, Electrical Safety and Respirator standards are a few examples of OSHA's training requirements. Management will determine what additional and site-specific training will also be provided.

An effective accident prevention program requires proper job performance from everyone in the work place. It is the responsibility of the owner, manager or supervisor that all employees know about the materials and equipment they will be working with, what known hazards are in the operation and how to these hazards are being controlled (engineering, administrative or through PPE).

For company safety policies and procedures to be effective all employees must be trained and fully understand what is expected of them. Once you have been trained, all policies and procedures can be enforced. In order for these safety policies to work most effectively it is crucial that you understand all training. If at any time you don't understand anything about a policy, procedure or PPE you need to ask for assistance.

Each employee needs to understand the following:

- No employee is expected to undertake a job until he or she has received job instructions on how to do it properly and has been authorized to perform that job
- No employee should undertake a job that appears unsafe

- Employees should be trained on every potential hazard that they may be to and what the best way is to protect themselves. Your employer may test you after training to be certain that you understand what had been taught during the training.
- During training, special attention should be shown to new employees and established employees that are moving to new jobs. Since they are learning new operations, they are more likely to get hurt.
- Supervisors must also be trained to know all hazards that face the people that they supervise. It is their responsibility to reinforce training with quick reminders and refreshers while on the jobsite and with disciplinary action when necessary.

It is sometimes possible to combine safety and health training with other types of training that the employees need to receive. This will depend on the kinds of potential and existing hazards that you may come in contact with on the jobsite.

### **Discussion Questions**

Why is employee training such an important part of any Safety Program?

Why is it necessary for supervisors to be trained as well as the work force?

# MEETING / TRAINING ATTENDANCE ROSTER

COMPANY: \_\_\_\_\_

\_\_\_\_\_ SAFETY MEETING

JOB/DEPT: \_\_\_\_\_

\_\_\_\_\_ SAFETY TRAINING

DATE: \_\_\_/\_\_\_/\_\_\_

TIME: \_\_\_\_\_

TOPICS ADDRESSED: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYEE'S SIGNATURES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYEE SUGGESTIONS AND RECOMMENDATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Safety Coordinator's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date