

---

# PROGRAM CONCLUSION

## Objectives

After completing this *Program Conclusion*, participants will be able to:

- Identify ways to correct at-risk behavior at their worksites.
- Identify the resources and content available to them on the Tools and Resources CD-ROM.
- Identify ways to use on the job the materials they received in the program.
- Evaluate their experience in the program.

## CLASSROOM PRESENTATION TIPS

### Time

40 minutes: 3:30 to 4:10 PM

Course ends after the Program Conclusion

## TAILGATE PRESENTATION TIPS

The tailgate session for the Program Conclusion should be conducted in a classroom or a meeting room rather than at a worksite.

## Recommended Agenda for Classroom Training, Tailgate Training and Coaching

Following is the recommended time allocation for both the classroom and tailgate presentations.

1. Addressing At-Risk Behavior—Activity (15 minutes)
2. Introduction to the Tools and Resources CD-ROM—Presentation (5 minutes)
3. Addressing the Focus Four Hazards at Work—Activity (15 minutes)
4. Certificates and Evaluation—Individual Activity (5 minutes)

## RECOMMENDED PROCESS

### 1. Addressing At-Risk Behavior—Activity (15 minutes)

Cues	Content
PPT Concl-1	<ul style="list-style-type: none"> <li>■ Start the program promptly at the scheduled time. Show PPT Concl-1 as participants return to the classroom.</li> <li>■ Tell them that you will now review some final items with them.</li> </ul>
Program Evaluations	<ul style="list-style-type: none"> <li>■ Pass out the Program Evaluations at this time. Explain that you want to give them enough time to complete them, so they should feel free to fill them out at their leisure during this Program Conclusion.                             <ul style="list-style-type: none"> <li>– Tell participants that you would like to get their feedback on the program.</li> <li>– Their feedback helps you understand whether the program was helpful.</li> </ul> </li> </ul>
PPT Concl-2	<ul style="list-style-type: none"> <li>■ Refer participants to Page 1 of the Program Conclusion. Show PPT Concl-2 as you quickly review the objectives on this page.</li> <li>■ Refer participants to Page 2. Introduce this page by mentioning that, throughout this program, they have been identifying behaviors that put people at-risk.</li> <li>■ They’ve looked at areas where it is tempting to take shortcuts and cut corners.</li> <li>■ They’ve also looked at behaviors people have that compromise safety.</li> <li>■ Now they’re going to explore solutions.</li> </ul>

## 1. Addressing At-Risk Behavior—Activity (15 minutes)—continued

### Cues

PPT Concl-3

### Content

- Divide the class into groups of four to six participants each.
- Show PPT Concl-3 as you allow the groups five minutes to answer the two questions on Page 2.
- When time is up, bring the groups back together and have them share their answers. Following are some examples of what participants might say.
- What can employees say or do when they see at-risk behavior?
  - Ask their colleagues if they know the behavior is risky.
  - In a nice way, point out the risky behavior, then comment that they wouldn't want anything to happen to the person.
  - Report the behavior to their supervisor.
  - It's important that they don't ignore the at-risk behavior.
- What should employees expect their supervisors to say or do when people are behaving in a manner that puts them or others at risk?
  - Provide written safety procedures.
  - Immediately correct the behavior.
  - Make it clear early and often that they will enforce the organization's safety procedures.
  - Provide training and education.
  - Coach employees on the correct way to do things.
- After employees have shared their ideas, congratulate them for finding ways to address at-risk behavior.

**2. Introduction to the Tools and Resources CD-ROM—Presentation  
(5 minutes)**

Cues	Content
	<ul style="list-style-type: none"> <li>■ Refer participants to Page 3 of the Program Conclusion. Tell them that there are many resources they can use on the job.</li> <li>■ Briefly review what these resources are.</li> </ul>
Participant Guide	<ul style="list-style-type: none"> <li>– Participant Guide—Let them know that they can continue to refer to their Participant Guides for ideas on how to improve in the focus four hazard areas.</li> </ul>
Pocket Reference Guide	<ul style="list-style-type: none"> <li>– Pocket Reference Guide—Tell participants that this guide contains all the technical material from the course. They should keep it in their pockets when they are at construction sites so they can refer to its resources.</li> </ul>
Tools and Resources CD-ROM	<ul style="list-style-type: none"> <li>– Tools and Resources CD-ROM—This CD contains numerous resources for them. They should continually use it to learn more about preventing injuries in the focus four hazard areas.</li> <li>■ Quickly review the list of items contained on the Tools and Resources CD-ROM.</li> <li>■ Be sure to tell participants how they can get access to the Tools and Resources CD-ROM.</li> </ul>

### 3. Addressing the Focus Four Hazards at Work—Activity (15 minutes)

Cues	Content
PPT Concl-4	<ul style="list-style-type: none"><li>■ Tell participants that you want to give them a chance to identify one thing in each of the focus four hazard areas that they will do when they return to the job.</li><li>■ Refer participants to Page 4. Show PPT Concl-4 as you go through this activity.</li><li>■ Ask them to think about one thing they will do to prevent themselves or others from falling at their construction site.</li><li>■ Allow them about a minute to think about what they will do.</li><li>■ Encourage them to write their response in the top box on Page 4.</li><li>■ Repeat the above process with electrocutions, excavation and trenching, and struck-by.</li><li>■ Spend the remaining time having participants share their ideas with the group.</li></ul>
Facilitator Note	<ul style="list-style-type: none"><li>■ If you are running short of time, you can shorten this activity by having participants identify an action for only one of the focus four areas (not all four).</li></ul>

**4. Certificates and Evaluation—Individual Activity (5 minutes)**

<b>Cues</b>	<b>Content</b>
	<ul style="list-style-type: none"> <li>■ Congratulate participants. Tell them they have completed the <i>Prevention Strategies for Construction’s Focus Four Hazards</i> course.</li> </ul>
Certificates	<ul style="list-style-type: none"> <li>■ Tell participants that you will now hand out their certificates of completion.</li> <li>■ As you hand out the certificates, have participants finish completing their course evaluations.</li> <li>■ Collect the evaluations before participants leave.</li> <li>■ Thank participants for attending and participating.</li> </ul>
Adjourn	<ul style="list-style-type: none"> <li>■ Adjourn the class.</li> </ul>