

INTRODUCTION

Training is an important part of all jobs, and many times as a supervisor or manager, it is your responsibility to ensure the employees are properly trained.

WHY TRAINING

Training can sometimes seem like a time-wasting activity, but training benefits far outweigh the costs. Training is important because:

- It improves productivity
 - The time it takes to train is minimal compared to the time lost when an accident happens
- It protects your employees from safety hazards and accidents
 - Safety hazards include any activity that may bring harm to your employees, including sexual harassment and substance abuse
 - The supervisor may be held responsible for the employee's mistakes if the employee was not properly trained
- Employees learn what is expected of them in the workplace



WHO NEEDS TRAINING

According to OSHA, training and instruction must be given:

- To all new employees
- To employees given new job assignments who have not previously been trained
- Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard

Training should be given regularly to inform or remind employees of proper safety procedures. Different hazards, such as working with lead, may require annual or regular training. In addition, regular training should be part of your required Injury and Illness Prevention Program.

WHAT TO TRAIN ON

What the employees are trained on depends on what industry you're working in. You can look for hints as to what your employees need by paying attention to:

- The OSHA log: a record of all work related deaths, injuries and illnesses
- Near misses
- Increases in customer complaints
- Unsafe work practices
- Ask for input from your employees of what they feel they need training on

MANAGEMENT: TRAINING YOUR EMPLOYEES

Also, OSHA has a chart that lists hazards, who needs to be trained, and the frequency of training recommended. It is recommended that this list is only used as a starting point as to what to train on:

http://www.dir.ca.gov/dosh/dosh_publications/TrainingReq.htm

Be sure to document your training and include:

- Employees' names
- Training dates
- What was taught
- Training providers



TAILGATE/TOOLBOX SAFETY MEETINGS

Tailgate or Toolbox safety meetings are required for employees in the construction industry. They are simply 10-15 minute meetings held at the start of shifts or after breaks given by the supervisor. The meetings briefly describe the specific hazards and safe work practices for the job that day.

CONCLUSION

Training is not an interruption of the job, but an important part of the job. Training can keep your employees safe and therefore increase productivity. Remember to provide regular training for your employees and make sure they understand the training so they can remain safe.

