

Seven Steps to Better Training
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Employee safety training is one of the most important elements of an effective Safety Program. It is critical that employees learn the safest way to do each job task. Unfortunately many employees are left on their own to figure out how to perform a job or there is not significant time given for the employee to learn the safest way to do a job. Employees, who are left to figure out how to do a job on their own, often develop bad safety habits. These habits become extremely difficult to change later.

A good New Employee Safety Training Program should be a part of all new employee job orientation. The importance of safety needs to be stressed and the employee needs to understand that safe work behavior is a mandatory part of his/her employment. Employees need to believe in your program. Once this happens employees learn faster and are more willing to follow company safety policies.

The following seven steps have proven to be a very successful method in training employees.

Step 1: Select the Right Person to Conduct the Training

This individual should have good communication skills and be enthusiastic. He/She should relate well with the employees. Make sure he/she has a thorough understanding of the topics and can cover the material without reading it word for word.

Step 2: Prepare the Learner

Put them at ease and stress the importance of the training. Eliminate any area that could cause interference with the training. Develop a personal relationship that makes the employee feel good about the company.

Step 3: Describe the job – Explain It in Detail

Tell the employee what you are going to tell them in advance. Stress the importance of this and why this is critical to the employee and the company.

Step 4: Demonstrate the job Step by Step

Do the job step by step at the normal rate, explaining in detail each step. Repeat instructions as you go along. Before going on, ask the employee to explain each step in detail.

Step 5: Have the Employee do the Job

Make sure they do it in detail. Have them repeat each step out loud as they go. Correct any areas of confusion immediately. Have them continue to perform the job under close supervision until you are sure they know the process thoroughly.

Step 6: Repeat Steps 3 through 5 if necessary

Step 7: Follow-up

Check on the progress of the new employee closely at first, then periodically after that to ensure safe work habits become a part of the employee behavior. Stress safe work practices and attitudes on a continuous daily basis.

Safety is not a natural part of our daily behavior. Safety needs to be learned, therefore, it has to be taught. Proper safety training, therefore, needs to be an integral part of the company's safety program. Employees should not be left on their own until you are sure they understand the importance of safe work practices.

Remember – if the employee has not learned the trainer has not taught.

If you have any safety related questions, or need help with your safety program, please give me a call at 1-800-356-1274.