

Component # 1

Employee Education

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Training

Safety and Health Training Plan

1.0 Introduction

Training is one of the most important components of a safety management system. It gives employees an opportunity to learn their jobs properly, bring new ideas into the workplace, reinforce existing ideas and practices, helps to put our Safety and Health Program into action. All State of Georgia employees benefit from safety and health training through fewer workplace injuries and illnesses, reduced stress and higher morale.

2.0 Management commitment.

The State of Georgia will provide the necessary time to ensure effective safety and health training is provided. This commitment will include paid work time for training and training in the language that the worker understands. Both management and employees will be involved in developing the program. To most effectively carry out their safety responsibilities, all employees must understand

- (1) Their role in the program
- (2) The hazards and potential hazards that need to be prevented or controlled
- (3) The ways to protect themselves and others.

We will achieve these training goals by:

- Educating everyone on the nature and system consequences of their actions
- Educating all managers, supervisors and employees on their safety management system responsibilities
- Educating all employees about the specific hazards and control measures in their workplace
- Training all employees on hazard identification, analysis, reporting and control procedures
- Training all employees on safe work procedures and practices

Our training program will focus on health and safety concerns that determine the best way to deal with a hazard. When a hazard is identified, we will first try to remove it entirely. If that is not feasible, we will then train workers to protect themselves, if necessary, against the remaining hazard. Once we have decided that a safety or health problem can best be addressed by training (or by another method combined with training), we will follow up by developing specific training goals based on those needs. Additionally, we will ensure all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to

these hazards. We will commit available resources to ensure employees receive safety and health training during the circumstances below.

- Whenever a person is hired --general safety orientation will include an overview of company safety rules, and why those rules must be followed
- Whenever an employee is given a new job assignment --during formal classroom training, and again, when the supervisor provides specific task training. It's extremely important that supervisors emphasize safety during initial task assignment
- Whenever new work procedures are begun --during formal classroom training and supervised on-the-job training.
- Whenever new equipment is installed --if new hazards are introduced
- Whenever new substances are used --hazard communication program may apply
- The bottom line --train safety whenever a new hazard is introduced to an employee

Employees must know they are responsible for complying with all company safety rules, and that most accidents will be prevented by their safe work practices. They must be very familiar with any personal protective equipment required for their jobs. They must know what to do in case of emergencies. Each employee needs to understand that they are not expected to start working a new assignment until they have been properly trained. If a job appears to be unsafe, they will report the situation to their supervisor.

Supervisors

Supervisors will be given special training to help them in their leadership role. They will be taught to look for hidden hazards in the work under their supervision; insist on the maintenance of the physical protection in their areas; and reinforce employee hazard training through performance feedback and consistent enforcement when necessary. We will commit necessary resources to ensure supervisors understand the responsibilities below and the reasons for them:

- Detecting and correcting hazards in their work areas before they result in injuries or illnesses
- Providing physical resources and psychosocial support that promote safe work
- Providing performance feedback and effective recognition and discipline techniques
- Conducting on-the-job training

Supervisors are considered the primary safety trainers. They also will receive training on how to apply fair and consistent recognition and discipline.

Managers

All managers must understand their responsibilities within the agencies Safety and Health Program. This may require classroom training and other forms of communication. Formal classroom training may not be necessary. The subject can be covered periodically as a part of regular management meetings.

Managers will be trained in the following subject areas:

- The elements of the safety management system, and the positive impact the various processes within the system can have on corporate objectives;
- Their responsibility to communicate the Safety and Health Program goals and objectives to their employees;
- Their role that includes making clear assignments of Safety and Health Program responsibilities, providing authority and resources to carry out assigned tasks, and holding subordinate managers and supervisors accountable
- Actively requiring compliance with mandatory Safety and Health Program policies and rules and encouraging employee involvement in discretionary safety activities such as making suggestions and participation in the safety committee.

Training will emphasize the importance of managers visibly showing their commitment to the safety and health program. They will be expected to set a good example by fully following all the safety and health rules themselves.

3.0 Types of Training

In general safety training will be conducted on the following levels:

- **General Safety Education:** General safety information is communicated to employees. No measurement of knowledge, skills and abilities is required.
- **Specific Safety Training:** Specific safety information and instruction on performing safe procedures and practices. Employees must meet established criteria for successfully completing the course.

New Employee Orientation. The format and extent of orientation training will depend on the complexity of hazards and the practices needed to control them. Orientation will include a combination of initial classroom and follow-up on-the-job training (OJT).

- For some jobs, orientation may consist of a quick review of site safety and health rules; hazard communication training for the toxic substances present at the site; fire protection, lockout/tagout, etc.; and, a run-through of the job tasks. This training will be presented by the new employee's supervisor or delegated employee.

