



Safety Training Works



Employee safety training – including new employee orientations, regular safety meetings, and “toolbox” or “tailgate” talks – are proven to prevent injuries, save lives, and protect property. The implementation of safety training, along with other accident prevention measures, establishes a “culture of safety” at an organization. The Pool’s [Accident Prevention Plan Development Guide](#) provides an accident prevention plan blueprint, which includes employee education, awareness, and training as part of its seven key components. In addition, the Pool’s [Sample Safety Manual](#) includes an example safety education and training policy.

Immediate Safety Training Benefits:

- Increases supervisors’ and employees’ (especially new employee) awareness of risk management and defines ownership of safety functions.
- Identifies procedures and mitigates hazards and exposures that can cause injury, death, or property damage.
- Reduces accidents, injuries, and property damage.
- Increases employee morale through the development of a culture of safety.

Safety Training Questions:

- Who needs training? Everyone!
- How often will training be conducted and who will be responsible for it? Engage supervisors and ensure they “practice what they preach.”
- What topics will be covered during regular safety training and/or new employee orientation?
- How will training be provided and documented? Develop a training calendar and checklist for your organization and remember K.I.S.S. (Keep it Simple for Safety).
- What is the difference between toolbox/tailgate training and safety training meetings? Toolbox/tailgate training meetings are typically more brief, informal safety discussions and can be done around the tailgate of a truck or jobsite to address specific hazards, processes, and safe work practices for work that will be done that day. These meetings are usually held at the beginning of each workday. Safety training programs are designed for more in-depth processes to heighten employee awareness.

Toolbox/Tailgate Training Dos and Don’ts:

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| Do: | Don’t |
| <ul style="list-style-type: none">• Keep to no more than 15 minutes.• Choose topics that relate to your operation.• Hold sessions about once a week. | <ul style="list-style-type: none">• Use language workers won’t understand.• Discourage employees from asking questions.• Lecture. Instead, get employees involved. |

Pool-Provided Resources:

- Safety Meetings: Give ‘Em What They Want DVD (2007) – [Disk #534](#).
- YouTube Video Library: (1) [The Importance of Employee Training](#); (2) [New Employee Orientation](#); and (3) [Safer in Seconds](#).
- Online Learning Program Modules: <https://www.localgovu.com/tmlirp/>
- Local Officials: *Stronger, Together* Podcast Series – [Episode 11](#): “Are you R.O.A.D. Ready?”

Other Resources:

- [TDI Safety Meetings Handout](#)
- [TDI Free Online Workplace Safety Videos](#)
- [TDI Safety Training and Education Resources](#)