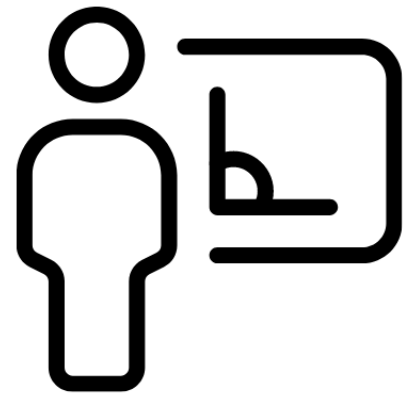


Instructors Guide



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.



Safety is as simple as ABC – Always be careful.

Anonymous

Module Two: The Importance of Safety



Safety may seem like a boring topic, but an unsafe work environment cannot be ignored. Employers have a legal and ethical obligation to keep all their employees safe. Understanding the risks that companies face, along with the benefits that safety practices provide, will help establish why universal safety practices are so important.

Legal Responsibilities



Federal, state, and local laws all place legal responsibility for safe workplaces on employers. OSHA, for example, demands the display of safety posters for employees to see. Employees are legally protected from engaging in hazardous workplace activities or in unsafe conditions. There are specific guidelines for different sectors, but most companies are responsible for the same universal safety guidelines which will be addressed in this manual.

When employers are lax in safety, they face legal problems. Inspectors can fine infractions, and people can be injured, or killed. Cases of severe negligence may result in lawsuits, sanctions, and possible criminal charges.

Estimated Time	8 minutes
Topic Objective	Review the legal safety responsibilities of the workplace
Topic Summary	Legal Responsibilities Discuss the legal safety responsibilities of the workplace.
Materials Required	Flipchart/board, marker

Planning Checklist	Examine state and local safety laws, and look up stories related to poor employee safety for discussion. The <i>Occupational Safety and Health Administration</i> site may be useful - https://www.osha.gov
Recommended Activity	As a group, discuss employer responsibility. Discuss examples of companies that suffered legal consequences because of safety? What were the causes, and how could they have been prevented? List the ideas on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What determines legal responsibility?

Risks



Risk is “A probability or threat of damage, injury, liability, loss, or any other negative occurrence that is caused by external or internal vulnerabilities, and that may be avoided through preemptive action,” according to businessdictionary.com. Everything comes with a risk, even safety. Unfortunately, many safety programs fail. The risks that

accompany safety practices are:

- **No safety culture** – there is no buy-in
- **No objectives** – no clear goals have been set
- **Uncertain** roles and responsibilities – employees do not know what is expected of them
- **Training** – It is poor or nonexistent
- **Poor supervision** – Leaders do not supervise, or are inconsistent with enforcement

Failure to pay attention to the potential risks associated with implementing universal safety practices can cause great damage to the organization.

Read more: <http://www.businessdictionary.com/definition/risk.html>

Estimated Time	7 minutes
Topic Objective	Review risks of failed safety.
Topic Summary	Risks Discuss risks: i.e., injury, health issues, loss of reputation, legal repercussions

Materials Required	Flipchart/board, marker
Planning Checklist	None
Recommended Activity	Discuss poorly implemented safety practices. What are other examples of risk or failed practice? List responses on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is a risk?

Benefits



Safety practices provide more benefits than risks. While there is a cost to safety, it is well worth it. The return on investment is rewarding when safety practices are implemented correctly.

Benefits:

- Number of injuries and fines decrease
- Money saved in medical cost
- Improved employee satisfaction and retention
- Increased attraction of high-performing employees
- Improve productivity

These are just a few common benefits, but companies may find individual benefits when they implement safety.

Estimated Time	8 minutes
Topic Objective	Review the benefits of safety.
Topic Summary	Benefits Discuss the benefits of safety
Materials Required	Flipchart/board and marker
Planning Checklist	None.

Recommended Activity	As a group, consider other benefits that universal safety practices provide. How can you leverage these benefits to motivate people? List ideas on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is there a cost for?

Setting the Example



Leaders have a responsibility to set examples and take responsibilities for safety programs. You cannot expect people to embrace a culture of safety if you ignore it yourself. There are a few steps that leaders can take to help set the example for safety:

- Personally, adhere to safety procedures
- Reward people who practice safety
- Make sure all employees know the safety practices for their positions
- Have safety program leaders
- Locate hazards and risks
- Monitor safety – checklists and walkthroughs
- Have reporting systems in place

These steps are beneficial for everyone. Individual companies, however, may need more specific actions, such as PPE controls.

Estimated Time	8 minutes
Topic Objective	Review setting the example.
Topic Summary	Setting the Example Discuss setting the example.
Materials Required	Worksheet 1: Examples
Planning Checklist	None
Recommended Activity	Complete the worksheet individually. Share your answers with the rest of the group.

Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What are leader responsibilities?

