



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) Direct vs. Indirect Costs

2) Management Leadership

- a) Communicate Your Commitment
- b) Define the Program Goals
- c) Allocate Resources
- d) Expect Performance
- e) Case Study

3) Employee Participation

- a) Encourage Employees to Participate
- b) Encourage Employees to Report Concerns
- c) Access to Safety & Health Information
- d) Involve Employees in All Aspects
- e) Remove Barriers to Participation
- f) Case Study

4) Hazard Identification & Assessment

- a) Collect Existing Information
- b) Inspect the Worksite
- c) Identify Health Hazards
- d) Conduct Incident Investigations
- e) Hazards in Emergency & Nonroutine Situations
- f) Characterize, Identify, & Prioritize
- g) Case Study

5) Hazard Prevention & Control

- a) Identify Options
- b) Select Controls
- c) Develop a Hazard Control Plan
- d) Nonroutine & Emergency Considerations
- e) Implement Controls
- f) Follow Up



TRAINING OUTLINE

g) Case Study

6) Education & Training

- a) Program Awareness Training
- b) Management Training
- c) Employee Roles in the Program
- d) Hazard Identification & Control
- e) Case Study

7) Monitoring & Evaluation

- a) Monitor Performance & Progress
- b) Verify Program Implementation
- c) Correct & Improve
- d) Case Study

8) Coordination for Multiemployer Worksites

- a) Effective Communication
- b) Effective Coordination

9) Conclusion