- For larger tasks with more complex hazards and work practices, orientation will be structured carefully. We will make sure that our new employees start the job with a clear understanding of the hazards and how to protect themselves and others.

Follow up supervisory training with a mentor system, where a worker with lengthy experience is assigned to monitor and coach a new worker, either for a set period of time or until it is determined that training is complete.

Whether the orientation is brief or lengthy, the supervisor will make sure that before new employees begin the job, they receive instruction in responding to emergencies. All orientation training received will be properly documented. On-the-Job Training (OJT). OJT training relates principles and theories to work skills that are then taught and applied in the work environment. OJT is designed to reinforce formal classroom training. All new-hire employees require training to perform their jobs effectively. In this regard, OJT is an essential supplement to formal classroom training. OJT assignments may be provided concurrently with formal training to emphasize and complement material covered in formal training courses. Time allotted to accomplish OJT assignments should be compatible with the new hire's current knowledge, skill, and experience levels. The employee's supervisor should assess the employee's ability to successfully complete OJT training.

Contract workers

Will receive training to recognize our specific workplace hazards or potential hazards.

Experienced/Current workers

Will be trained if the installation of new equipment changes their job in any way, or if process changes create new hazards or increase previously existing hazards.

All workers

Will receive refresher training as necessary to keep them prepared for emergencies and alert them to ongoing housekeeping problems.

Personal Protective Equipment (PPE).

Workers needing to wear personal protective equipment (PPE) and persons working in high risk situations will need special training. Supervisors and workers alike must be taught the proper selection, use, and maintenance of PPE. Training will begin with a clear explanation of why the equipment is necessary, how its use will benefit the wearer, and what its limitations are. Individual employees will become familiar with the PPE they are being asked to wear. This is done by handling it and putting it on.

Training will consist of showing employees how to put the equipment on, how to wear it properly, and how to test for a proper fit and how to maintain it. A proper fit is essential if the equipment is to provide the intended protection. We will conduct periodic exercises in finding, donning, and properly using emergency personal protective equipment and devices.

Vehicular Safety

All workers operating a motor vehicle on the job (on or off premises) will be trained in its safe vehicle operation, safe loading and unloading practices, safe speed in relation to varying conditions, and proper vehicle maintenance. We will emphasize in the strongest possible terms the benefits of safe driving and the potentially fatal consequences of unsafe practices. Please see the Fleet Safety Procedure in the Accident Prevention manual.

Emergency Response

We will train our employees to respond to emergency situations. Every employee at every work location will understand:

- Emergency telephone numbers and who may use them
- Emergency exits and how they are marked
- Evacuation routes
- Signals that alert employees to the need to evacuate.

Evacuation drills/training will be completed at least annually, so that every employee has a chance to recognize the signal and evacuate in a safe and orderly fashion. Supervisors or their alternates will practice counting personnel at evacuation gathering points to ensure that every worker is accounted for. We will include procedures to account for visitors, contract employees, and service workers such as cafeteria employees. Severe weather and Active Shooter emergencies are reasonable possibilities; additional instruction may be needed.

Periodic Safety and Health Training

At some work sites, complex work practices are necessary to control hazards. Elsewhere, occupational injuries and illness are common. At such sites, we will ensure that employees receive periodic safety and health training to refresh their memories and to teach new methods of control. Where the work situation changes rapidly, weekly meetings will be conducted as needed. These meetings will remind workers of the upcoming week's tasks, the environmental changes that may affect them, and the procedures they may need to protect themselves and others.

Identifying types of training

Specific hazards that employees need to know about should be identified through total site health and safety surveys, job hazard analysis, and change analysis. Accident and injury records may reveal additional hazards and needs for training. The State of Georgia requires the agencies to conduct safety training to address the top injuries at each agency. Near-miss reports, maintenance requests, and employee suggestions may uncover still other hazards requiring employee training.

4.0 Monitoring the Training Program.

Monitoring the employee's progress through the developmental period is critical to ensure success of the training program. Monitoring provides information to the supervisor regarding the benefits and effectiveness of the training received. In addition, it provides information on the ability of the employee to achieve training goals and objectives.

To ensure adequate monitoring of the safety training program, the actions below must occur.

- The supervisor will ensure that each employee has completed the necessary prerequisites before the start of work
- The supervisor will review the employee's performance of task assignments
- When the supervisor determines that the new-hire employee has sufficient experience to successfully complete a task, the OJT review may be discontinued
- The supervisor and employee will complete training documentation

5.0 Safety and Health Training Program Matrix

Safety and Health training requirements will change based on the employee's job. The supervisor should assign based on the employee exposure. As you review the Accident Prevention Manual various procedures include training requirements in that procedure.