



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) What is a Job Hazard Analysis?
- b) JHA vs. JSA
- c) Who Needs a JHA?
- d) Standards
- e) Why Training?

2) Responsibilities

- a) Employers
- b) Supervisor
- c) Review
- d) Outline
- e) Organize
- f) Ranking Hazards
- g) Control Measures
- h) Review
- i) Revise
- j) Employees

3) Hazard Controls

- a) Hierarchy of Controls
- b) Elimination
- c) Substitution
- d) Engineering Controls
- e) Administrative Controls
- f) Personal Protective Equipment

4) Daily Inspections

- a) Daily Inspection
- b) Inspection Forms
- c) Fill-in-the-Blank Forms
- d) Check-in-the-Box Forms



TRAINING OUTLINE

5) Case Studies

- a) Identifying Hazards
- b) Asking Questions
- c) Being Thorough
- d) Other Violations

6) Conclusion