



TRAINING OUTLINE

COURSE TITLE: _____ **DATE:** _____ **INSTRUCTOR:** _____

LOCATION: _____ **TIME:** _____ **COMPANY:** _____

Safety training was conducted on the above date by the instructor indicated. The following line items identify the topics covered during the training session.

SUMMARY OF TRAINING

1) Introduction

- a) Standards
- b) Why Training

2) Anticipation

- a) Air Contaminants
- b) Chemical Hazards
- c) Physical Hazards
- d) Biological Hazards
- e) Ergonomic Hazards

3) Recognition

- a) Worksite Analysis
- b) Interviews
- c) Inventory
- d) Job Task Observation
- e) Work Schedules
- f) Production Records
- g) Maintenance Schedules
- h) Safety Programs
- i) Written Procedures
- j) Written Procedures
- k) Safety Data Sheets
- l) Change Analysis
- m) Job Hazard Analysis
- n) Worksite Inspections
- o) Accident/Incident Reports
- p) Incident Investigations
- q) Injury & Illness Trends
- r) Other Methods
- s) Air Monitoring
- t) Noise Monitoring



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u) Samples

4) Evaluation

- a) Risk
- b) Hazard Ranking
- c) Probability

5) Controls

- a) Hierarchy of Controls
- b) Elimination
- c) Substitution
- d) Engineering Controls
- e) Administrative Controls
- f) PPE

6) Industrial Hygiene Program

- a) Management Leadership
- b) Employee Participation
- c) Hazard Recognition
- d) Monitoring & Sampling
- e) Hazard Evaluation
- f) Hazard Control
- g) Education & Training
- h) Documentation
- i) Program Evaluation & Re-Evaluation

7) Case Studies

8) Conclusion