

# Safety in the Workplace

This one-day workshop will help you teach participants how to:

- Understand the difference between a safety program and a safety culture
- Identify resources to help them understand the regulations in your area
- Launch a safety committee
- Identify hazards and reduce them
- Implement hiring measures that can improve safety
- Begin creating a safety training program
- Identify groups particularly at risk for injury and how to protect them
- Help their organization write, implement, and review a safety plan
- Respond to incidents and near misses
- Perform basic accident investigation and documentation

## **Introduction and Course Overview**

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

## **Defining a Safety Culture**

This session will explore the idea of a safety culture. Participants will also be asked to identify how safety applies to their organization.

## **Governing Bodies and Resources**

It is essential that organizations map their safety plan to regulations in their area. This session will look at some of the key organizations and how to contact them.

## **Getting Started**

A good first safety step is establishing a safety committee. This session will give participants some ideas on getting started.

## **Identifying Hazards**

Hazard identification typically forms the basis for a safety plan. We will look at some ways of identifying hazards and then we will apply those methods to a case study.

## **Resolving Hazards**

Hazard resolution is the logical step to take after hazard identification. We will look at three ways of resolving hazards and then we will apply those methods to a case study.

## **Taking Proactive Measures**

There are measures you can take when hiring and training employees to make your workplace safer. This session will explore these measures through lecture and discussion.

**Identifying Groups at Risk**

During this session, we will look at a number of factors that can increase a person's risk of accident. We will also look at how to mitigate these risks.

**Writing a Safety Plan**

Everything that we have discussed so far will come together to create a safety plan.

**Implementing the Plan**

Your safety culture will only be a success if it is accepted and adopted by your employees. We will discuss just how to do this in a lecture.

**Incident Management**

No matter how well your safety culture is implemented and accepted, there will still be incidents. This session will look at how to respond to, document, and investigate incidents. We will also discuss how to handle near misses.

**Reviewing the Program**

The final essential component of your safety plan is to include a review process. We will look at when and how the plan should be evaluated.

**Workshop Wrap-Up**

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.