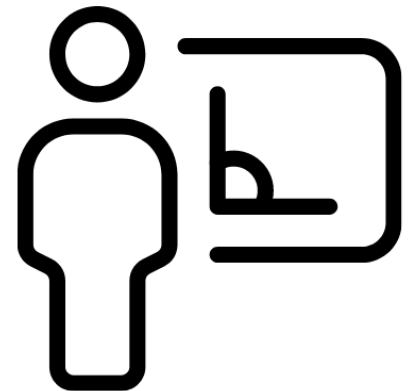


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



The safety of the people shall be the highest law.

Cicero

Module Two: An Overview



Workplace safety is a legal obligation for all organizations. The Occupational Health and Safety Act of 1970 led to further safety requirements in different industries. OSHA is a federal agency that oversees employee safety on a federal level, but there may be tighter state legislation. It is essential that every company understand safety legislation along with the roles and responsibilities the legislation requires. This understanding will help create and implement an effective workplace safety plan.

Work Safety and Health Legislations



Employees are legally guaranteed a safe work environment, and OSHA is the agency that enforces safety regulations. Employers must protect workers from hazards. OSHA defines hazards that are unique to different industries. Generally, hazards include chemicals, equipment, and safety practices. Employers are required to keep records of injuries and illnesses while monitoring potential hazards. There is also a General Clause that requires employers to protect people from all known hazards. This clause is used in cases that are not specifically covered. OSHA oversees workers in state, local, and federal branches of the government as well as those in the private sector.

Workers Not Covered By OSHA:

- Employees protected by other federal agencies
- The self-employed
- Family members of farmers who do not have employees

Estimated Time	10 minutes
Topic Objective	Introduce the basic legislation that protects employee safety.

Topic Summary	This exercise gives participants the opportunity to consider basic safety legislation.
Materials Required	Worksheet 1: OSHA
Planning Checklist	None
Recommended Activity	Complete the worksheet individually. Break into small groups and discuss your answers. Reunite with the class and review the topic.
Stories to Share	Share some common OSHA violations. You can explore the OSHA website for specific information. http://www.osha.gov/index.html
Delivery Tips	Skip the large group conversation or the small group discussion if you need more time.
Review Questions	What is the General Clause?

Roles & Duties

Employers have specific roles and duties to keep their employees safe. Employers are required to discover and change hazardous working conditions instead of only using protective gear. Other employer responsibilities include:

- Warn employees about hazards using chemical sheets, codes, training, alarms, labels, etc.
- Test air samples and other potential hazards.
- Visibly post the OSHA poster, citations, injury, and illness information.
- Provide exams or medical tests when necessary.
- Record illness and injuries.
- Contact OSHA within eight hours of employee death or three injuries.
- Protect employees who report violations from retaliation.



Employees have a responsibility to report any unsafe conditions to their supervisors. They have the right to report violations to OSHA, which usually results in an inspection. Employees who report violations are legally protected from harassment and retaliation.

Estimated Time	10 minutes
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Topic Objective	Outline some of the roles and duties in workplace safety.
Topic Summary	Explore the roles and duties that employers have in providing a safe work environment.
Materials Required	Worksheet 2: Roles & Duties
Planning Checklist	None
Recommended Activity	Complete the worksheet individually. Break into small groups and discuss your answers. Review the topic as a class.
Stories to Share	Share a personal story about workplace safety or invite participants to share theirs.
Delivery Tips	You can skip the small group discussion to save time.
Review Questions	What must employers post?

Safety Planning



A safe organization requires careful planning. Once employers understand their legal obligations and have identified the potential hazards, it is necessary to create a safety plan. An effective safety plan requires four fundamentals:

Analysis: Identify and get rid of any hazards, and reassess regularly.

Involvement: Employees and managers need to be involved in the safety plan.

Maintenance: Keep equipment maintained and train employees how to handle it.

Training: Train employees in safety and hold occasional safety drills.

Estimated Time	10 minutes
Topic Objective	Explore what safety plans need.
Topic Summary	Identify what is needed to make an effective safety plan.
Materials Required	Worksheet 3: Safety Planning
Planning Checklist	None
Recommended Activity	Complete the worksheet alone. Break into small groups and discuss your

	answers. Review the topic as a class.
Stories to Share	Share the importance of following safety procedures by sharing the story of how safety procedures saved someone's life. Share one of your own stories, or find one on the internet.
Delivery Tips	You can skip the small group discussion to save time.
Review Questions	What are the four necessary fundamentals of a safety plan?

