

OUTLINE

Safety In The Workplace

Lesson 1

Course Overview

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Aims

Lesson 2

An Overview

- Work Safety and Health Legislations
- Roles & Duties
- Safety Planning

Lesson 3

Types of Risks

- Computer Workstations
- Ergonomics
- Fire Prevention
- Fitness & Wellness
- Heat Stress
- Stress
- Violence

Lesson 4

Managers Role

- Promoting & Enforcing Safety Standards
- Element of a Health and Safety Program
- Obligations
- Corporate Culture

Lesson 5

Training

- Reasons for Training
- Definition
- Orientation
- On the Job Training
- Safety Meetings
- Planning and Conducting a Training Session

Lesson 6

Stress Management

- Altering
- Avoiding
- Holding
- Relaxation Techniques
- Using Routines to Reduce Stress

Lesson 7

Workplace Violence

- What is Workplace Violence?
- Identifying
- Addressing
- Implementing a Workplace Harassment Policy

Lesson 8

Identifying Your Company Hazards

- Conducting an Inspection
- Prioritizing Deficiencies
- Report & Following Up

Lesson 9

Drug & Alcohol Abuse

- For Employees
- For Managers or Supervisors
- When to Tackle
- Implementing a "No Tolerance" Rule

Lesson 10

Writing the Safety Plan

- Management Involvement
- Duty
- Employee Involvement
- Follow Through with Accident Investigations
- Training of Workers

Lesson 11

Implement the Plan

- Selecting an Employee Representative
- Identifying Roles
- Assigning Responsibility
- Follow Through

Lesson 12

Wrapping Up

- Words from the Smart
- Review of Parking Lot
- Lessons Learned
- Conclusion of Action Plans and Evaluations