



Tips for Effectively Performing Safety-Talks

Every year, the Bureau of Labor Statistics releases an injury report detailing countless workplace injuries. Most workplace accidents can be attributed to unsafe acts or behaviors. Safety training is a proven method for reducing these types of incidents.

Safety education and vigilantly mitigating hazards are critical in preventing work-related injuries. Spending just five minutes per day to discuss safety with your employees equates to over 1,250 minutes of education in a year for each employee – that’s over 20 hours!

Whether you are performing classroom training, on-the-job training or tailgate training, some consistencies can be applied to ensure your safety training is effective. Be yourself, be genuine and tell real-life stories to make it relatable. Remember to direct topics toward safe work behavior and discuss injuries that can be associated with the topic you are presenting. Most importantly, make training a commitment.

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Workplace Safety Topic Ideas*

Injury & Illness Prevention Program
 Company Safety Policy Statement
 Hazard Communication Program
 Safety Data Sheets
 Emergency Response Procedures
 Electrical Safety
 Heat Illness Prevention
 Bloodborne Pathogens
 Clothing and Safety
 Safe Driving
 Health and Sanitation
 Ladders
 Company Safety Policies
 Slips, Trips and Falls
 Tools and Equipment
 Preventing Cuts/Lacerations
 Unsafe Behaviors/Acts
 First Aid
 Burns, Hazard/Prevention
 Performing Safety Inspections
 Wildlife Safety
 Roof/Skylight Safety
 Scissor Lifts
 Lockout/Tagout
 Fall Protection
 Ergonomics
 Housekeeping
 Machine Guarding
 Safety Attitude
 Safe Lifting
 Office Safety
 Workplace Violence
 Fire Safety

*This list is not all inclusive.
 Consider your own workplace and refer to Cal/OSHA requirements.

The Safety Trainer

- **Training is Necessary:** Protect employees from work-related injuries/ illnesses and make them aware of Cal/OSHA regulatory requirements.
- **Determine Training Needs:** Identify tasks which lead to accidents, exposures and regulatory matters.
- **Develop Learning Activities:** Read and review materials first. Use resources available to you from the website and toolbox safety topics, as well as customize topics for your workplace.
- **Conduct Training.** Ensure presentations are clear, brief, include visuals and are limited in scope. Presenters should familiarize themselves with the employees' work area, job tasks and relevant equipment before conducting training.
- **Employee Engagement:** Ask employees questions to confirm they understand. Solicit employee volunteers to present a future safety topic. Quizzes can be considered for knowledge retention.
- **Follow Up:** Follow up with employees to determine that they understood the safety talk and that it was relatable to their job. Have employees demonstrate they have acquired the skills and knowledge by meeting with them informally.

Key Techniques

- Develop a schedule and devote the time (daily, monthly, quarterly)
- Make a shortlist of key points to cover
- Enliven the idea of training (e.g., not that we have to train, but that we want to)
- Perform a demonstration of the safety topic to engage employee participation
- Focus training on loss leaders and workplace exposures (e.g., cuts/lacerations, strains, falls)
- Be a coach, as opposed to just a trainer talking 'at' the employee.
- Hold yourself accountable - take notes when employees have ideas and suggestions

Safety Talks

- Keep it brief
- Encourage employees to be relaxed
- Emphasize key points related to workplace exposures
- Keep your tone friendly and warm
- Don't talk down to your audience
- If you read a portion of the training, stop to discuss it in useful terms and everyday language
- Use equipment or tools to illustrate your points
- Avoid environments which are too noisy or busy
- Avoid using jargon or unfamiliar language
- Call on employees by name for their input
- Never interrupt
- Ask questions along the way and encourage listeners to do the same

Documentation

All training must be documented to demonstrate that training has been conducted and for records retention. Include the following on the documentation:

- Training Topic
- Date
- Presenter
- Employee Signature(s)
- Meeting 'Take-Aways'

Safety Meeting Record

Date: _____

Topic _____

Presenter: _____

Employees in Attendance:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Suggestions / Meeting Take Away:

Follow-up on Suggestions:

Supervisor/manager signature

