



**ASSURED**  
environments

*Safeguarding brands+buildings+reputations*



## Training Policy



# Training Policy

**A**ssured Environments is committed to instructing all employees in safe and healthy work practices. The company will provide training to each employee with regard to general, acceptable, safety procedures and to any hazards or safety procedures that are specific to that employee's work situation.

- 1.** Training can take many forms and is synonymous with education and can be attained in a number of ways.
- 2. COMPANY SAFETY RULES:** Employees are required to read the rules and understand them. The issuance of these rules is logged and signed and receipts are kept on file. Each new employee, as he or she arrives on the job, is approached in the same manner.
- 3. PERIODIC SAFETY TALKS:** The company strives to hold a safety talk with their employees on a weekly, or at least monthly, basis. The talk may consist of restating the company safety rules, or warning of dangerous conditions which exist. A particular subject may be covered, such as lockout tagout, confined space, or fire prevention.
- 4. CHANGED CONDITIONS:** When any of the job operation changes, or when new hazardous materials are brought into the workplace, employees are made aware of new or additional potential dangerous situations that might occur and the proper action employees can take to maintain a safe workplace.



- 5. SAFETY EQUIPMENT:** Employees should not simply be issued protective equipment but should also be instructed as to its proper and safe usage.
- 6. CONSISTENCY/REDUNDANCY:** The employer must consistently and routinely emphasize the concept of safety training. Once is not enough. At the orientation meeting of new employees, on through the follow-up weekly/monthly safety talks, the central theme must be to dwell on employees not committing unsafe acts.
- 7. MANAGEMENT FOLLOW-UP:** Management must not be content with advising employees on unsafe practices. A follow-up of employee actions must be conducted . The Supervisor(s) must be instructed to watch for employees committing unsafe acts. Employees must be reprimanded when found doing unsafe acts. (See disciplinary program)
- 8. DOCUMENTATION:** All actions taken by Management as it relates to Safety Training/Education should be documented. Documentation of good faith efforts in meeting the training requirements can be invaluable in defending a lawsuit that results from an injury due to an unsafe act by an employee. Also, documentation substantiates your commitment to and compliance with the OSHA Training Requirements.
- 9. INDIVIDUAL/GROUP INSTRUCTION:** Safety education can be aimed at a group such as at a weekly/monthly safety talk or at an individual as in a case where the employee is being given instruction on the use of a new tool, etc., by a Supervisor. Whichever the case may be, it should be documented.



## In Closing

**S**afety training must be ongoing. It must be given to all employees and members of management. Documentation of instruction and other forms of safety awareness techniques must be made. Never assume everyone knows the safest way of performing his or her task.

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- Comprehensive project management
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- Provides cost efficiency
- On-demand customer reporting



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- GreenShield® certified standard
- Documentation on-demand
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- NPMA® and Copesan® board members



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