Practical Illustration



Tom was in charge of making sure that the paper distribution company he worked for was always a constantly safe environment that was up to code. One day while checking the paper, he noticed that a new dye was added to the packaging, while he wasn't sure if this would be a risk for any of the employees, he made sure to send out an employee warning letter and to contact the OSHA, or the agency that oversaw safety regulations in the workplace. Afterwards, he found out that it was harmless and that the company did not need to change a thing, but he was glad that he took the necessary steps, just in case it was toxic or a safety hazard.

Module Two: Review Questions

1.) Employees are legally guaranteed a safe work environment?

- a) True
- b) False

True: Employees are legally guaranteed a safe work environment, and OSHA is the agency that enforces safety regulations.

2.) If hazardous working conditions are discovered, an employer only has to provide protective gear?

- a) True
- b) False

False: Employers are required to discover and change hazardous working conditions instead of only using protective gear.

3.) There are four fundamental areas of an effective safety plan, Analysis, Involvement, Maintenance, and _____?

- a) Auditing
- b) Training
- c) Transferring
- d) Syncing

Training: Train employees in safety and hold occasional safety drills.

4.) OSHA is the federal agency that oversees employee safety on all levels.

- a) True
- b) False

OSHA is a federal agency that oversees employee safety on a federal level, but there may be tighter state legislation.

5.) Generally, hazards include _____.

- a) Chemicals
- b) Equipment
- c) Safety practices
- d) All of the above

Generally, hazards include chemicals, equipment, and safety practices.

6.) Employers are required to keep records of injuries and illnesses while monitoring _____.

- a) Employee behavior
- b) Potential Hazards
- c) The general mood of the office
- d) None of the above

Employers are required to keep records of injuries and illnesses while monitoring potential hazards.

7.) Visibly post the OSHA poster, and _____.

- a) Citations
- b) Injury
- c) Illness information
- d) All of the above

Visibly post the OSHA poster, citations, injury, and illness information.

8.) The **A** in the safety planning fundamentals stands for:

- a) Attitude
- b) After affect
- c) Analysis
- d) All of the above

Analysis: Identify and get rid of any hazards, and reassess regularly.

9.) The **I** in the safety planning fundamentals stands for:.

- a) Interest
- b) Involvement**
- c) Injury
- d) Insurance

Involvement: Employees and managers need to be involved in the safety plan.

10.)The **M** in the safety training fundamentals stands for:

- a) Majority
- b) Manufacturer
- c) Minutes
- d) Maintenance**

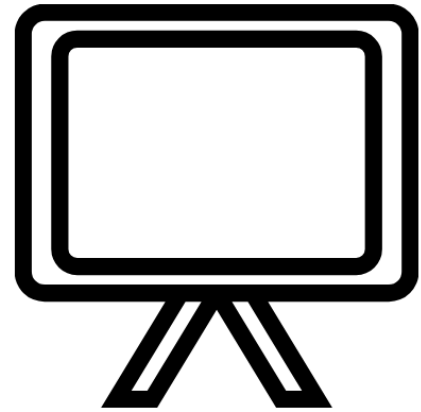
Maintenance: Keep equipment maintained and train employees how to handle it.

PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





MODULE TWO

An Overview

The Occupational Health and Safety Act of 1970 led to further safety requirements in different industries.

