

# ▶ CREATING A NEW *SAFETY BREAK* TRAINING CARD

## Things to Do Before Creating Your Own Training

- Read **Safety Break card #1 – Tips for Using Safety Break Cards** – for a description of how existing **Safety Break** cards are organized.
- Browse the rest of the **Safety Break** cards to see how they are organized.
- Make a list of topics that are not covered in these cards, but that you want to cover with the crew.
- Consult the enclosed resources package to find materials that will help you give a **Safety Break** training on your chosen topic.
- Make a copy of the blank template card to use for creating your own training.

## Goal

The goal is to create a training that you can give on the job site in 10 to 15 minutes. The topic should be tied to the job you are working on. For example, if you had a near miss on a job, you could discuss a hazard prevention topic that could help avoid having the same problem in the future.

In order to get and keep your crew's attention, you should try to get them involved in a problem-solving discussion on the topic. If they get involved, they will be part of the solution instead of part of the problem.

SAFETY  BREAK

## Creating a *Safety Break* Training

After you choose a topic, you can begin filling in the copy of the blank ***Safety Break*** template. Below is a guide that will help you fill in each of the five sections.

### ***Things to Do Before Training:***

- List the things a trainer should do to prepare for delivering the training.
- Include having ready any equipment to be discussed and knowing what the company usually does to address relevant health and safety topics.
- Include reading about the topic in the ***Cal/OSHA Pocket Guide for the Construction Industry*** if the topic is covered.

### ***Introduction:***

- Briefly cover why the topic is timely and important in relation to work that the crew is currently doing or has done.

### ***Questions to Ask:***

- Make a list of questions that will encourage all workers to speak and participate in the training instead of just listening – people learn better that way.
- Write questions that allow the crew to have a discussion on how to tackle a problem.
- A good question is “We had a near miss on Friday; what are some ways that we can avoid having the same thing happen in the future?”
- A bad question is “Is it OK to lean a step ladder against the wall and use it as an extension ladder?” (Avoid questions that can be answered simply “yes” or “no,” because they often do not lead to discussion.)
- Ask about personal experiences.

### ***Action to Take:***

- Suggest an action item that the trainer and the crew can do together on the job to improve safety, such as discussing how procedures to use a particular tool or machine could be improved. Suggest a hands-on activity, such having someone demonstrate using a piece of equipment safely.

### ***Key Points to Keep in Mind:***

- List the most important points to make about what the workers can do to protect themselves from hazards.
- When the training is given, the trainer will cover only the points that have not already been discussed by the trainer and the crew during the questions and answers.