



Safety Training Decision Tree

Use this checklist to determine if training is the answer to the problem.

___ Are employee knowledge, skills and ability (KSAs) sufficient?

-) **Yes.** The employee has demonstrated adequate knowledge and skills to accomplish the task to standard. Go to the Non-Training Options checklist below.
-) **No.** The employee does not have adequate knowledge and/or skills to accomplish the task to standard. Go to the Training Options checklist.

Training Options Checklist

___ Has the employee performed the task before?

-) **Yes.** Continue to the next question.
-) **No.** New employees and employees transferred to new jobs need to be formally trained before they perform any tasks that might cause injury. Conduct formal training.

___ Is the task accomplished often?

-) **Yes.** The employee accomplishes the task regularly. Provide feedback. Observe the task and provide one-on-one feedback on any discrepancies.
-) **No.** The task is rarely accomplished. Examples might be tasks requiring the use of fire extinguishers, confined space rescue, or chemical spill procedures. Conduct practice. It's important to practice tasks from time to time when it's normally not required.

Non-Training Options Checklist

___ Are resources and support adequate?

-) **Yes.** Management provides adequate physical resources and psychosocial support. Employees are provided with safe tools, equipment, machinery, workstations, facilities. Workloads, pressure to perform, stress and work schedules are reasonable. Evaluate other options.
-) **No.** The employee lacks the physical resources and/or psychosocial support to perform to standard. Employees are NOT provided with safe tools, equipment, machinery, workstations, facilities. Workloads, pressure to perform, stress and work schedules are not reasonable.
-) Provide the necessary resources and support to ensure employees can perform to safety standards.

___ Is safety supervision/management adequate?

-) **Yes.** Supervisors/managers effectively detect and correct hazards/unsafe behaviors before they result in injury or illness. Evaluate other options.

-) **No.** Supervisors fail to effectively detect and correct hazards/unsafe behaviors before they result in injury or illness. Supervisors may lack training, looking the other way or otherwise ignore unsafe conditions and/or behaviors. Ensure adequate design and performance of supervisor safety plan to ensure supervisors are effectively trained and held accountable for performing safety responsibilities.

___ **Is safety enforcement adequate?**

-) **Yes.** An effective process exists to ensure employees are administered progressive discipline (when justified) for failing to comply with the employer's safety policies, procedures and rules. Supervisors insist that all employees comply. Evaluate other options.
-) **No.** Management fails to ensure employees are administered progressive discipline, when justified, for failing to comply with the employer's safety policies, procedures and rules. Supervisors merely encourage, not insist, that all employees comply. Design and implement an effective safety accountability program.

___ **Do supervisors and managers comply with safety policies and rules?**

-) **Yes.** Supervisors and managers set the proper leadership example by complying with safety policies and rules. Supervisors communicate through word and deed that job security depends on working safe...not fast.
-) Evaluate other options.
-) **No.** Supervisors and managers do not set the proper leadership example by not complying with safety policies and rules. The words and actions of management lead employees to believe their job security depends on working fast, not safe. Design and implement an effective management leadership plan that includes supervisor/management safety responsibilities training.