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| EMPLOYEE SAFETY EDUCATION | | | | NO. | |
| It is the policy of Winning Wheels that educating employees is the preferred opportunity for management to interact with the workers to promote the facility's commitment toward safety and quality. Although safe work habits should be a requirement of employment, the desired goal is to obtain voluntary compliance. This is to create an environment where workers are safe because they want to be part of a successful organization and wish to avoid an injury, not because it is a requirement.  Safe work habits require an employee's *willingness and ability* to follow procedures. To have *ability* means to have the knowledge and skills needed to perform a task. *Willingness* is simply having the right attitude to implement the safety procedures. Lack of ability is improved through quality training; willingness is only increased through motivation. A deficiency with either of these is a strong indication of a future accident.  Unsafe actions of workers that lead to accidents are done because:  *- They are unaware that what they are doing is hazardous.*  *- They do not understand instructions.*  *- They are not given specific safety information.*  *- They intentionally disregard safety instruction.*  These will be overcome with implementing a quality training program. This is an on-going process that helps prevent the development of unsafe habits and lack of knowledge. There are three types of employee training:  EMPLOYEE ORIENTATION  Employees must go through an orientation before starting in the work environment. This may not need to be as extensive for the experienced worker, where their previous employment has provided a good understanding of various safety procedures. Still, an education of potential hazards, safety requirements and programs, work flow, and a clear understanding of the work being contracted is needed.  A typical orientation for new employees usually lasts up to eight hours, but will vary depending on the thoroughness of a safety program. This not only fulfills training obligations, but also enables the supervisor to become acquainted with the employees’ attitudes, skills, knowledge and work habits. Documentation of such training is maintained. | | | | | |
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| JOB-SPECIFIC TRAINING  OSHA advises employers to "establish and supervise programs for the education and training of employees in the recognition, avoidance and prevention of unsafe conditions and the regulations applicable to his work environment to control or eliminate any hazards or other exposures to illness or injury." *Specific* training requirements is provided to those employees exposed to: (as applicable):  Emergency and Fire Prevention Plans 1910.38(a) and (b)  Respiratory Protection 1910.134 (a), (b), and (e)  Permit Required Confined Spaces 1910.146 (d), (g), (h), (i), 0), and (k) (if applicable)  Control of Hazardous Energy -Lockout/Tagout 1910.147 (c), (e), and (f)  Medical Services and First Aid 1910.151 (a) and (b)  Portable Fire Extinguishers 1910.157 (g)  Fixed Extinguishing Systems, General 1910.160 (b)  Fire Detection Systems 1910.164 (c)  Welding, Cutting, and Brazing 1910.252 (a), .253(a), (e), (f), .254(a), (d), .255(a), (e)  (if applicable)  Bloodborne Pathogens 1910.1030 (d), (e), (g), and (h)  Hazard Communication 1910.1200 (h)  Musculoskeletal Disorder Prevention Plans 1910, 900(c) (revised 11/14/00)  TRAINING UPDATES  These meetings/in-services will be conducted to educate employees of changes to the work environment, and precautions to avoid new hazards. This may include new chemicals, training on proper use of Personal Protective Equipment, proper use of tools and equipment or any needed modifications to work practices. These meetings are conducted when considered necessary by the supervisor or management.  Comprehensive training is conducted with all managers, supervisors and employees in the organization’s ergonomics program and their respective role in it; the recognition of Musculoskeletal Disorder (MSD) signs and symptoms; the importance of early reporting; the identification of MSD hazards in jobs in the workplace; and methods that are being undertaken to control them. | | | | | |
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