



## #245 – Safety training: Who has to do what, and when?

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## Safety training: Who has to do what, and when?

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## Training

- Which of the following OSHA standards require training?
  - Personal Protective Equipment
  - Powered Industrial Vehicles
  - Hazard Communication
  - Asbestos
  - Emergency Action Plan
  - Material Handling
  - Machine Guarding

# They All Do

## It is all a matter of Degree!

## Lockout Tagout Example

- Authorized employees – training on how to perform lockout tagout
- Affected employees – training on limitations imposed when lockout is being performed on equipment for which you are responsible
- Other – training on awareness of the function of locks and tags

## Steps in Training Development

- Needs Assessment
- Learning Objectives
- Course Design
- Evaluation Strategy
- Recordkeeping Method

## Needs Assessment

- To identify performance gaps and improvement opportunities
  - Regulatory non-compliance
  - Lack of knowledge/skill
  - Lack of motivation
- Is training really necessary?
- When does training need to be conducted?
- Level of training required
- Prioritize needs

## Standards

- What standards are applicable at your facility?
- Which employees/job classifications need to have a working knowledge of the requirements?
- Which employees need to have an awareness of the requirements?

## Learning Objectives - KSA

What Do You Want Employees to Do or Know as a Result of Training?

- Knowledge
- Skill
- Ability (Behavior)

## Guidelines for Developing Good Learning Objectives

- Conditions of performance following training are specified
- Performers are identified
- Objective contains an action verb
- One tangible result per objective
- Standard of acceptable performance is specified

## Hand Safety Training Training Objectives

- Knowledge  
From memory, you will be able to describe the hazards of your job that may result in injury to your hands
- Skill  
From memory, you will be able to select appropriate gloves to protect your hands from the chemicals used in your job.
- Ability  
You will be able to consistently perform your job in a manner that does not result in injury to your hands

## Identify Competency

- Awareness
- Application
- Mastery

## Sample Competencies for Chemical Exposure Training

- Awareness
  - You will be able to recognize when a hazardous substance has been released
- Application
  - You will be able to select appropriate PPE to protect themselves from chemicals used in their work area
- Mastery
  - You will be able to complete the duties of a member of the Emergency Response Team at the Hazardous Materials Technician level

## Course Design - Training Plan

- Time
- Activities
- Resources

## Course Design - Delivery

- Trainer preparation
- Presentation skills
- Adult learning principle
  - WIIFM
- Three belief states
  - Self-efficacy
  - Response-efficacy
  - Outcome-expectancy

## Delivery Suggestions

- Be ready and waiting
- Be positive and enthusiastic
- Explain why here and what's expected
- Encourage participation
- Stay on course
- Project confidence
- No one knows everything
- Be in touch
- Speak 'their' language

## Evaluation

- Consider objectives
- Consider competency
- Know your audience
- Approaches
  - Oral evaluation/exam
  - Written exam
  - Skill demonstration
  - Project assignment

## Record Keeping

- Formal
- Informal
- Contents

## Follow-up

- Reinforcement of training
- Demonstration of interest/caring
- Critique of effectiveness

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