



## Risk Management Best Practice

**Line of Business:** All

**Subject:** Safety Management - Safety Training

**Purpose:**

The purpose of this best practice is to provide resources to assist with the development and management of effective safety training programs.

All public entities have an ongoing commitment to provide their employees and the public with a safe environment, both in the workplace and in public facilities. Safety training is a key component in meeting those commitments so employees can perform their jobs safely and to fulfill their role in recognizing and correcting hazards that can affect the public.

The National Safety Council professes that there are 7 steps to creating and maintaining an effective safety training program:

1. Determine what safety training is needed
2. Identify workplace safety training needs
3. Identify safety training goals and objectives
4. Develop workplace safety learning activities
5. Conduct safety training
6. Evaluate workplace safety training program effectiveness
7. Improve the safety training program

**Resources and References:**

**7 Steps to Create an Effective Workplace Training Program - National Safety Council**

<http://blog.nsc.org/7-steps-create-effective-workplace-safety-training-program>

**Safety and Health Training Plan - OSHA**

<http://www.oshatrain.org/courses/pdf/trainingplan.pdf>

**The Most Effective Training Techniques - Training Today**

<http://trainingtoday.blr.com/employee-training-resources/How-to-Choose-the-Most-Effective-Training-Techniques>

**How to Prepare for Training - Training Today**

<http://trainingtoday.blr.com/employee-training-resources/Prepare-for-Training>

**Evaluating the Effectiveness of Safety Training - OH&S**

<http://ohsonline.com/Articles/2003/06/Evaluating-the-Effectiveness-of-Safety-Training.aspx>

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