	Agency Name	Office of Family Support (OFS)			
	Chapter No./Name	14 - Safety Manual			
	Part No./Name	B. General Safety			
	Section No./Name	B-700 Procedures for Setting Up a Training Program			
	Document No./Name	B-710 Safety Training for Employees			
	Dates	Issue	July 1, 2007	Effective	July 1, 2007

B-711 PURPOSE

The purpose of employee safety training is to establish a systematic method of teaching employees to perform the required tasks in a safe and efficient manner. There are four primary objectives in employee safety training:

- To teach employees hazard recognition and methods of corrective action.
- To involve employees in accident prevention.
- To motivate employees to accept their safety responsibilities.
- To provide employees information on accident causes, occupational health hazards, and accident prevention methods.

B-712 EMPLOYEE SAFETY TRAINING

The following training topics are ongoing and must be conducted each State Fiscal Year (July 1-June 30):

Safety Program Objectives

- Rights and responsibilities of the employee
- Authority and responsibilities of the supervisor
- Safety policy/rules
- Accident and near miss accident reporting procedures
- Job safety analysis
- Accident experience and trends

Hazard Recognition and Control


- Types of hazards
- Preventive measures
- Inspection procedures
- Recording and reporting
- Immediate temporary controls

Emergency First Aid Procedures

- Recognizing first aid emergencies
- Gaining control
- Emergency care

Emergency Response Procedures

- Alarm systems
- Evacuation routes
- Fire extinguisher training

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Personal Protective Equipment

- What to use
- When to use
- Storage area
- How to check, inspect, and maintain

Material Handling

- High-risk jobs
- Proper lifting
- Proper carrying

Slips, Trips, and Falls

- Recognizing potential problems
- Minimizing exposure

Unsafe Environmental Conditions

- Outside (heat, cold, winds, rain, hurricanes, tornadoes)
- Inside (noise, dust, vapor, fumes)
- Other (fire, bomb threats)

Good Housekeeping Practices

- Tools and equipment
- Vehicles
- Yard

Work From Elevations/Use of Ladders


- Preventing a fall
- Falling safely

Safe Vehicle Operation

- Pre-operational inspection
- Control of common hazards
- Rules of the road

Mandatory training must be conducted on the following:

- [DSS Policy 3-01/Bloodborne Pathogen](#)
- [DSS Policy 3-04/Violence in the Workplace](#)
- Safety Rules for your particular location
- [DSS Policy 4-08/Drug-Free Workplace](#)
- [DSS Policy 4-03/Substance Abuse Testing for DSS Employees](#)
- [Employee Assistance Program](#)
- [DSS Policy 1-18/Internal Control Policy for Financial Transactions and Departmental Assets](#)
- [DSS Policy 4-19/Return to Work](#)

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- [DSS Policy 3-02/Safety](#)
- Emergency Procedures for your particular location
- [Hazard Control Log](#)
- Americans with Disabilities-Include a statement that ADA policies and procedures are in accordance with the following policies:
 - [DSS Policy 2-02/Non-Discrimination in Service Provision](#)
 - [DSS Policy 2-03/Non-Discrimination in Employment](#)
 - [DSS Policy 2-04/Reasonable Accommodation](#)

B-713 LESSON PLAN

Develop a lesson plan for each training session. A complete lesson plan should include the following:

- Title: Clearly identifies the topic.
- Objectives: States what the trainee should know or be able to do at the end of the training period. A well-written objective limits the subject matter, is specific, and stimulates thinking on the subject.
- Estimated Time of Instruction: States the length of the training session. Ample time should be allowed to thoroughly cover the subject.
- Materials: States material to be used in training including equipment, tools, charts, slides, film, etc.
- What the Instructor Will Do: Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for instructor (show chart, write key words on chalkboard, etc.)
- What the Employee Will Do: Indicates how employees will apply the material in the training session.
- Evaluation: Establishes an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.
- Assignment: Provides employees an opportunity to apply the material on the job.