



# SAFETY TRAINING MADE EASY

Training for new hires on company safety and health procedures should be done within the first couple of weeks of employment. However, attempting to integrate safety training with the numerous human resource policies and procedures can cause information overload for some employees. The Hartford's Loss Control Organization suggests that companies address safety in separate training sessions to ensure that the employee recognizes the importance of the company safety program and of their responsibility to work safely.

Training can be made simple by following a few easy steps:

1. Have a Training Timetable - this would include determining *what* your training needs are, *which* tasks need to get done, *who* should be trained or retrained, and *when* they should be trained or retrained.
2. Breakdown the Job Activities and Responsibilities - list the important steps in the job i.e., when a particular part advances from one station to the next. Also, identify key points in the job and explain the importance of completing each task.
3. Be Prepared to Conduct Training - prior to conducting training session, all needed materials should be readily available. A safe and secure training area that allows for necessary movement and for all employees to hear and see the instructors should be secured.
4. Proper Instructions are Key to a Successful Training Session:
  - A. Begin training by assessing what the employee knows. Inform them that based on their existing knowledge, the training is designed to take them to the next level of safety.
  - B. Approach each task by first showing the employee how it should be done, walking them through the procedures step-by-step, and be sure to emphasize key points.
  - C. Employees should then demonstrate the activities from Step B, while pointing out the key points. Their actions should be adjusted based on observed errors.
  - D. Follow Up! Follow Up! Follow Up! Once training is complete, allow the employee to take over the job responsibilities. Frequent monitoring in the beginning is essential to correct any errors or to answer any questions the employee may have. As the employee improves over time, the monitoring schedule can be reduced as necessary.
5. Document the Training and the Training Results. OSHA and many state regulations require documentation of all safety trainings. By writing down training steps, you will be one step closer to meeting these various requirements.



By following these five easy steps, training your employees can be made easy, more efficient and produce the desired results of increased on “the job” safety.

Want your supervisors to learn more? The Hartford Loss Control Organization is offering Supervisor Conferences. These conferences are short educational programs covering topic such as Operations Control, Improving Job Methods, How to Train and How to Lead. For more information, please contact your Loss Control Consultant or go to our web site at <http://www.thehartford.com/corporate/losscontrol/>

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