

## **Day One: Safety Training**

*State Compensation Insurance Fund*

Most workplace injuries involve workers who have been on the job for the less than one year, many have been on the job for less than 30 days. New workers may be experienced in another line of work or they may just be coming out of school with very little, or no job knowledge. They may not be aware of the hazards they could face in the workplace or the proper safety procedures to follow that would help to protect them.

It is the responsibility of the employer to provide training that will enable workers to perform their jobs in a safe, efficient, and productive manner, while also complying with the regulations and standards that apply to their industry.

A commonly overlooked part of safety training is the language barrier. This issue may go unnoticed, as few workers won't admit they do not understand job instructions being given by the employer. However, not being able to understand safety instructions can quickly lead to work injuries, incorrect machine operation or problems with production, quality or compliance. Therefore, the trainer must make sure every worker understands the training material; not just that a worker was present.

It is vital that workers understand the purpose of the training, why it will be of use to them, and the consequences of not following safety rules and procedures. Training material should be organized so that the order in which the material is presented will match the safety procedures that are to be followed on the job.

The most effective safety training starts from the day the worker is hired. A good place to start is by explaining the company's Injury and Illness Prevention Program (IIPP). The IIPP "training umbrella" requires workers to be trained in two major areas:

- General safety - areas that affect all employees such as fire drills or other emergency procedures
- Specific training - for the hazards associated with the employee's job assignment

All training, no matter how brief, should be documented and should be placed in the employee's file or training log. Training is required:

- For all new employees, and employees who have been transferred to a new job activity
- Whenever new hazards are introduced (chemical or physical)
- Whenever new hazards are recognized, such as an updated Material Safety Data Sheet (MSDS)
- For supervisors to familiarize themselves with the safety and health hazards of employees under their supervision

Now is a good time to review training requirements and be aware that annual training may be required for certain activities or hazardous exposures. To learn more about the training requirements for your particular workplace operation, check with your State Fund Loss Control Consultant or Cal/OSHA. ®