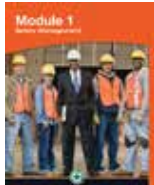




Train supervisors to lead their team's **safety improvement**

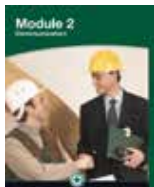
Supervisors' Safety Development Program Modules



MODULE 1: Safety Management

An introduction to the advantages of effective safety management for the organization and for the supervisor. Participants will become familiar with key terms in the safety and health field and with elements of an effective safety management system. In addition, they will discover the role a supervisor plays in an effective safety management system.

Classroom Discussion: 80 min In-Class Activity: 30 Min



MODULE 2: Communication

This module demonstrates how essential effective communication is to the success of any safety and health program. It introduces a communication model to help supervisors identify and address problems and causes of miscommunication in the workplace. Participants will learn communication techniques to help them carry out their role and responsibility as a supervisor more effectively.

Classroom Discussion: 70 min In-Class Activity: 30 Min



MODULE 3: Safety and Health Training

This module is focused on the role effective safety and health training and job orientation training play in successful organizations. Participants are introduced to the characteristics of adult learners and effective methods for training this group. Supervisors will become familiar with their role and responsibility to ensure employees are trained properly to do their jobs safely.

Classroom Discussion: 75 min In-Class Activity: 30 Min



MODULE 4: Employee Involvement

Participants are introduced to employee involvement strategies that promote safety and health in the workplace. Strategies discussed include job safety analysis, job safety observation, safety contacts, safety inspections, safety and health committees, perception surveys, suggestion systems, and employee safety training. In addition, methods and techniques that help participants carry out their supervisor role and responsibility more effectively are presented.

Classroom Discussion: 80 min In-Class Activity: 30 Min



MODULE 5: Safety and Health Inspections

Participants will learn why formal and informal inspections of safety and health practices are crucial to continuous improvement. This module also provides information on conducting inspections that will help participants more effectively carry out their supervisor role and responsibility. Topics explored are what inspections should include, how they should be conducted, how often and by whom.

Classroom Discussion: 50 min In-Class Activity: 30 Min



MODULE 6: Incident Investigation

In this module, participants examine effective incident investigation techniques that a supervisor can use. Supervisors will learn how to conduct effective investigations and analyze reports to develop and complete corrective actions that help prevent future incidents.

Classroom Discussion: 60 min In-Class Activity: 30 Min



MODULE 7: Industrial Hygiene

Recognition of potential health and physical hazards in the workplace by supervisors is spotlighted in this module. Participants will learn key industrial hygiene terms and concepts as well as ways to control or eliminate hazards.

Classroom Discussion: 65 min In-Class Activity: 30 Min

Supervisors' Safety Development Program Modules

CONTINUED



MODULE 8: Personal Protective Equipment

Supervisors will learn how to more effectively carry out their role in the personal protective equipment (PPE) program at their facility. This module will increase their awareness of why and where PPE should be used and offer ways to overcome objections to using it.

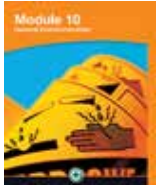
Classroom Discussion: 50 min In-Class Activity: 30 Min



MODULE 9: Ergonomics

Introduction to the basic principles of ergonomics and how to apply the principles in the workplace for improved productivity, quality and safety. This module addresses ways that participants can detect, control or eliminate ergonomic hazards as they carry out their role and responsibility as supervisors.

Classroom Discussion: 60 min In-Class Activity: 30 Min



MODULE 10: GHS Hazard Communication

Participants are introduced to chemical hazards in the workplace and how supervisors can protect themselves and their co-workers from injury and illness. This module examines the OSHA GHS Hazard Communication Standard and its requirements for protecting workers from hazardous workplace chemicals.

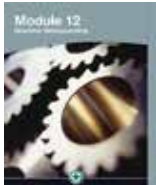
Classroom Discussion: 65 min In-Class Activity: 30 Min



MODULE 11: Regulatory Issues

This module introduces the OSH Act and the most frequently cited Occupational Safety and Health Administration regulations that apply to general industry. Topics addressed include OSHA standards and requirements for documentation, reporting and recordkeeping.

Classroom Discussion: 65 min In-Class Activity: 30 Min



MODULE 12: Machine Safeguarding

Participants will learn how to protect against hazards caused by moving machine parts and how to overcome objections to using machine safeguards. In addition, participants will learn machine safeguarding techniques that will help them more effectively carry out their role and responsibility as a supervisor.

Classroom Discussion: 65 min In-Class Activity: 30 Min



MODULE 13: Hand Tools and Portable Power Tools

Supervisors will learn hand tool safety considerations, safe procedures and the causes of the most frequent incidents with tools. In addition, they will find out how to control or eliminate hazards associated with hand tools and portable power tools.

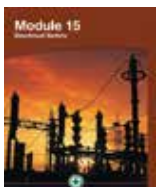
Classroom Discussion: 50 min In-Class Activity: 30 Min



MODULE 14: Materials Handling and Storage

This module will familiarize supervisors with the hazards and costs of materials handling incidents. Participants will be able to recognize hazards associated with unsafe storage of materials and discover techniques to control these hazards and ways to prevent future materials handling and storage incidents.

Classroom Discussion: 60 min In-Class Activity: 30 Min



MODULE 15: Electrical Safety

Electrical incidents, deaths and fires are among the most common and most costly safety hazards. In this module, participants will learn the importance of electrical safety, how to recognize basic electrical hazards and the supervisor's role and responsibility in encouraging safe practices around electricity.

Classroom Discussion: 65 min In-Class Activity: 30 Min



MODULE 16: Fire Safety

In this module, supervisors will learn to prevent fires by recognizing fire hazards establishing preventive measures and, if a fire occurs, responding appropriately. Supervisors will become acquainted with the elements of an effective fire safety program and how to implement such a program.

Classroom Discussion: 70 min In-Class Activity: 30 Min

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