

V. Employee Training

A. Employee Knowledge

Program – Insure that employees are aware of OSHA, Safety and Health, and Workplace standards. (Sec 5. F1)

Plan – Insure that employees are aware of the existence of a Safety & Health Plan in effect at your business.

Job – Insure that employees are aware of their responsibilities in performing their jobs safely for their sake and that of their fellow employees.

B. Incorporate Safety & Health into Job

- Make Safety and Health practices part of the Job
- Judge job performance with Safety and Health as major component.

C. Instruction & Understanding (Sec 5. F2)

- Insure that employees are properly instructed in the performance of their jobs, and the processes of the operation.
- Insure that employees have an understanding of the role that safety plays in the performance of their job.

D. How to Keep Others Safe & Healthy

- Task preparation
- Task follow-up
- Responsibility
- Pay attention to what and how the other guy is doing
- RESPECT

E. Verification of Procedures & Knowledge

- Make sure that employees are sure of the procedure or process through training.
- Show and tell.
- Test if necessary.
- Document the process. (Sec 5. F3)

F. Accountability

- Management has the ultimate responsibility for Safety and Health Program and Practices.
- Employees have personal responsibility and commitment for Safety and Health of self.