

How To Get the Most from TrenchSafety's On-site Training Classes

You've Made a Wise Decision...

Investing in the safety of your employees is a very smart move. And safety training is just that — an investment. As you well know, it's just as important to the health and well-being of your people as the safety equipment and the hardware you provide for them.

And even if you are just thinking about bringing TrenchSafety's classes to your

location, you're on the right track.

This document provides helpful suggestions and important things you can do to maximize your "return on investment," and enable your employees to get the most out of their time spent in the training.

Saving Lives...

Trenching and excavation work, and confined space work, is potentially very dangerous. Lives are at stake. And that's what makes this training so very important — and required by OSHA.

Next week, next month, next year, this training may save someone's life.

Benefits to This Training...

You will see several benefits from TrenchSafety's safety training classes:

- **Our classes are efficient.** They provide a great way to train several of your team members at once.

- **The classes insure that everyone receives the same training.** It is vital that everyone has the same knowledge and understanding of the safety rules and regulations.
- **Your organization sends a clear message to your employees that you care about them,** and that you have their best interest at heart.

More than 14,000 people have been through TrenchSafety's training classes since we began teaching them in 1994, and many of those people have attended "private" training classes like your organization is about to sponsor.

And remember, all employers are required by OSHA to make sure that all employees are properly trained to do their jobs, and are provided safe environments in which to work. Failure to do both can result in significant penalties. In short, OSHA plays "hardball."

Involvement of Senior Management...

Senior management's active involvement in arranging and participating in the training helps send powerful message to all participants that this training is important. For example, over the years, we've had owners, presidents, and general managers speak to the group at the start of the class day.

Many times, owners, presidents, and general managers have attended the class along side

their employees — start to finish.

On the other hand, we sometimes hear complaints from class participants that top management doesn't participate in the training and isn't familiar with the important topics that are presented. Workers complain that when they have to do something — to be

safe and comply with OSHA's requirements, — management sometimes balks. Almost always, that happens because management doesn't understand what is required. What better reason can there be for management to actively participate in the classes?

Class Size...

We've done classes for as few as three people, and as many as 75–80 people. The ideal number? Probably 15–35 is best. That size allows for active attendee participation, which enhances the learning process for everyone.

Attendee Participation...

We will encourage everyone to actively participate in the class. The higher the level of participation, the more everyone (including the instructor!) will learn. So ask questions, get clarification. The idea is to maximize learning!

Sending the Right Message...

During one of our recent on-site classes, the Safety Director of the sponsoring company played "Solitaire" on his laptop computer all day in the classroom. All the participants could see him.

What kind of message do you think the employees got about how important safety training is to management?

Schedule & Length of the Classes...

We will make every attempt to work with your schedule to make the classes as successful as possible. Talk with your instructor about any special scheduling requirements you have that we need to consider.

Our "Competent Person" course (for trenches and excavations) runs seven (7) hours. That means if we start at 8:30 AM, and take 30 minutes for lunch, the class will finish at approximately 4:00 PM.

Our "Confined Space Entry" course is six (6) hours. That means if we start at 8:30 AM, and take 30 minutes for lunch, the class will finish at approximately 3:00 PM.

Remember: Your "private" classes are only for your organization. The start times can be adjusted to accommodate the your schedule.

Interruptions...

To insure maximum learning, participants need to focus 100% of their attention on the class. Although interruptions cannot be avoided sometimes, please make every effort to eliminate them as much as possible. We ask that all cell telephones and radios be turned off, or switched to silent mode.

Other Courses are Available...

In addition to the "Competent Person" and the "Confined Space Entry" courses, TrenchSafety provides other safety training, including "refresher" classes for these two courses.

Ask your instructor for more information.

The Classroom...

Ideally, you will have a comfortable, indoor classroom or space that is not too hot or too cold. The area should have good lighting, and be as free from noise as possible.

One very important factor is having adequate space for everyone. It is difficult to learn, and difficult to teach, if participants are tightly packed into the classroom. Talk with our instructor about your training space.

If you do not have an appropriate room at your facility, a meeting room at a nearby

hotel or motel can work quite well. There may be a modest rental fee to use the room, but sometimes the facility will waive such fees if you purchase food and beverages — for example, morning coffee, etc., refreshment breaks, and/or lunch.