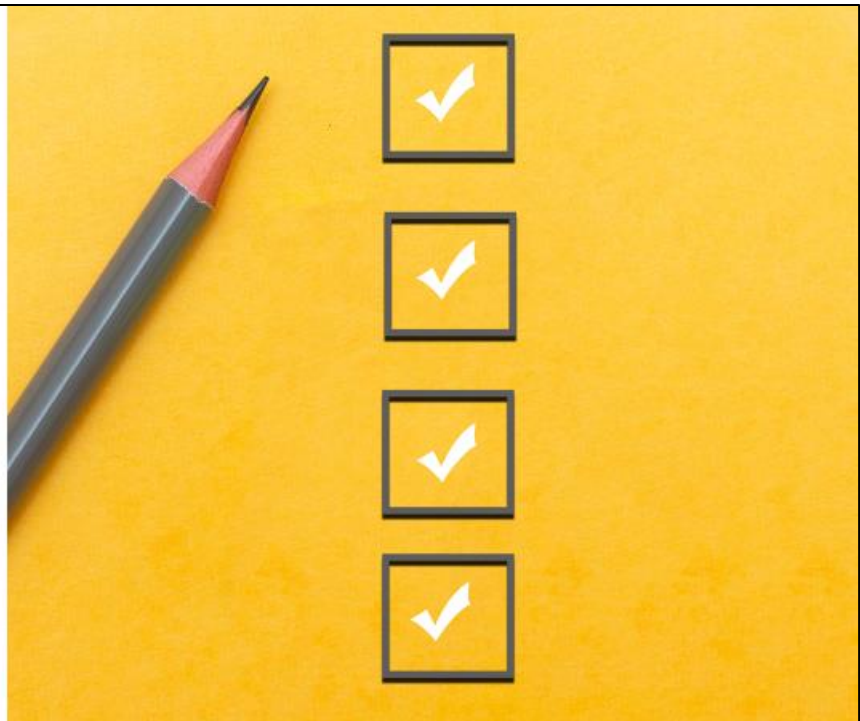


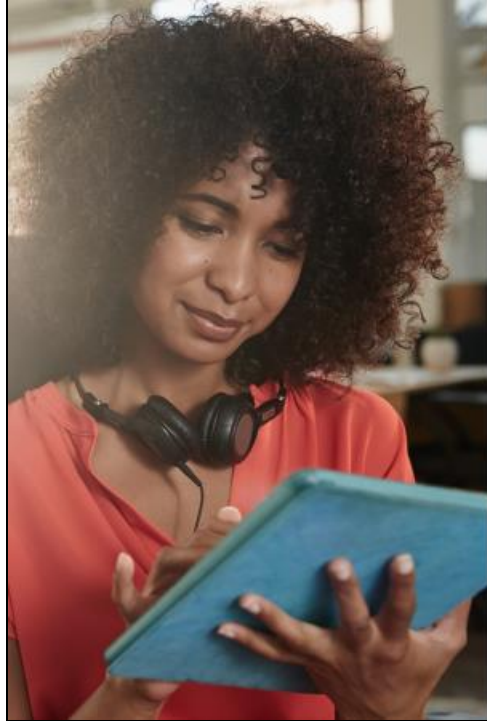
Work Safety and Health Legislations

Employees are legally guaranteed a safe work environment, and OSHA is the agency that enforces safety regulations.

Roles & Duties

- Provide exams or medical tests when necessary.
- Record illness and injuries.





Safety Planning

Analysis

Involvement

Maintenance

Training

Practical Illustration



- Work Safety and Health Legislations
- Roles & Duties
- Safety Planning

Module Two: Review Questions

1. Employees are legally guaranteed a safe work environment?

A. True

B. False

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Safety in the Workplace

Quick Reference Sheet



Roles & Duties

Employers have specific roles and obligations to keep their employees safe. Employers are required to discover and change hazardous working conditions. Other employer responsibilities include:



- Warn employees about hazards using chemical sheets, codes, training, alarms, labels, etc.
- Test air samples and other potential hazards.
- Visibly post the OSHA poster, citations, injury, and illness information.
- Provide exams or medical tests when necessary.
- Record illness and injuries.
- Contact OSHA within eight hours of employee death, or three injuries.
- Protect employees who report violations from retaliation.

Ergonomics

Ergonomics, in general, is used to make the demands of a job suit the needs of the workers. The science of ergonomics will increase productivity while decreasing injuries in the workplace.

Employees are at risk of injury when they engage in repetitive motions, heavy lifting, pushing, carrying, or working with their hands. There are ergonomic standards for each industry. It is essential that employees be trained in proper ergonomics so that they are aware of how injuries can be prevented.

Ergonomic Tips:

- Bend from the knees.
- Lift with your legs.
- Take breaks.
- Exercise.
- Keep weight evenly distributed when seated and standing.

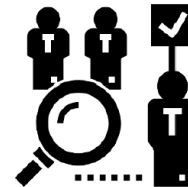


Violence

Workplace violence accounts for one quarter of work-related deaths. Employers are responsible for the safety of employees and a workplace violence prevention program will help to build awareness and save lives. Workplace violence prevention programs teach employees how to identify and diffuse conflicts; manage stress; manage anger; protect personal safety; respect diversity; and report problems.

How Employers Can Prevent Violence:

- **Screening:** Use background checks and reference checks to hire stable individuals.
- **Security:** Implement a security protocol.
- **Mediation:** Help employees find ways to resolve disputes.
- **Balance:** Create programs that will promote work and life balance.
- **Assess:** Hire a threat assessment team to watch for potential violence.



