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## HOW TO USE THIS TRAINING MANUAL

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### Scope

This training manual, like its sister publication, *Jordans Health and Safety Management*, is designed to be a practical way of disseminating essential health and safety information to employees and providing health and safety solutions throughout the organisation. It has been designed to be utilised both by the seasoned safety professional as well as those who have a less extensive background and knowledge. The potential training areas for health and safety are large and it has not been possible to provide information that covers all possible subjects. The publication should not be seen as an alternative to established training solutions such as the training required for lift truck operators, although it can certainly be used to supplement and enhance such training.

### Structure

The manual is essentially divided into a number of Parts in order for the appropriate training solution to be quickly located.

#### **Part 1: Training Theory**

The first part provides comprehensive information on the legal and theoretical aspects of health and safety training in the workplace. This part is designed to give the employer sufficient knowledge to:

- understand why training should be provided;
- appreciate the benefits of carrying out such training;
- know the legal requirements for training provision;
- understand the theories surrounding training including how people learn;
- develop a knowledge of the various training techniques that are available.

#### **Part 2: Training Practice**

This part of the manual provides a detailed understanding of how to:

- identify training needs throughout the organisation;
- devise, plan and implement appropriate training courses;
- evaluate the effectiveness of such training;
- ensure that training needs are continually reviewed.

#### **Part 3: The Training Session**

This part provides a wealth of information on planning and running training sessions.

#### **Part 4: Reference Section**

A number of 'control sheets' are provide in this part which will allow the recording of essential information such as the training needs of employees. There are also a number of checklists and forms, such as training validation forms, which provide a ready-made solution.

Included within this part is a comprehensive reference section that will allow easy access to specialist training material. The trainer can use this either to obtain further specialist knowledge on a subject area or to obtain leaflets, posters, etc that can be used to enhance the training process.

## **Part 5: Health and Safety Training Solutions**

This part of the manual provides an extensive reference source of completed training sessions for the organisation's management. A number of PowerPoint presentations are provided aimed at providing training solutions for all levels of management within the organisation, from directors to first-line supervisors. In addition to providing ready-made presentations, comprehensive trainer's notes are available, providing guidance and information to the trainer to deliver the training session. A selection of group activities are also provided so that essential learning points are reinforced, trainee participation is increased and attention retained during the training.

The presentations, trainer's notes and group exercises can be customised via the electronic version of this publication to incorporate company logos, company specific information or to delete or add material as required.

Each training session will vary in length depending on the target audience. Greater emphasis and detail have been placed into the training sessions for middle managers and supervisors as these will be the individuals who will require a more detailed working knowledge.

The PowerPoint presentations are provided in a standard format. The user can customise them in a number of ways including:

- the placing of company logos on each slide;
- changing the texts of any slides;
- altering the transition order of each slide (at the moment it is set up for one page per click of the mouse);
- incorporating different graphics.

If a PowerPoint presentation is not to be carried out, then the user may wish to print out the slides to photocopy onto acetates. Usual PowerPoint facilities are available for producing handouts and speaker notes.

## **Part 6: Safety Training Talks**

There are many 'training solutions' available in the market place and much effort is often placed by trainers providing detailed, but lengthy, formal training sessions in a 'classroom' setting. While these can and do prove effective, they have a number of limitations in that they:

- are time consuming for both trainers and trainees;
- generally cover few subjects in relation to the amount of time spent away from the workplace;
- often do not allow the trainees to immediately put into place what they have learnt;
- are often generic in nature and may not be relevant to the trainees' actual work;
- are usually an expensive solution to training needs;
- being delivered often by external trainers, have little ownership within the organisation;
- often fail to provide a comprehensive solution to all identified training needs.

At the other end of the spectrum, there are many 'toolbox talks' that are available via the internet, subscription or other publications. The quality and substance of these can vary enormously and are generally suited more to the 'short and sharp' type of refresher training.

There is much middle ground that is not covered by 'traditional' health and safety training programmes. Employers will often rely on supervisors and managers to carry out the middle-ground training, that is training that is not considered to merit more formal training methods. It is often the case that where such training is provided in-house the quality and substance will vary considerably according to who is undertaking the training. This will depend on the manager's knowledge, experience and attitude to safety training. Often where managers are keen, training may not be provided to an adequate standard as they are unaware of the content and structure of a training session.

This part of the training manual provides a unique solution to covering that middle ground through the provision of a comprehensive set of 'safety training talks' designed to ensure that effective health and safety training is delivered in the workplace. The talks vary in length depending upon the complexity of the subject; some will take only 15 minutes or so to complete, whilst others will take much longer.

Safety training talks have been singled out as the preferred training material for the training of employees in this manual as they:

- are not time consuming to implement;
- will only be carried out if directly relevant to the employees' actual work;
- allow a standardised approach to be taken to employees' training;
- help to ensure that training is actually provided to those who need it;
- provide a ready-reference sheet for managers and supervisors to refer to as an example of correct working practice;
- can be carried out by both the safety and non-safety professional;
- can easily be adapted to the needs of the organisation.

Many of the safety training talks in this manual also incorporate an optional (although strongly recommended) practical reinforcement exercise. The completion of any practical exercise will ensure a greater understanding of the subjects covered in the training session and will also allow the supervisor to ascertain whether all trainees have understood the points being raised. The limited training time in a non-classroom setting means that staff do not have to be taken out of the workplace, thereby ensuring that any disruption to work patterns is minimised.

The safety training talks can also form the basis of a safe system of work which can be documented and kept accessible for employees to refer to should the need arise.

The manual has been constructed so that both the safety and non-safety professional can easily and quickly establish a training programme throughout any size of company. By using a centrally-controlled training system, employers can ensure that each employee is receiving the same health and safety information, which can easily be specifically tailored to individual company requirements should the need arise.

The format of each safety training talk, and therefore the format of each training session, will be the same.

There will be instances where you will wish to give a safety training talk on a subject that is not covered in this manual. You may wish to use the template that has been provided in order to provide some structure and consistency to the training that you intend to provide.

Requests for 'safety training talks' in relation to specific subjects will always be considered for possible inclusion at a later date.

### **Part 7: Pocket Cards**

This part of the manual provides a further training resource in the form of information condensed from the previous part. It takes the essential learning points from the safety training talks and condenses them into pocket card format. These pocket cards can then be provided to employees attending the training session to use as an aide-memoire. This can help to reinforce the training that has been provided and can be kept handy by the employee so that the memory can be refreshed at a later date. They can be photocopied onto card and laminated to increase their lifespan if so desired.

These pocket cards can also be used as a basis for 'refresher training' ideally as a 'toolbox talk'. Toolbox talks are a training method widely used in industry, providing informal training to employees on highly relevant health and safety subjects. They are normally carried out by workplace supervisors and team leaders at the start of the working day.

Each toolbox talk can be easily tailored to meet individual organisational training needs on the electronic version of this publication.

They can also be used as a prompt for the more experienced and knowledgeable trainer to carry out a more comprehensive training session.

As employees' attention time is often limited for such subjects, each 'toolbox talk' will take only a few minutes to communicate.

### ***Electronic version***

There are a number of features associated with the electronic version which provides enhanced usability.

- Compactness and portability, being able to access reference material and presentations quickly and easily.
- PowerPoint presentations can be adapted according to individual need.
- The full advantages and features of a PowerPoint presentation can be utilised.
- Search facilities are available.
- Training needs and records can be stored and retrieved.
- Training records can be sorted and categorised, using the various filters.