Practical Illustration



Mark decided to implement safety practices into a safety program. He was sure that the process would be simple because everyone wants to stay safe. He was surprised when three people were injured during the first quarter. He discussed the situation with Ashley, an old friend from school. Ashley discussed his example, and employee buy-in. He admitted that he did little more than send out the guidelines and demand that people follow them. Mark also said that he did not always follow his own rules when he was in a hurry. Ashley advised him to make safety a priority for himself and set an example. She also said that he should personally encourage others and oversee safety leaders.

Module Two: Review Questions

1.) When would employers face legal problems?

- a) If there is a lax in safety
- b) If they do not monitor safety
- c) If they do not carry out inspections
- d) None of the above

When employers are lax in safety, they face legal problems. Inspectors can fine infractions, and people can be injured or killed in the worst-case scenario. Cases of severe negligence may result in lawsuits, sanctions, and possible criminal charges.

2.) What will negligence result in?

- a) Lawsuit
- b) Sanctions
- c) Criminal charges
- d) All of the above

When employers are lax in safety, they face legal problems. Inspectors can fine infractions, and people can be injured or killed in the worst-case scenario. Cases of severe negligence may result in lawsuits, sanctions, and possible criminal charges.

3.) What is true of many safety programs?

- a) They are successful
- b) They fail
- c) They reduce accidents
- d) They end accidents

Everything comes with a risk, even safety. Unfortunately, many safety programs fail.

4.) Why might employees not understand what is expected of them?

- a) No safety culture
- b) No objectives
- c) Uncertain roles
- d) All of the above

Uncertain roles and responsibilities is a risk associated with implementing safety practices. At this point, employees do not know what is expected of them.

5.) What improves when safety practices are implemented correctly?

- a) Advertising
- b) Profit
- c) Public opinion
- d) Creativity

Safety practices provide more benefits than risks. While there is a cost to safety, it is well worth it. The return on investment is rewarding when safety practices are implemented correctly.

6.) What is Not a benefit of safety?

- a) Decrease fines
- b) Improved productivity
- c) New positions
- d) Employee satisfaction

There are different benefits associated with safety: Number of injuries and fines decrease, Money saved in medical cost, improved employee satisfaction and retention, increased attraction of high-performing employees, Improve productivity.

7.) What should employers expect if they ignore safety?

- a) A culture of safety
- b) Employees to follow leadership example
- c) Employees to follow safety rules
- d) Unknown

Leaders have a responsibility to set examples and take responsibilities for safety programs. You cannot expect people to embrace a culture of safety if you ignore it yourself.

8.) What will help monitor safety?

- a) Checklist
- b) Report
- c) Walkthroughs
- d) A & C

Employers are responsible for monitoring safety. Checklists and walkthroughs are tools to help monitor safety.

9.) From the Practical Illustration, how many people were injured in the first quarter?

- a) 0
- b) 1
- c) 3
- d) 2

He was sure that the process would be simple because everyone wants to stay safe. He was surprised when three people were injured during the first quarter.

10.) Why did Mark break his own rules?

- a) In a hurry
- b) He forgot
- c) He did not
- d) A & B

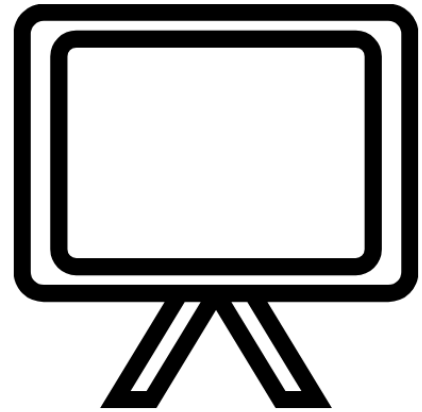
Mark also said that he did not always follow his own rules when he was in a hurry. The Ashley advised him to make safety a priority for himself and set an example.

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.





“

Safety is as simple as ABC - Always be careful.

Anonymous

MODULE TWO

The Importance of Safety

Safety may seem like a boring topic, but an unsafe work environment cannot be ignored.

Employers have a legal and ethical obligation to keep all their employees safe.



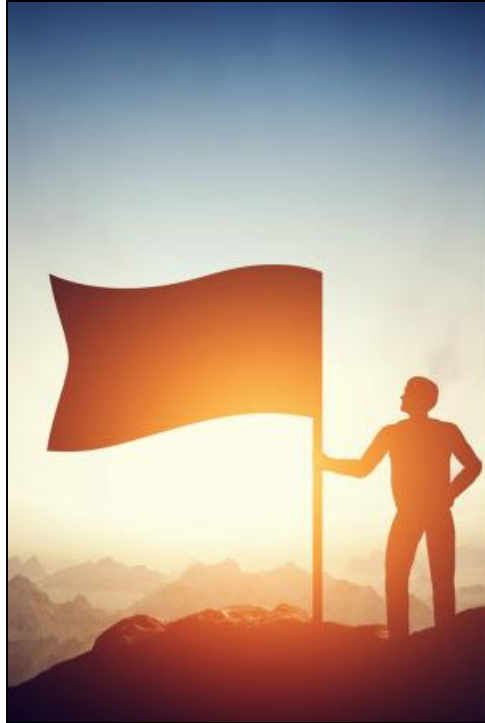
Legal Responsibilities

When employers are lax in safety, they face legal problems. Inspectors can fine infractions, and people can be injured, or killed.

