

▶ HOW TO USE *SAFETY BREAK CARDS*

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What's the Purpose of a *Safety Break*?

- A **Safety Break** is a hands-on training approach that helps workers become more involved in health and safety on the job.
- **Safety Break** cards are designed to encourage workers to talk about safety. Communication among workers and supervisors leads to problem solving which prevents injuries.
- **Safety Breaks** deal with specific safety hazards on job sites. They are not a substitute for extensive training that is required or needed.
- The information that you present may be the only information workers receive about a particular tool, piece of machinery, type of material, or work procedure on the project. So it is important that training allows workers to ask questions and discuss safety issues.

Tips for Using *Safety Break* Cards

ENCOURAGE LEARNING

- Choose the topic carefully. **Make sure that the topic applies to a work or safety issue currently faced by workers.** In short, don't talk about scaffold safety if no scaffolding is being used on the job site.
- **Whenever possible use real tools, equipment, material, and jobsite situations to explain what you are talking about.** Training that involves listening, discussion, and hands-on learning is the best way to train workers.
- Use the training as a way to problem solve using your and the workers' knowledge of how to prevent injuries. Use the card as a means to get a discussion going. **Encourage workers to discuss the topic during the training.** Reading a safety card to workers is not a good way to train workers. What's important is that the workers discuss the safety concerns on the job.

SAFETY  BREAK

TIPS FOR DELIVERING THE TRAINING

- **Make copies of the cards and put the originals in a safe place.**
- **Remember** – Cal/OSHA requires tailgate training to be conducted at least once every 10 working days.
- The timing of the **Safety Break** training is important. **Do a safety training when starting a new job or using new materials or tools**, not after the new work has started.
- **Deliver the training at the best location.** That could be the job office, out on the site, or near the tools and equipment you are talking about.
- **Before each training, read the card quickly.** Its purpose is to get a discussion going, so don't feel that you have to read it line by line to the workers. In fact, it may work best if you put it in your own words.
- **Introduce the topic clearly** so that workers know exactly what you are going to talk about and why it is important.
- **Keep a record of each training delivered.** You can make copies of the sign-in sheet (**card 26**) to use to record each training, the date, and who attended.

How the *Safety Break* Card is Designed

Each card is divided into the following 5 parts:

- 1. Things to Do Before Training** – Read this section before training. It gives you suggestions for equipment or tools to have and where to read more about specific regulations.
- 2. Introduction** – The introduction explains why the topic is important.
- 3. Questions to Ask** – This section asks questions that start a discussion of the safety topic. It encourages workers to think of solutions that prevent injuries.
- 4. Actions to Take** – This section asks workers and trainers to put into practice what they just heard. This helps workers learn by doing.
- 5. Points to Cover** – This section provides information to use during the discussion. Use it to fill in points not covered in the *Questions to Ask* section. It provides suggestions on how to work safely and comply with regulations.

Create Your Own *Safety Break* Card

If you want to **create your own *Safety Break* card**, there are instructions on **card 24**. **Card 25** is a blank card that can be copied and used to create your own ***Safety Break***.