

Ohio Bureau of Workers' Compensation 10-Step Business Plan for Safety

Step 7: Written orientation and training plan

No matter how safe a work environment you provide, the success of your safety-and-health systems depends upon the managers, supervisors, team leaders and employees buy-in of safe work practices. The goal of any safety and health training program is not just to impart knowledge, but also to change behaviors and improve decision making. Through a written orientation and safety training, employees receive information about hazards, procedures, processes and expected behaviors.

Your company safety and health training plan should include:

- Company safety and health policy statement;
- Employee responsibilities.

After your new employees participate in safety orientation, have their supervisors provide them with job-specific safety and health training. Do not permit employees to start a job until they have received instructions on how to perform the work safely.

In addition, it is important to build supervisor and manager competency levels in safety-and-health. As they emphasize and learn more about effective safety-process management, employees are less likely to be injured or become ill from inherent hazards.

Fully document your safety and health training by including the date, topics covered, instructor's name and the names of employees attending the training session. Have employees answer written questions about the content of educational material you presented. This helps provide a sense of importance to the training, measures understanding and retention of the material and documents the effectiveness of the training. It also provides the opportunity for constructive feedback from the employees. Have each employee in attendance sign the documentation form on the day of completion.