



Sample Safety All-Hands Agenda

If you are planning training sessions for workers during Safe + Sound Week, this sample agenda gives you an outline for a one-hour all-hands safety training. Following the sample agenda below are suggested topics you can cover in each of three broad areas: hazard analysis, hazard controls, and policies and procedures. You can also choose to cover a single topic in more depth.

For a more effective training, customize topics to your organization and have workers or safety and health committee representatives lead the exercises or demonstrations. Use the sample Safe + Sound Week [planning checklist](#), [email invitation](#), and [event flyer](#) to plan and publicize the training.

Safety All-Hands

[Date/Time]

[Location]

Time	Topic
9:00 a.m.	Introduction <i>Remind workers of the purpose of the training and review the agenda. Lead self-introductions if workers don't know each other.</i>
9:05 a.m.	Safety and Health Overview <i>Discuss how workers are a valued partner in keeping your workplace safe. Briefly review your organization's safety and health policies or program elements.</i>
9:10 a.m.	Topic 1: Hazard Analysis <i>(Pick an activity from below)</i>
9:25 a.m.	Topic 2: Hazard Controls <i>(Pick an activity from below)</i>
9:40 a.m.	Topic 3: Policies and Procedures <i>(Pick an activity from below)</i>
9:50 a.m.	Questions and Answers <i>Allow time for worker questions, and ask workers what they learned from this training.</i>
10:00 a.m.	Adjournment

Hazard Analysis *(Choose a topic below or present your own hazard analysis topic.)*

- **Root Cause Analysis:** *Have workers team up to discuss incidents (e.g., someone slipped and was injured on the job). While one worker presents the scenario, the other asks all possible "what," "why," and "how" questions until the true cause of the issue is determined (e.g., Why did the worker slip? The floor was wet. Why was the floor wet? Something leaked. Why did something leak? A pipe was corroded. How did the pipe become corroded?).*
- **Job Hazard Analysis Procedures:** *If your organization uses job hazard analysis forms, walk through when and how to use them. If any confusion exists about when to conduct a job hazard analysis, get worker input on scenarios when this analysis is important.*
- **Play "Spot the Hazard":** *Share an image that includes common hazards found in your workplace. Ask employees to identify the hazards and make suggestions for fixing them. Provide feedback on the hazards that are identified and controls that are suggested. Award prizes to those who find the most hazards or come up with the best solutions.*
- **Review Records of Hazards:** *Review your company's OSHA 300 logs or workers' compensation records, with any references to individuals or personally identifiable information removed, to identify the hazards involved in the reports and how they might have been prevented. Discuss what changes your organization has in place to prevent these hazards from becoming injuries.*

Hazard Controls (Choose a topic below or show your own safety procedures.)

- **Noise Protection:** Review when and why noise protection equipment is needed in your workplace/field. Have workers show how to use personal protective equipment (PPE).
- **Safe Lifting Practices:** Review safe lifting practices by demonstrating the best way to lift and move items on the job.
- **Vehicle Safety and Inspection:** Provide an overview of safe driving policies and practices, including following distances, hands-free driving, and vehicle inspection. Brainstorm ways to reduce cell phone use and remain alert and aware while driving.
- **Or, select from other hazard controls relevant to your workplace:** This could include fall protection, lockout/tagout procedures, avoiding slips/trips, ergonomics, safe chemical use, preventing workplace violence, machine guarding, or controlling exposure to infectious agents.

Policies and Procedures (Choose one of the topics below or your own policies and procedures topic.)

- **Injury, Illness, and Hazard Reporting:** Remind workers of your procedures for reporting injuries and illnesses and what they should expect as a response. Discuss ways your workers can report “near misses” or other hazards in order to control them before they become injuries or illnesses.
- **Anti-Retaliation Policy:** Discuss what policies you have in place to ensure that workers feel comfortable raising safety and health concerns without fear of retaliation.
- **Safety and Health Resources:** Show workers where they can get more information about your organization’s safety and health policies and procedures (e.g., an intranet site, binder in a common area, posters in break rooms, etc.). Outline the trainings you offer and encourage them to sign up.
- **Review Audits and Analyses:** Review the results of any recent safety audits you’ve conducted. Discuss how you can improve and celebrate your safety successes.