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**TAILGATE/TOOLBOX SAFETY TRAINING**  
Safety Services Company-Safety Meeting Division,  
PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Job Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## *Topic 48: Safety Training and Documentation (Employees)*

**Introduction:** Federal law requires that you must be trained in the safe methods of performing your job. You need to know about the workplace hazards to which you may be exposed, how to recognize the hazards, and how to control any exposure that may be present. Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and preventing injuries. The best way to gain this knowledge is through education and training.

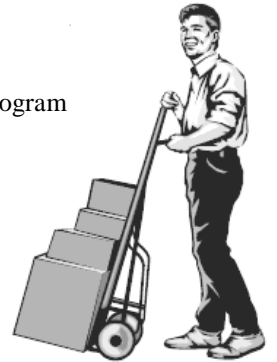
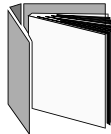
### Why education and training?

- **Education teaches why** safe practices and procedures are important; education affects attitudes about safety, and attitudes affect behavior.
- **Training, on the other hand,** improves the skills necessary for working safely. You must know the safety and health rules, how to identify any worksite hazards, safe work procedures, and what to do in emergencies. New employee orientations, periodic safety and health training, and emergency drills will build this knowledge.
- **A written safety training program** enforces the educational aspects of training and demonstrates commitment to safety.
- **Written training** material will also help to better comprehend and retain training concepts.



### Training provides the following benefits:

- Makes you aware of job hazards
- Teaches you to perform jobs safely
- Promotes two way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills OSHA requirements



**Here are four examples** that demonstrate you have been educated and trained about the importance of workplace safety and health:

- You know what workplace hazards could harm you.
- You know how to control or eliminate your exposure to workplace hazards.
- You know and understand OSHA regulations pertinent to the job you are doing.
- You, your supervisors, and your managers understand all safety and health responsibilities.

### The benefits of documentation:

Experienced workers know that putting things in writing has benefits more valuable than just avoiding an OSHA citation. Putting things in writing has value in legal proceedings, in employment matters, in dealings with other government agencies, and recording the progress toward achieving a safe, healthful workplace.

The adequacy of training may become an issue in contested cases where a defense of *unpreventable employee misconduct* is raised. Under case law, well-established in the Industrial Commission and the courts, an employer may successfully defend against an otherwise valid citation by demonstrating that all feasible steps were taken to avoid the occurrence of the hazard, and that actions of the employee involved in the violation were a departure from a uniformly and effectively enforced work rule which the employee had either actual or constructive knowledge. Documentation of safety training (putting it in writing) may be the employers only proof of compliance with OSHA requirements, or that you were actually trained in the area in contention.



**Conclusion:** Supervisors and managers also need education and training to help them in their leadership roles and to enhance their skills in identifying and controlling hazards.

## *Work Site Review*

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

Material Safety Data Sheets Reviewed: \_\_\_\_\_ (Name of Chemical)

### **Employee Signatures:**

*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*


*These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*