

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

- Conduct an assessment or survey to identify training needs.
- Compare the results to other sources of information that reflect training.

A training needs assessment identifies the safety and health training needs of all workers, based on:

- Safety-and-health-related roles and responsibilities
- Specific job hazards
- Controls, work methods, and personal protective equipment (PPE) needed
- Training requirements set by company policy, guidelines, safety and health standards, and/or regulations
- Knowledge needed to empower employees to recognize hazards and contribute to continuous improvement

What is the status of your current training?

Make a list of questions to ask workers, managers, supervisors, safety committee members, and safety champions. You want to get their thoughts about training they have received, or need to receive, to fulfill their roles and be safe. Your questions might be different depending on whether you are asking workers or managers. See the next page for examples.

You can use free survey software, a paper survey, or just talk with workers.

Remember that everyone's input is important, including workers with limited technology skills or literacy. Make sure you:

Unless otherwise specified, the term "worker" includes workers, managers, and supervisors.

- Give workers time to complete the survey
- Include all work shifts
- Include all job categories/work areas within your organization

Pro Tip: Build on Your Earlier Work

Work you've already done to set up your safety and health program can be a resource for assessing training needs. Refer to the following worksheets, if you have completed them:

- Management Leadership, Worksheet 4a: Assign Roles and Responsibilities for Achieving Program Goals
- Worker Participation, Worksheet 1b: Inform Workers of Their Rights Under the OSH Act of 1970
- Worker Participation, Worksheet 2: Encourage Workers to Report Safety and Health Concerns
- Worker Participation, Worksheet 3: Give Workers Access to Safety and Health Information
- Worker Participation, Worksheet 5: Remove Barriers to Participation
- Hazard Identification, Worksheet 1: Collect and Review Hazard Information
- Hazard Identification, Worksheet 2: Inspect the Workplace for Safety and Health Hazards
- Hazard Identification, Worksheet 3: Conduct Incident Investigations
- Hazard Identification, Worksheet 4a: Identify Hazards Associated with Emergencies
- Hazard Identification, Worksheet 4a: Identify Hazards Associated with Nonroutine Situations
- Hazard Identification, Worksheet 5: Prioritize Hazards for Control

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Date:	Department:
Job title/role:	Years on your current job:

Training Topic	Ranking*/comments (*see note below)	Training you've received** (**see note below)
1. I have been trained to identify dangerous situations and hazards in my work activities.		
2. I have been trained to protect myself and my co-workers from hazards on the job (for example, through engineering controls, work methods, and/or PPE), as required by my company policy or OSHA.		
3. I have been trained to respond to hazards in nonroutine work and emergencies (a fire, a chemical spill, workplace violence, etc.).		
4. I have been trained to know my roles and responsibilities in the company's safety and health program.		

Training Topic	Ranking*/comments (*see note below)	Training you've received** (**see note below)
5. I have received training or information about reporting hazards, incidents (injuries, near misses), and potentially hazardous situations, and about making suggestions for improving safety and health.		
6. <i>For managers/supervisors:</i> I have been trained to encourage workers to participate in the safety and health program.		
7. <i>For managers/supervisors:</i> I have been trained to help workers improve their safety and health skills.		
8. <i>For managers/supervisors:</i> I have received training to help me fulfill my roles and responsibilities as a manager in the safety and health program.		
9. The safety and health training I have received has been helpful, thorough, and understandable.		

Training Topic	Ranking*/comments (*see note below)	Training you've received** (**see note below)
10. What improvements in training and education could help you be safer on the job? (Write answers.)		

* You can give respondents a yes/no choice rather than a 1–5 scale.

** Ask people to include any orientation/onboarding, informal training sessions, peer-to-peer training, and on-the-job training they've received.

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Analyze the survey results

Once you've surveyed or interviewed workers, managers, and supervisors, review their answers. Be sure to compare them to other sources of information. These might include training records, injury and illness rates, rates of near misses, records of safety meetings, and worker suggestions.

Your survey results will help you spot opportunities to improve the health and safety program. They will help you understand the status of education and training as well as strengths and weaknesses in most elements of the program: management leadership, worker participation, hazard identification and control, performance evaluation, etc. Make sure to use the results to improve the program—not to assign blame for problems.

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