

Assess Training Needs

A training needs assessment helps you uncover gaps in safety and health knowledge. The results of this assessment and actions to address gaps will encourage everyone to participate in the program and perform their jobs safely. There are two main questions to answer:

- Question 1: What is the status of your current training? (Worksheet 2a)
- Question 2: What are the job-specific training needs for hazard prevention and control? (Worksheet 2b)

To-Do

- Interview/survey workers to identify hazards, controls, and job-specific training needs.
- Use the results, along with outside help, as needed, to create a training plan.

What are the job-specific training needs for hazard prevention and control?

The training workers need will depend on their work processes and environment. A safety champion or facilitator can go through the workplace and interview or survey workers to identify:

- Hazards and current or needed controls (from Hazard Identification and Hazard Prevention worksheets)
- Current controls
- Needed controls
- Skills needed to work safely
- Training currently provided
- Additional training needed

Compile what you've learned about training needs. You could use tables like the one on the next page, perhaps one for each job in your organization. Along with the interviews and your safety champions' walkthrough, draw on the lists of hazards and controls you've developed.

Fill in the columns for hazards, controls now in place, and other controls needed. Next, identify skills your workers need (and either have or don't yet have) to work safely and use controls. Finally, list training (current and needed) to develop those skills.

Once you've gotten feedback from workers, think about strengths to build on and gaps to fill. For example, you may need better training on reporting injuries/illnesses or material handling procedures.

You may need to draw on the expertise of others. This could include operating and maintenance manuals, safety and health professionals (such as those from <https://www.osha.gov/Consultation>), engineers, or vendors. See <https://www.osha.gov/training> for training tools, requirements, and resources.

You will use this information to develop a training plan for roles (Worksheet 3) and job-specific hazard identification and controls (Worksheet 4).

Remember that your evaluation is not a one-time assessment. Processes and work change often, and your understanding of hazards and controls should keep improving to match them.

DRAFT - UNDER DEVELOPMENT

Job: Supervisor _____

Department: Loading dock _____

Hazard	Current controls	Additional controls needed	Skills needed to work safely	Training currently provided	Other training needed
Example: Stock falling while moving or while stored on racks	Material in proper containers Loads banded or secured Backs of racks protected with netting if material could fall on workers Roping off areas while moving materials	An informational aid (such as signage) to ensure all workers are aware of company policy and safe work practices Keeping heavier items below head height	Material handling and storage procedures Hazard identification and control Knowledge of relevant OSHA regulations Proper use of mechanical/lifting equipment	Proper use of PPE (personal protective equipment) including hard hats, safety glasses, and steel-toe shoes Forklift training	Managing pedestrian traffic during stocking Equipment check on forklifts (load limits, warning alarms/lights)