

Train Workers, Managers, and Supervisors on Their Roles in the Program

Part of safety and health education and training is making sure everyone has the safety skills to fit their roles. If you conducted a training needs assessment (Worksheets 2a and 2b), you likely identified skills that need to be strengthened to meet your program goals.

To-Do

- Compare the results to other sources of information that reflect training.
- Create a plan and schedule for training workers, managers, and supervisors to develop these skills.
- Monitor the effectiveness of the training; improve it where needed.

All workers, managers, and supervisors need training to help them make safety and health part of their daily work. This could be on:

- Worker rights under the OSH Act of 1970, including the right to stop work in a dangerous situation (see Worker Participation, Worksheet 1)
- Your company's process for reporting injuries, illnesses, incidents, and concerns
- How to recognize and control hazards and hazardous situations, using the hierarchy of controls (see Worksheet 4)
- How to conduct and participate in an incident investigation

Managers and supervisors with program leadership roles may also need specific training (see Management Leadership, Worksheet 4). Although they are responsible for workers' safety, they sometimes have very little training on safety concepts and techniques. They might need training on:

- Their responsibilities under the OSH Act of 1970
- How to receive and respond to reports of injuries, illnesses, and incidents
- Ways to encourage workers to report safety and health concerns (see Worker Participation, Worksheet 2)

- Legally required subjects (for example, hazard communication on chemical substances, proper use and care of personal protective equipment)
- Evaluating how well safety and health is managed

See Worksheet 4 for best practices for engaging and accessible training.

Pro Tip

For a list of employer responsibilities and worker rights under the OSH Act of 1970, see <https://www.osha.gov/workers> (for worker rights and protections) and <https://www.osha.gov/workers/employer-responsibilities> (for employer responsibilities).

Begin with training to help managers and workers fulfill their roles

Training to build skills to lead and/or participate in the program will be an ongoing process. To begin, choose one topic for workers and one for managers (see examples at the beginning of this worksheet) and plan training sessions for each. You can also choose topics where training for workers and managers could be combined (such as the reporting process or workers' rights under the OSH Act of 1970).

Use the table below to plan short training sessions you can deliver over the next four to six months. Over time, reassess the ability of workers and managers to carry out their roles and repeat or adjust the training as needed.

Topic	Who will get this training (workers, managers, both)?	Training goals	Format (in-person training, written materials, etc.)	Who will deliver it?	Date to be delivered	Follow-up notes
Example: Process to report hazards and hazardous situations	Managers, supervisors, workers	Make sure everyone knows the process to correct reported hazards	Onboarding, safety brochure Manager and supervisor orientation Periodic safety talks (toolbox safety meetings)	Onboarding trainers Direct supervisors		