



Toolbox Talk: Training Workers

Background

You know how hard it is to learn what you need to know for your operation to succeed; why not give your workers the right tools and information they need to succeed as well?

Start with the TOP TEN jobs in your operation (where you spend most of your time)

- Decide on the level of knowledge and experience needed to complete each job safely
- Decide how you intend to train workers; keep a record of each learning path and every workers' progress (be smart; input the information on your phone or iPad; upload it later)
- Carefully explain each technique you want used; engage each worker on each point
- For more complex tasks, the training regimen should reflect detailed and comprehensive instruction with frequent review and 'mini-tests'.
- Ensure workers know how to complete a Hazard Assessment and do them properly
- Decide when a worker has enough knowledge (verbal or written tests are helpful) and is ready to complete the new job; supervise until they are able to do it safely on their own.
- Verify all warning signs and decals are present on machinery/equipment being used.
- Ensure workers are aware of maintenance requirements and manufacturer directions.
- Ensure workers wear the right clothing for the work they intend to complete.
- Make all aware of the dangers that are not part of their work but surround them like toxic chemicals, dust or potential for disease.
- Keep these things 'top of mind' by referring to them regularly
- Encourage reporting of unsafe conditions/equipment so repairs or modifications are done.
- Ensure workers understand how to respond to specific emergencies and practice it
- Ensure all workers know the emergency equipment locations and how to use it
- Ensure an adequate number of first aid trained workers are present each day



Common Types of Training

There are many tools you can use to train your workers. You need to pick the type of training that will most effectively deliver the information you need your worker to know. Some of the common types of training include:

- **Orientation** – Complete a new worker orientation on the first day. Orientation will include paperwork, a site tour and even a testing component. This is the best time to give your new worker information they need to work safely. You can review your safety policies, incident reporting procedures, Standard Operating Procedures and Hazard Assessments, the Basic Rights of Workers, and any other information they may need to know.
- **Job-Specific Training** – All workers will need to receive job-specific training. Examples include tractor operator training or confined space entry training. The training can be provided by you or a 3rd party. It may be done through a workbook, online or at a training facility. The most important part of job-specific training is to determine what task the worker will be performing, and then to ensure the training provided provides them with the skills to perform those tasks safely.
- **Ongoing Training** – Some things, like first aid training or Workplace Hazardous Materials Information System need to be refreshed on an ongoing basis. Keep records of each worker and their training to know when training expires or when they may need a refresher. You might also need to offer training following an incident or if working conditions change.
- **Toolbox Talks** – Toolbox Talks can be used as ongoing training. Typically, a Toolbox Talk is done with a group of workers and a talk leader who covers 1 or 2 safety topics. It is a quick (5-15) minute review of how to work safely in a specific area.
- **Documentation** – No matter what type of training you do, and whether the training is paper based, hands-on or by demonstration or eLearning, remember to document that the training was conducted. This will help you determine competency for each of your workers and provide retraining at appropriate intervals.

Sources:	<i>For Safety's Sake – Take the Time to Train New Workers</i> , Farm Safety Association, Guelph, ON,; <i>Farm Safety is About Human Resource Management</i> , Canadian Federation of Agriculture Ottawa, ON, http://www.cfa-fca.ca .
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