

Safety In The Workplace

Workshop

Workplace safety is the responsibility of everyone in an organization. Companies have legal obligations to meet certain safety requirements, but many go further than the minimum obligations. Safety standards and procedures must be put in place, and everyone needs to follow the standards in order for them to be effective.

Our Safety In The Workplace course will be instrumental in reviewing common hazards, safety techniques and after completion, your participants will have the tools to help them create a Safety policy for your work place. By identifying and anticipating hazards, employers can prevent injuries and keep employees safe.

Workshop Objectives:

- Define workplace safety.
- Understand legal responsibilities associated with a safe work environment.
- Create a safety plan and identify hazards.
- Recognize the role of management.
- Develop training procedures.
- Learn how to implement a safety plan.



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Module One: Getting Started

Workshop Objectives
Action Plans and Evaluation Forms

Module Two: An Overview

Work Safety and Health Legislations
Roles & Duties
Safety Planning
Module Two: Review Questions

Module Three: Types of Hazards

Computer Workstations
Ergonomics
Fire Prevention
Fitness & Wellness
Heat Stress
Stress
Violence
Module Three: Review Questions

Module Four: Managers Role

Promoting & Enforcing Safety Standards
Elements of a Health and Safety Program
Responsibilities
Corporate Culture
Module Four: Review Questions

Module Five: Training

Reasons for Training
Definition
Orientation
On the Job Training
Safety Meetings
Planning and Conducting a Training Session
Module Five: Review Questions

Module Six: Stress Management

Altering
Avoiding
Accepting

Relaxation Techniques
Using Routines to Reduce Stress
Module Six: Review Questions

Module Seven: Workplace Violence

What is Workplace Violence?
Identifying
Addressing
Implementing a Workplace Harassment Policy
Module Seven: Review Questions

Module Eight: Identifying Your Company Hazards

Conducting an Inspection
Prioritizing Deficiencies
Report & Following Up
Module Eight: Review Questions

Module Nine: Drug & Alcohol Abuse

For Employees
For Managers or Supervisors
When to Address
Implementing a “No Tolerance” Rule
Module Nine: Review Questions

Module Ten: Writing the Safety Plan

Management Involvement
Responsibility
Employee Involvement
Follow Through with Accident Investigations
Training of Employees
Module Ten: Review Questions

Module Eleven: Implement the Plan

Selecting an Employee Representative
Identifying Roles
Assigning Responsibility
Follow Through
Module Eleven: Review Questions

Module Twelve: Wrapping Up

Words from the Wise

Lessons Learned