

Top 10 Tips – Safety and Environmental Training

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Providing safety and environmental training helps: to ensure your employees are not injured or made ill by the work they do; to develop positive safety and environmental cultures, to make safe and environmental conscious working becomes second nature to everyone; to find out how you could manage safety and the environmental better; and helps meet your legal duty to protect the health and safety of your employees and the wider environment. Here are my top ten tips on providing good training.

- 1.** Understand what training means. Training means helping people to learn how to do something, not just telling people what they should or should not do, or simply giving them information. Training isn't just about formal 'classroom' courses. Training can come in many forms. Training can be as simple as "on the job" instruction.
- 2.** Plan your training, know your training needs; all employees need to be instructed to carry out their duties safely, with minimum of risk to the health and safety of themselves and others. Find out what those duties are. Create a simple training matrix. Look at your risk assessments, do they highlight training needs. The first step towards ensuring a safe working and clean environment is to make sure everyone working is properly trained to do their job.
- 3.** Take into account the existing capabilities, training, knowledge and experience of workers; and ensure that the demands of the job do not exceed their ability to carry out their work without risk to themselves and others. If you think the job is too demanding or you are unsure training is required.
- 4.** Basic training starts at induction, new recruits need basic induction training into how to work safely, including arrangements for first aid, fire and evacuation. Highlight your policies on safety and don't forget to add a section on the environment!
- 5.** Arrange, as considered appropriate, additional awareness information, instruction and training. This can be in the form of short "toolbox talks", conducted monthly on the topic of the moment. Information and Instruction should be like a "dripping tap", constant.
- 6.** Repeat, repeat, repeat, tell them what you're going to tell them, then tell them, then tell them what you told them. Repeat the message to help it sink in.

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- 7.** Specific attention needs to be given to those considered to be at higher risk i.e. young and inexperienced workers (highlighted in risk assessment). Tailor training to suit. Risk assessment should also highlight the need for specialist safety instruction and training. Refresher training will need to be given, as considered appropriate. For example First Aiders will need to be trained and will have refresher training every three years.
- 8.** Get feedback on the training. Did the “student” enjoy the training; did it highlight any further needs?
- 9.** Monitor the effectiveness of training. Conduct random inspections on working practices to see if the training is being used.
- 10.** Get signatures, ensure all information, instruction and training is signed for!

For more information contact www.safetyadviser.co.uk

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