

# ACTION PLANNING AND USING PROGRAM MATERIALS IN YOUR BUSINESS

## Purpose

This module provides you with the opportunity to identify some actions you will take to prevent slips, trips and falls when you return to your job. Using the materials and concepts from today's class, you will create an action plan. You will also be introduced to the tools and resources available to help you implement your plan. In a final assessment activity, you will compare your learning goal to your learning experience and evaluate the program.

## Objectives

After completing this module, you will be able to:

- Identify some actions you will take to prevent slips, trips and falls.
- Use on your job the tools, resources and guidelines provided in this program.
- Evaluate your learning experience and this program.

## Planning for Your Business

**Directions:** Now that you know the basics of creating a proactive slip, trip and fall system, it's time to plan what you will do when you return to your job. At the end of each module today was a page called *Planning for Your Business*. Each of these pages contain some ideas that you could implement in your workplace.

Review all of the ideas you received today and identify the actions you will take when you return to the job.

1. The following list contains the page numbers of the individual module action plans. Go to each page to review the ideas for action related to each module.

<i>Module 1</i>	■ Introduction to Preventing Slips, Trips and Falls	Page 12
<i>Module 2</i>	■ Recognizing Slip, Trip and Fall Hazards	Page 24
<i>Module 3</i>	■ Evaluating Slip, Trip and Fall Hazards	Page 25
<i>Module 4</i>	■ Controlling Slips, Trips and Falls	Page 25

2. Use the adjacent page to list 2-4 actions you plan to take and any anticipated barriers to implementation.
3. As time permits, share your plan with your classmates to gain their ideas to overcome your barriers.
4. The *Tools and Resources* USB drive that came with this Participant Guide contains the following tools and resources:
  - The OSHA standard for walking and working surfaces.
  - The forms, applications, assessments and checklists that were presented throughout the day.
  - A comprehensive listing of books, periodicals, videos and websites that contain relevant information.



## Planning for Your Small Business—continued

### *Action Plan*

Action	Potential Barriers	Overcoming the Barriers

### Activity: Progress on Learning Goal

**Directions:** This morning you identified a learning goal for this course on Page 3 of the *Program Introduction*. Now see if your goal was achieved. In the left column, write the goal you identified this morning. In the right column, write what you've learned related to this goal.



Learning goal	What I Learned Relating

Now, to continue your learning after this program, write a new learning goal related to preventing slips, trips and falls and indicate in the right column what you will do to achieve this new goal.

New Learning Goal	What I Will Do