



FAST Facts

FOR SAFETY

MAY 2009

A Guide to Implementing & Managing an Effective Safety Program in your Workplace

Strategy #5: ORIENTATION AND TRAINING

Safety orientation and training is an important element in building a safety culture. All employees should be aware of your company's safety policies and procedures. A successfully developed training plan allows for employees to be introduced and/or refreshed on pertinent safety topics.

Key Factors:

- All training should be documented with sign in sheets.
- Training should be conducted annually, at a minimum.
- An outline should be compiled to document what topics will be discussed during the training.
- New hires and employees performing new tasks should be trained prior to beginning work.
- Employees must sign an acknowledgment form indicating they have read and understand your safety rules and other relevant policies.

Contact Sheakley Health & Safety Services today to learn more about our Sheakley Assist program. This program was designed to aid employers with the implementation and management of a Safety Program.

800-877-5055 or 513-326-4675 x2014

Upcoming Seminars: Presentation Skills - Cincinnati- August 5th, 8 am - 5 pm



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June 2009 Newsletter
will focus on Strategy #6:
Safety Program
Coordinator

