



# 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 Risk Assessment?
- b) Standards
- c) Why Training

### 2) Identify & Assess Risks

- a) Identifying Hazards
- b) Asking the Right Questions
- c) How Severe is the Potential Injury?
- d) How Often are Employees Exposed?
  - i. Number of Workers Exposed
  - ii. Exposure Frequency
  - iii. Exposure Duration
  - iv. Evaluating Total Exposure
- e) What is the Likelihood of Employee Injury?
- f) Evaluating Overall Risk

### 3) Control the Hazard

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

### 4) Evaluate the Cost

- a) Cost of Risk Mitigation
- b) Cost of Injury

### 5) Conclusion