



Safety Training

## eSafetyLine

### **Mnemonics**

So you've received lots of useful safety training. At the time of the training you completely understood the topics and were confident that the information would stick with you. Problem- when you went to use it or discuss it with a co-worker you realize that you remembered less than you thought you did. Boosting your memory power is easier than you think, there are many ways to help increase your ability to remember things.

One is to find out your learning style as was discussed in a previous talk. Once you find your style you can adjust what you've learned or need to remember to best meet that learning style. For example- if you're a hands-on learner your best bet to remember material covered in a lecture is to use that information to perform the task discussed. If you attend a class on tool safety, you will remember the information best if you go and try out this information with the tools discussed in your hands.

There are also many memory techniques that can be used to help. The most commonly used in this industry is mnemonics. Mnemonics is a fancy word for a way to help memorize something. Mnemonics come in many shapes and sizes and each can be used to remember different kinds of information. Some of the more common are:

- Rhyme- This is used by advertisers all the time on TV and radio. How many times has an annoying jingle got stuck in your head? You remembered it whether you wanted to or not. Believe it or not you've been using rhymes for most of your life. When you learned the alphabet it was set to the common tune of "Twinkle, Twinkle Little Star". It is also used to predict weather: "red sky at night, sailor's delight, red sky in morning,

sailor's take warning". The rhyme itself makes remembering things a lot easier.

- Acronyms- This technique is good for memorizing a list of things. It's a word that you form from the first letter of each of the things you want to remember. Although acronyms really only work if you already have a good idea of what you're talking about, they're very helpful because they are simple and easy to use. An example from your school days is HOMES to remember the names of the Great Lakes. In order for this to work you already had to have a good idea of the names of the lakes, the word just acts as a reminder.

This method is used a great deal in this industry; OSHA itself is an acronym. When looking at fire safety there are 2 commonly used acronyms: PASS and RACE. PASS is used to remember how to use a portable fire extinguisher in case of fire and RACE is the action plan to be used when smoke or fire is detected.

Using these or any other memory tools will help to increase the amount of things that you'll be able to remember and recall.

### **Discussion Questions**

How can an acronym help you to remember new or old information?

Why are advertising jingles so easy to remember?

# MEETING / TRAINING ATTENDANCE ROSTER

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

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

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

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

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

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

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

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## EMPLOYEE'S SIGNATURES

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

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

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Supervisor's Signature

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Date

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

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Date