

# TOOLBOX TALKS

**A Quality Service Contractors Publication for Members**

## ***Employee Training Pays***

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Have you ever met a business owner who doesn't want to be profitable and provide a safe work environment? Have you ever met an employee who doesn't want to be appreciated, fairly compensated, and to work without injury? Accidents reduce business profits through direct and hidden costs, and they decrease employee morale. Yet accidents happen and people continue to get hurt.

Experience tells us that proper training for employee is essential in reducing injuries and illnesses in the work place. Simply training employees in how to perform their jobs safely can prevent many workplace injuries. Training provides the knowledge and motivation to interrupt the events that often lead to injuries.

### **Hiring, Training and Orientation**

Injury prevention begins with an effective hiring program to assure you hire qualified people who will become assets to your business. Organizations that accurately assess the demands of the job are in a better position to select qualified people and to develop effective training methods for specific tasks.

Orientation and training should cover the job expectations and instructions to perform the job safely, and should be documented. In developing orientation and training programs, consider your people, the work environment, and the equipment used in your operations. Focus on tasks that most frequently lead to injuries. The more frequently incidents occur, the higher the chance of experiencing a serious injury.

Use this checklist to evaluate your training program and its effectiveness.

- ◆ Does training cover general workplace safety practices?
- ◆ Does training occur on a regular basis?
- ◆ Is training provided when new tools, equipment, systems or processes are introduced?
- ◆ Are training sessions documented for each employee?
- ◆ Are training records retained?
- ◆ Are managers and supervisors held accountable for training new employees?



Since most people spend almost a third of their lives at work, the workplace should be a safe place. With safety training you can provide a more secure environment for your employees and reap the benefits of higher productivity, profits and employee loyalty.



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