



Service  Rentals  Transporting  Sales  Fleet Management

Course Outline

Safety First

This module is designed to motivate trainees to begin to think and talk about lift truck safety. You are also responsible for leading group discussions focused on four fundamental questions of safety. To successfully accomplish this, you need to create an atmosphere in the classroom that encourages open dialogue. Trainees who participate will be more likely to carry the idea of safe work practices back to the job than those who just listen to the rules.

Trainer Strategies

1. Introduction of Trainer

A senior manager will emphasize the company's commitment to safety. Invite someone from management to introduce you at the start of the course. Highlight your own experience and your support of safety training for operators.

2. Get Acquainted

This group activity is designed to give you pertinent information about the people in the group. It serves two purposes: 1) to relax the group and give them a starting point to become better acquainted, and 2) to provide you and the trainees with information that may be used later in the session.

Support Materials Used:

Name Badges

Flip Chart

3. Ground Rules

The purpose for this large group activity is to create standards for classroom behavior where everyone is valued and all contributions are welcomed. Since the standards are set by the trainees, they are committed to uphold them. It is essential, however that you provide the leadership for supporting the standards at the beginning of the session. It is also essential that you be an active participant by contributing standards of your own.

4. Course Content

The videotape introduces each key topic to be discussed during the first six modules and provides a quick summary to trainees.

It is important to acquaint trainees in the session with this manual. They should be aware that it contains the fundamental rules of safety in a simplified form. It is designed to be an easy reference for them to use after the class is over.

Support Materials Used:

- *Videotape: "Safety First"- Introduction*
- *Trainee Manual*

5. Let's Talk Facts

This activity is designed to get trainees to talk about safety and to draw out any biases they might have about it. This activity will be most successful when you insist that all responses come from the trainees. Include the information you gathered about the company's safety performance and policies during this discussion. Compare the company's experience with the statistics presented in the module. It is important that you ask "why" the trainees respond with one answer over another.

Read each question and all responses to eliminate any potential concerns surrounding reading or language barriers.

Support Materials Used:

Slides 1.2 - 1.5b

Trainee Manual pages 2-3

6. Conclusion

This is an essential part of each module. Draw on the information uncovered in the session to summarize what has just been discussed and to set the stage for the next module.

Training Objectives

- Trainees will set rules of conduct for the duration of the training session.
- Trainees will identify and discuss the kinds of accidents (or potential accidents) that have occurred at their place of work.
- Trainees will identify and discuss the following: Number 1 cause of lift truck accidents, number of accidents that occur each year, the most common type of accident, and why operator safety training is important

Suggested Audience

- New Operators
- Experienced Operators
- Supervisors and Managers

Classroom Delivery

- 45 to 60 minutes
- 6 to 12 trainees maximum