

Training

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TRAINING

SAFETY AND HEALTH TRAINING

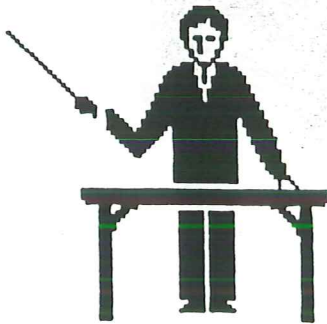
Training is an essential component of an effective safety and health program. Training addresses the safety and health responsibilities of both the management and employees at the site. Training is most effective when incorporated into other education on performance requirements and job practices. The complexity of training depends upon the size and complexity of the work site, as well as the characteristics of the hazards or potential hazards at the site.

Effective employee training programs are designed to ensure that all employees understand, and are aware of the hazards to which they may be exposed, and the proper methods for avoiding such hazards.



Supervisory training needs to be designed to help supervisors understand the key role they play in safety, and to enable them to carry out their safety and health responsibilities effectively. A good training program for supervisors will include the following:

1. Analysis of the work under their supervision.
2. Training to anticipate and identify potential hazards.
3. Education: Reinforcement of employee training on the nature of potential hazards in their work, and on needed protective measures, through continual performance feed-back and, if necessary, through enforcement of safe work practices.
4. Understanding and identifying their safety and health responsibilities.



Many standards in the Act, specifically require the employer to train employees in the safety and health aspects of their jobs. This should be an essential part of every employers program. Many researchers have concluded that those who are new on the job have a higher rate of accidents and injuries than more experienced workers. If so, training may help provide a solution.

Supervisors should attend safety meetings conducted with a goal of "training the trainer". Employees should be trained by qualified professionals in a class that covers a wide variety of topics (see: "Tool Box Talks" - next page). An effective followup for Supervisors is with Tool Box Talks on topics that are appropriate to the actual work performed.

"Tool Box Talks" (safety education meetings) are an invaluable aid to the supervisor and safety instructor. The example and interest of supervisors in promotion of safety on the job is of the greatest importance.

One of the most effective ways to do this is through regular weekly safety education meetings. Weekly safety meetings not only train employees to know better, but also to help improve safety awareness all week long.

It is difficult for a supervisor in the field to acquire adequate subject matter, as well as the time it takes to compose meaningful safety meetings, and for this reason SAFETY MANAGEMENT SERVICES promotes the use of a subscription to *Weekly Safety Meeting* at your company's weekly Tool Box Talks meetings.

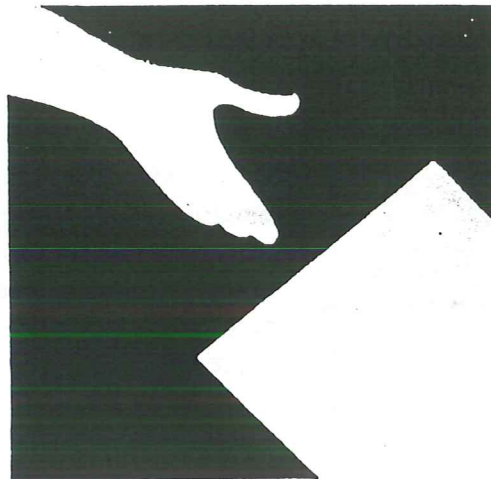


For subscription rates to *Weekly Safety Meeting*, contact:

Safety Management Services
1417 22nd Street • Rockford, IL 61108-3546
Office: 815 229-6677 • Fax: 815 229-3216

Weekly Safety Meeting subjects include:

- HAZCOM
- Personal Protective Equipment
- Fire Protection and Prevention
- Tools - Hand and Power
- Electrical
- Scaffolding
- Fall Protection
- Materials Handling
- Excavations
- Motor Vehicles
- Welding and Cutting
- Steel Erection
- Demolition
- Power Transmission



Engel Electric
1514 West Fourth Street Sterling, IL 61081

Title: Comprehensive Company Program for Safety Training and Education.

(a) **General requirements.** Engel Electric, shall, pursuant to section 107(f) of the OSH Act, conduct or provide programs for the education training of employees in the recognition, avoidance and prevention of all unsafe conditions to which employees are exposed.

(b) **Company responsibility.** (1) Engel Electric will avail itself of the safety and health training programs provided in the marketplace.

(2) Engel Electric shall instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to the work environment to control or eliminate any hazards or other exposure to illness or injury.

(3) Employees required to handle or use poisons, caustics, and other harmful substances shall be instructed regarding the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required.

(4) In job site areas where harmful plants or animals are present, employees who may be exposed shall be instructed regarding the potential hazards, and how to avoid injury, and the first aid procedures to be used in the event of injury.

(5) Employees required to handle or use flammable liquids, gases, or toxic materials shall be instructed in the safe handling and use of these materials and made aware of the specific requirements contained in Subparts D, F, and other applicable subparts of this program. The Company shall additionally provide appropriate training for proper selection and use of fire extinguishers to be provided and used at all job sites.

1926.21(b)(6)

(6)(i) All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protection and emergency equipment required. The employer shall comply with any specific regulations that apply to work in dangerous or potentially dangerous areas.

TRAINING LOG

COMPANY NAME:

STREET ADDRESS:

CITY, STATE, ZIP:

PHONE:

DATE:

TIME:

TYPE OF TRAINING:

EQUIPMENT USED:

TRAINING LOCATION:

OTHER:

NAME OF TRAINEE

JOB DESCRIPTION AND/OR COMPANY DIVISION

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20.

Trainer: *(print)*

Signature

Date:

Trainer: *(print)*

Signature

Date:

Supervisor: *(print)*

Signature

Date: