

Safety in the Workplace

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.



Course Outline:

Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: An Overview

- Work Safety and Health Legislations
- Roles & Duties
- Safety Planning

Module Three: Types of Hazards

- Computer Workstations
- Ergonomics
- Fire Prevention
- Fitness & Wellness
- Heat Stress
- Stress
- Violence

Module Four: Managers Role

- Promoting & Enforcing Safety Standards
- Element of a Health and Safety Program
- Responsibilities
- Corporate Culture

Module Five: Training

- Reasons for Training
- Definition
- Orientation
- On the Job Training
- Safety Meetings
- Planning and Conducting a Training Session

Module Six: Stress Management

- Altering
- Avoiding
- Accepting
- Relaxation Techniques
- Using Routines to Reduce Stress

Module Seven: Workplace Violence

- What is Workplace Violence?
- Identifying
- Addressing
- Implementing a Workplace Harassment Policy

Module Eight: Identifying Your Company Hazards

- Conducting an Inspection
- Prioritizing Deficiencies
- Report & Following Up

Module Nine: Drug & Alcohol Abuse

- For Employees
- For Managers or Supervisors
- When to Address
- Implementing a "No Tolerance" Rule

Module Ten: Writing the Safety Plan

- Management Involvement
- Responsibility
- Employee Involvement
- Follow Through with Accident Investigations
- Training of Employees

Module Eleven: Implement the Plan

- Selecting an Employee Representative
- Identifying Roles
- Assigning Responsibility
- Follow Through

Module Twelve: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations