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# PROGRAM CONCLUSION

## Congratulations!

You've just finished the *Safety Management Systems: Strategies for the Small Business* training program.

Now you will have some time to review resources available to you, and to reflect on what you've learned.

### In this Program Conclusion, you have the opportunity to...

- Identify the resources and content available to you on the *Tools and Resources* CD.
- Recognize how you might teach this program to people back at your worksite.
- Review your learning goal from the beginning of the program.
- State one concept from the program that stands out as important.
- Create a new learning goal to practice back on the job.
- Evaluate your experience in this program.



## Program Resources

There are many resources for you to use back on the job. Let's review them.

- This Participant Guide—Go back and review your notes for safety tips you learned in this class. Use it to teach others in your organization.
  - Teach the entire program just as you've learned it today to all managers and supervisors.
  - Teach one module at a time to managers and supervisors. You can do this in 1½ hour meeting segments.
  - Teach Modules 3 and 4 to employees so they can learn about worksite analysis and hazard prevention and control.
  - Adapt the information from Module 2 to teach employees about how to participate in the safety and health system.
- The Tools and Resources CD-ROM—Refer to the resources on this disk often. Following is a list of what it contains.
  - The electronic file for this Participant Guide so that you can make copies for your employees when you train them
  - The electronic file for the Facilitator Guide for this program so that you have guidelines when you teach it to your employees
  - The electronic file for the PowerPoint presentations you saw in this class
  - A Resources section that lists important publications, web sites and organizations relating to the focus four areas
  - Electronic copies of the tools and forms from this course so that you can copy and use them on the job
  - An electronic copy of the OSHA FactSheet called ***Voluntary Safety and Health Program Management Guidelines***.
  - An electronic copy of the Federal Registers ***Safety and Health Program Management Guidelines; Issuance of Voluntary Guidelines – 54:3904-3016***.



## Activity: Progress on Learning Goal

**Directions:** This morning you identified a learning goal for this course on Page 2 of the *Program Introduction*. Now see if your goal was achieved. In the first box below, write the goal you identified this morning. In the second box, write one concept that you've learned related to this goal. In the last box, write a new goal that you will achieve back at your worksite.



Write the learning goal that you identified on page 2 of the Program Introduction.

Write one concept that you learned relating to your learning goal.

Now, to continue your learning after this program, write a new learning goal that you will work to achieve back at your organization. The best learning goal will be one that achieves one of the priorities you identified in Module 6 or the one next step you identified on Page 6 of Module 6.

