



Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 374: Employee Training – Get it in Writing

Introduction: Federal law requires that employees be trained in the safe methods of performing their job. Your employees need to know about the workplace hazards to which they may be exposed, how to recognize the hazards, and how to control their exposure. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. The best way for them to gain this knowledge is through education and training.

Why education and training?

- **Education teaches why** safe practices and procedures are important; education affects attitudes about safety, and attitudes affect behavior.
- **Training, on the other hand,** improves the skills necessary for working safely. Employees must know the safety and health rules, how to identify worksite hazards, safe work procedures, and what to do in emergencies. New-employee orientations, periodic safety and health training, and emergency drills build this knowledge.
- **A written safety training program** enforces the educational aspects of your training and demonstrates your company's commitment to safety. Written training material will also help employees to better comprehend and retain training concepts.



Training provides the following benefits:

- * Makes employees aware of job hazards
- * Teaches employees to perform jobs safely
- * Promotes two way communication
- * Encourages safety suggestions
- * Creates interest in the safety program
- * Fulfills OSHA requirements



Here are four examples that demonstrate you've educated and trained your employees about the importance of workplace safety and health:

- Employees know what workplace hazards could harm them.
- Employees know how to control or eliminate their exposure to workplace hazards.
- Employees know and understand OSHA regulations pertinent to their job.
- Employees, supervisors, and managers understand their safety and health responsibilities.



The benefits of documentation:

Experienced employers know that putting things in writing has benefits more valuable than just avoiding an OSHA citation. Putting things in writing has value in legal proceedings, in employment matters, in dealings with other government agencies, and recording your progress toward achieving a safe, healthful workplace.

The adequacy of employee training may become an issue in contested cases where a defense of *unpreventable employee misconduct* is raised. Under case law, well-established in the Industrial Commission and the courts, an employer may successfully defend against an otherwise valid citation by demonstrating that all feasible steps were taken to avoid the occurrence of the hazard, and that actions of the employee involved in the violation were a departure from a uniformly and effectively enforced work rule which the employee had either actual or constructive knowledge. Documentation of your safety training (putting it in writing) may be the employers only proof of compliance with OSHA requirements, or that the employee was actually trained in the area in contention.



Conclusion: Supervisors and managers also need education and training to help them in their leadership roles and to enhance their skills in identifying and controlling hazards.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Material Safety Data Sheets Reviewed: _____ (Name of Chemical)

Employee Signatures:

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Foreman/Supervisor's Signature: _____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.