

EMPLOYEE TRAINING RECORD

TRAINING TITLE Planning Successful Tailgate Training Sessions

KEY TEACHING POINTS

GENERAL.

- Plan the meeting a week in advance so you are familiar with the topic. Gather hand-out literature or other material you intend to use at the meeting. Wherever possible, use actual equipment to illustrate your points. For example, bring broken tools to show how they can cause accidents, or bring protective clothing or other equipment to show their proper use. Be able to lead a discussion and present the talk without reading it.
- Hold the meeting in your work area. Seating space is not absolutely necessary. A good time to hold the meeting is first thing in the morning or immediately after lunch when the work will not be interrupted and the work area is comparatively quiet.
- When Employees are involved in construction activities hold meetings every ten working days or less (weekly is preferable).
- When Employees are not involved in construction activities hold meetings a minimum of monthly.

TIPS FOR SUCCESSFUL MEETINGS.

- Limit each talk to five to ten minutes. Don't let the meeting turn into a gripe session about unrelated topics.
- Give recognition. Start the meeting by complimenting your people for some recent good work or by saying something in a positive sense.
- Give the talk in your own words. Each of these safety topics gives you general information and should be used as reference for your discussion. Be sure to customize your talk for your specific operation.
- Get your people to participate. The purpose is to get workers to think about safety problems. Make the talk a discussion. Have your people name hazards and what to do about them. Encourage them to offer suggestions for improving safety.
- Reinforce the positive points brought out during the discussions at the end of the meeting.

DOCUMENTATION.

- Make sure the training is adequately documented.
- Documentation consist of the title, the key teaching points, some form of proof of understanding, the signature of the employee being trained and the trainer and the date of the training (ANSI 490-1 2000).

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1 All you need to document is the employee's signature and the title of the training.		
2 Hold the meeting in your work area.		
3 When Employees are involved in construction activities hold meetings every ten working days or less.		
4 When Employees are not involved in construction activities hold meetings a minimum of monthly.		
5 The purpose is to get workers to think about safety problems.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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