Promoting and Enforcing Safety Procedures

Managers need to promote safety among their employees. There are several methods that managers can use to promote and enforce safety standards.

Methods:

- **Involve employees:** Ask employees for their ideas on improving safety.
- **Provide incentives:** Hold contests where winners have strong safety records.
- **Train:** On the job training and safety seminars are essential to any safety program.
- **Improve morale:** Bored or unhappy employees are more likely to ignore safety.
- **Consequences:** There should be clear consequences for breaking safety protocol, just like any other rule. Consider moving from verbal to written warnings.



Avoiding

Sometimes we create our own stress. If you really think about your stressors, there are probably some that you can avoid. Do everything you can to avoid stressful situations and improve your mental health.

Strategies:

- **Say "no":** Do not over commit yourself. If you cannot handle a project, don't take it.
- **Avoid certain people:** End stressful relationships, or limit the amount of time you spend with stressful people.
- **Change your environment:** Avoid or adjust activities that cause stress.
- **Limit your tasks:** Cut out some activities to save time.
- **Converse carefully:** Avoid controversial topics that are likely to cause arguments.

Accepting

We all have to accept less than ideal situations. We cannot control everything, but there are ways to reduce our stress in difficult situations.

Strategies:

- **Change focus:** Focus on what you can control rather than what you cannot. This is particularly true of other people.
- **Stay positive:** Look for the opportunities in difficult situations.
- **Express yourself:** Share your feelings with friends, family, or a therapist.
- **Move on:** Forgive others to let go of negative emotions that cause stress.

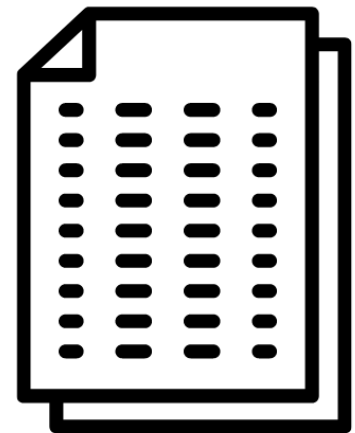
Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Worksheet 1

OSHA

Read all of the situations carefully. Which ones do you think fall under OSHA's legislation?

1. A member of the Coast Guard falls off a ship. _____
2. A company knowingly keeps asbestos in the walls. _____
3. An employee ignores safety rules and is injured. _____
4. A cow bites the son of a farmer. _____
5. There is poor ventilation at a chemical plant. _____
6. An employee is in an accident at home. _____
7. Safety equipment is not provided. _____
8. An independent contractor is in a car accident. _____

Sample Worksheet 2

Roles & Duties

Answer the following questions.

1. List five ways that employers can warn employees about potential dangers.

2. What should an employee who finds a safety hazard do first?

3. Who is responsible for identifying safety hazards?

4. When would an employer be responsible to provide a medical exam?

5. What type of testing besides air might a company perform?

6. Give three examples of employee training.

Sample Worksheet 3

Safety Planning

Consider specific actions that facilitate Analysis, Involvement, Maintenance, and Training. List two for each category.

Analysis

Involvement

Maintenance

Training

Icebreaker: A New Leader

PURPOSE

To help participants get acquainted and start talking to each other.

MATERIALS REQUIRED

1. Index cards

PREPARATION

Write the name of a different famous person on five or six index cards. Some examples: Madonna, Tiger Woods, Lance Armstrong, Nelson Mandela, Bill Gates, Angelina Jolie.

Divide participants into groups of four to six. Give each group one of the cards.

ACTIVITY

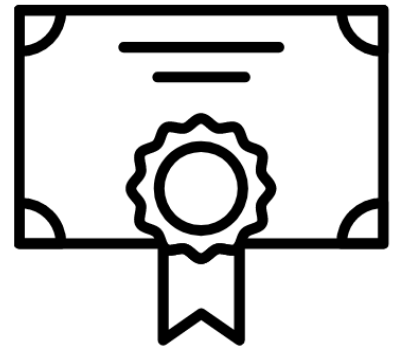
Tell participants that the president of their company (or the head of their department) has resigned and the position is now being taken over by the person on their index card. Ask each group to think of one characteristic of this person that will help them do well in this new role.

After a few minutes, ask the groups to report on what they decided.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

*Has mastered the course
Safety in the Workplace*

Awarded this _____ day of _____, 20____

Presenter Name and Title