Risks

- No safety culture
- No objectives
- Uncertain roles and responsibilities
- Training





Benefits

Safety practices provide more benefits than risks. While there is a cost to safety, it is well worth it.

Setting the Example

- Locate hazards and risks
- Personally, adhere to safety procedures
- Have reporting systems in place



Practical Illustration



- Legal Responsibilities
- Risks
- Benefits
- Setting the Example

Module Two: Review Questions

1. When would employers face legal problems?

A. If there is a lax in safety

B. If they do not monitor safety

C. If they do not carry out inspections

D. None of the above

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.



Universal Safety Practices Quick Reference Sheet



Levels of Noise



Sound and noise are measured using decibels(dB). A normal conversation is roughly 60 decibels. Exposure to sounds at 85 decibels or above can increase the risk of hearing loss over long periods of time. City traffic is 85 decibels, according to the National Institute of Deafness and other Communication Disorders.

Louder noise levels require less exposure time before resulting in hearing loss. Noise-induced hearing loss is a clear danger when employees work in environments at 85 decibels or more. OSHA recommends short-term levels of 115 decibels, for no more than 15-minute stretches. To ensure the safety of employees, employers need to assess the noise levels and take the necessary precautions to protect hearing in the work environment.

Benefits

Safety practices provide more benefits than risks. While there is a cost to safety training, it is well worth it. The return on investment is rewarding when safety practices are implemented correctly.

Benefits:

Money saved in medical costs



Improved productivity



Increased attraction of high-performing employees



Improved employee satisfaction and retention

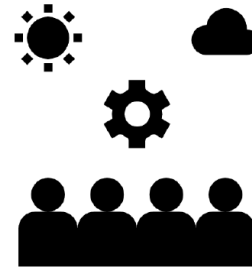


Number of injuries and fines decrease



Off-Site

Off-site transportation is included in the risks that can occur off company property. An employee who is injured away from company property, while working, is covered under the company's legal protection. Someone in a vehicle delivering product qualifies for worker's compensation if harmed in the process, due to poor maintenance of the vehicle. Offsite transportation is not limited to cars; it includes transportation by land, air, or water. For this reason, companies need to have clear and concise policies that address transportation safety.



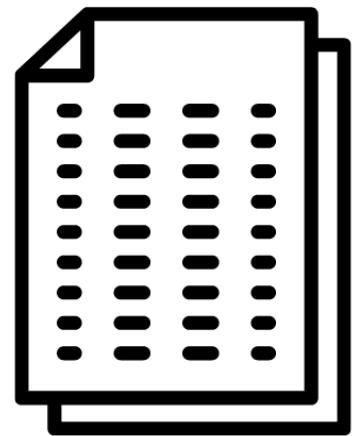
Handouts



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

Examples

Think of specific actions that you can implement to set the example for others. List these below.

Notes: _____

Icebreaker: Hello, My Name Is...

Option 1:

Method: Perhaps the easiest, most obvious and often overlooked icebreaker.

Ask each member of the training event to introduce themselves by saying *Hello – My Name Is...*

Then encourage the rest of the group to ask the trainee questions. To illustrate,

- Where do you live?
- What is your job?
- Where did you go to school?
- etc.

This exercise also encourages questioning and listening skills within the group.

Discussion Questions

1. Did anyone feel uncomfortable doing this exercise? If so, why?
2. How can this exercise help us during today's training event?

Time: Maximum time 15 minutes

Option 2:

1. Have the participants at each table answer the following questions:
 - a. Why are they here?
 - b. What is their level of experience with safety practices?
 - c. What they hope to get from this class?
 - d. What is the most interesting thing they have ever done in their lives?
2. Have someone be designated a scribe and have them jot down the answers to question C above.
3. On a separate piece of paper, have them write down the most interesting thing done from only one table member.
4. Have the scribe hand the note with the answers to question C to you.
5. Have the scribe stand and introduce the table to the class.
6. Then have the scribe share the most interesting thing from their group.

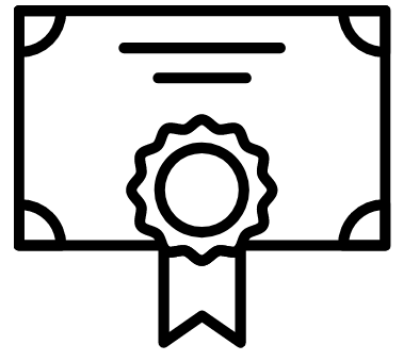
7. Have the class guess whom that person is, which did the most experiencing thing.
8. Go around to each table until all have given you their answers to question C and shared their most interesting thing.
9. Debrief by sharing all the answers to question C with the class.

Thank participants for sharing.

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
Universal Safety Practices*

Awarded this _____ day of _____, 20____

Presenter Name and Title
