



Designing Safety Training with Impact

Assessing Needs to Select the Right
Training for Your Team

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The Problem

Workers need to complete safety training...

But where do I start?

How do we get this done?



STEP 1: Identify the knowledge gaps

- What is the goal?
- Relating to what topic(s)?



Types of goals

Awareness

- For anyone
- Brief, highlighting the importance

Knowledge

- More detailed, comprehensive
- Especially for workers at-risk
- Must evaluate to verify comprehension

Skills

- To know how-to-do a task
- Especially for those assigned to the task
- Must evaluate for competency

What safety training topics to focus on?



- Review legal requirements
- Review documentation & records
- Discuss with your JHSC/WHSR
- Consult internally and externally, if needed

Safety training legal requirements

- Review applicable standards & regulations
- Consult with a safety professional
- Find out:
 - What is required
 - How often it's needed
 - Trainer qualifications



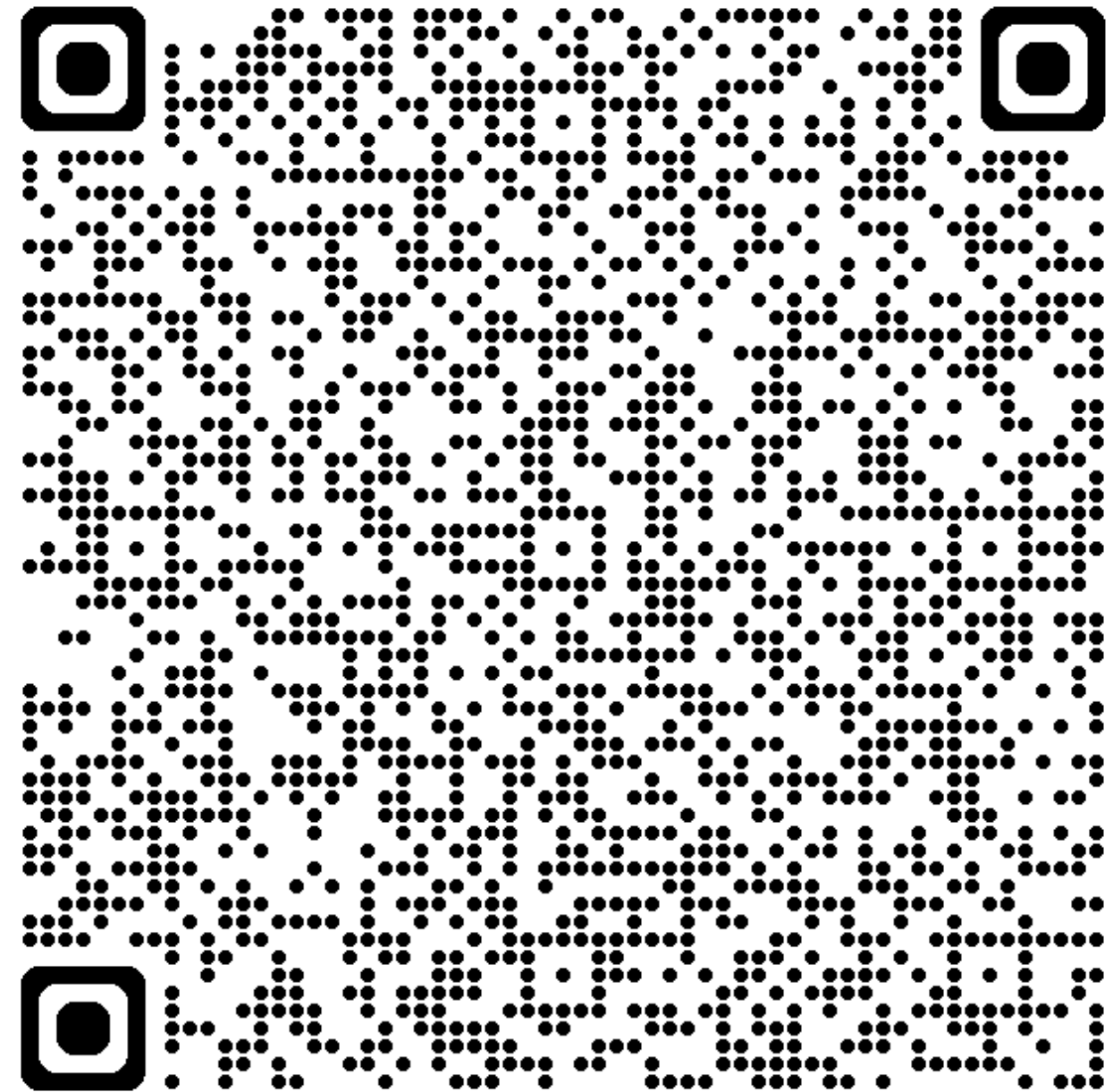
Here's a tip...

Try searching for key words like:

'training'

'train'

'education'



STEP 2: Determine the best format

- Group vs individual
- Access to technology
- Language barriers
- Scheduling limitations



E-LEARNING



IN-PERSON



VIRTUAL

STEP 3: Go shopping or offer in-house



- Find various options
- Consider:
 - Pricing
 - Availability
 - Format(s)
 - Instructor/provider credentials and reputation

Then offer your options for management approval...

If conducting training in-house...



- Ensure the instructor is qualified and experienced
- Ensure the instructor has sufficient time to prep and deliver
- Make sure competency is tested
- Keep all course materials available for review

STEP 4: Training takes place

- Get access to the training materials
- Keep records
- Observe, observe, observe



STEP 5: Evaluating the training

- Did the training achieve the goal?
- How did the learners respond to the training?
- Was the format adequate?
- Was the training worth the cost?
- Would you recommend this training for future use?



Questions?





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