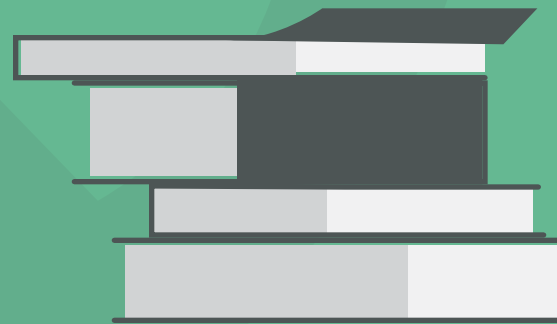




# TIPS FOR WRITING SAFETY COURSES



While training platforms can offer a comprehensive range of content on environmental health and safety or other general awareness topics, every organization is uniquely situated in terms of location, industry, and people. There is no “one-size-fits-all” training solution. Not only does your company need to comply with federal regulations, it also has to contend with regulation at the state and local levels, for which there may be no training programs available on the market. Your company may also have specialized machinery or other equipment that necessitates safety training for employees authorized to use that equipment. In these instances, you may have to create training materials yourself. This guide offers some suggestions for creating a thorough and effective training course, from scratch.

## Evaluate The Situation

If you’ve determined your company is in need of training on a certain subject, you’ve probably done a preliminary evaluation of the situation and are aware of an unaddressed hazard or regulation. Here are some questions to consider when deciding what to include in training materials:

1. What hazards does this process/equipment/substance present?
2. What PPE should be used with this process/equipment/substance?
3. What regulations apply to this process/equipment/substance on a local, state, and federal level?
4. What accidents/injuries/incidents have we had with this process/equipment/substance in the past?
5. Who needs this training?
6. How often will employees need to be trained on this topic?
7. What is the goal of this training course?
8. What is the safe procedure for performing the tasks?

## Be Clear and Concise

Being thorough does not mean being wordy, nor does it mean being overly repetitive. To keep trainees engaged, use the present tense (e.g., use instead of used or will use) and the active voice (which means that the subject of the sentence performs the action; for example, say “Employees must place storage drums upright,” not “Storage drums must be placed upright.”). Use short sentences with words your audience will recognize and understand. If you use any jargon or unfamiliar terminology, be sure to define it in your course materials.

## Use Media

A powerpoint presentation with huge text blocks is not going to engage trainees, and it won’t be memorable. Including images and videos in your course can keep your audience interested, and can help clarify points made in the text. Images and videos may also be useful for employees who are non-native English speakers or who have low reading proficiency.

A video may be a useful tool when demonstrating how to perform a process; photos are useful for comparison (e.g., incorrect vs. correct placement of hazard labels on chemical drums). Images of equipment, PPE, and hazard labels that an employee will encounter may also be good additions to the course content.

## Be Concrete

Visual aids, statistics, hard facts, and specific examples help contextualize and ground training materials. If 45% of injuries in your workplace occur during the use of a specific machine, incorporate this statistic into your training materials to emphasize the importance of completing the training course. Don't scare your employees with images of horrible workplace injuries, but do clearly explain the risks and hazards inherent to the topic, in terms that are relative to your audience. For instance, instead of saying that a chemical is caustic explain the caustic effects - it can cause chemical burns if handled improperly. If an incident related to your training topic occurred recently, and you're legally and ethically able to discuss it with other employees, consider including it in your training, explaining how this incident could be avoided in the future.

## Break Up Information

As stated above, blocks of text are not always trainee-friendly. Instead, use numbered and bulleted lists, infographics, and tables to break up information into consumable bits. You can also create an outline or hierarchy to organize information by subtopics. Not only will this make it easier for trainees to absorb the information, it will make it easier to write the content.

## Check Comprehension

Training is only effective when trainees understand the content and apply it to their work. There are a few things you can do to gauge if your employees are really getting it: create quiz questions based on the training content, perform observations of employees handling materials or equipment or performing the task outlined in the training, or create a hands-on skills test where employees perform the process or use the equipment or materials in question in a controlled setting.

If employees are not able to pass comprehension tests, this is a good sign that your training program needs some refining. Maybe your course needs to be a little more specific or easy-to-follow, or maybe you need to remind employees of the importance of safety in the workplace. Yes, safety training might not always be exciting, but it's better to spend the time in training than to spend it in pain, due to an injury.

## Get Feedback

Just like authors have editors, authors of training programs need editors to review your outline. Test out your training program before assigning it to employees to ensure that you've covered all the necessary material and that there are no errors. Consider asking a few people in different roles in your workplace for their input; ask the office grammar guru, the person who knows everything there is to know about the company, an HR rep, and an employee who works with the process/equipment/substance to review the course. These people will have different perspectives and they'll probably provide you with vastly different feedback - which is a good thing. They may notice things you never would have or maybe just catch an embarrassing typo, but this feedback will help you determine whether your course is training-ready or requires revision.

An example training outline:

Training Topic

- 1) Overview
- 2) Applicable Regulations
  - a) OSHA
  - b) Local
- 3) Hazards
- 4) Required Equipment
  - a) Tools
  - b) PPE
- 5) Process
  - a) Step 1
  - b) Step 2
  - c) Step 3
- 6) Common Errors
  - a) Error 1
    - i) How to Avoid Error 1
  - b) Error 2
    - i) How to Avoid Error 2



**WITH ESAFETY, SITE-SPECIFIC CONTENT IS AS EASY AS OUR COURSE WORK. SIMPLY UPLOAD AND ASSIGN TO INDIVIDUAL EMPLOYEES, DEPARTMENTS OR THE WHOLE COMPANY.**

WANT TO LEARN MORE ABOUT OUR LMS?

**REQUEST A FREE DEMO OR QUOTE >>**

When writing a training course, there are several things you must consider to ensure that your course is an effective training tool for your organization. First, once you've identified the need for a training on a specific subject, make sure that you thoroughly evaluate all potential hazards and risks it may present. Then you can craft your course content using engaging language, formats, and structure to keep employees engaged. Also be sure to create an assessment portion of the course, to make sure that trainees comprehend the information. When your course is drafted, do a to get constructive feedback to polish your course and make it training-ready.



**WITH ESAFETY,** SELECT FROM OUR OVER 65+ COURSES AND IMPLEMENT A TRAINING PROGRAM IN MINUTES! EASE OF USE IS JUST ONE OF OUR AMAZING FEATURES.

- ✓ EASE OF USE
- ✓ COST-EFFECTIVE
- ✓ COMPLIANCE
- ✓ CUSTOMIZATION
- ✓ QUALITY TRAINING
- ✓ UNMATCHED SERVICE

[REQUEST A FREE DEMO OR QUOTE >>](#)