We'll Make It Work...

One of TrenchSafety's early classes was held for 65+ people in a metal equipment shed, in a Cleveland, Miss., cotton field . . . in July! You can just imagine the heat. To make matters worse, that afternoon, thunderstorms rolled in. It was not an ideal training environment.

Did we make it work? You bet we did. Did the organization maximize the return on its investment in the training? Probably not.

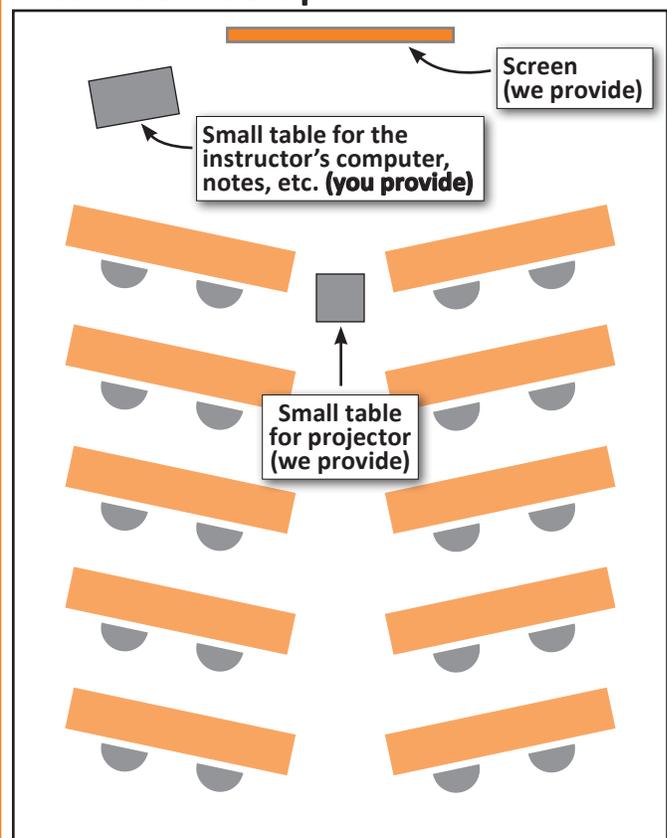
A comfortable, appropriate training space is vital to the learning experience.

Room Setup, Equipment, and Training Materials...

The best setup is called “classroom style,” in which there are tables with chairs, all facing the front of the room. To aid in the learning success, arrange the tables in what is called “chevron” style — all angled slightly toward the center of the room. This helps the people sitting at the extreme left or right from having to twist and turn to get a good view of the presenter and the slides. Remember, the participants will all have their own Course Manual, their note pad, and maybe a beverage, so a little “elbow room” is nice.

If you have 6-foot tables, and you have adequate space, the best idea is to set 2 chairs per table. You can set 3 chairs per 6-foot table, but it is a little tight.

Ideal Room Setup



TrenchSafety provides all of the necessary audio-visual equipment, including a projector, screen, computer, sound system, and needed power and extension cords.

Training materials include Course Manuals and pens.

SUGGESTION: Participants who wear reading glasses should be reminded to bring their glasses to the class.

Food & Beverages...

Although not required, providing morning coffee and juice, and having refreshment breaks available during the day helps to make the class special for the participants.

The same goes for serving lunch at the training site. And doing so also helps keep the training on schedule. The meal doesn't have to be fancy — a box lunch from a local deli or pizza is always a hit.

And what a great way to reinforce to your employees that you are looking out for them.

Tests...

Course tests help to keep everyone focused on the class material. And they are also an important learning tool.

The course tests generally consist of 50 questions, both true/false and multiple choice. The objective is for everyone to pass.

The subject matter of the test questions is covered several times during each class. Also, the tests are "open-book," meaning that the participants can refer to their own Course Manual during the test. If someone has trouble with a few specific questions on the test, the instructor will assist.

For participants to receive the Certificate of Completion and the wallet card, 70% of the questions must be answered correctly.

On occasion, we've had people in our classes with limited reading/writing skills, or who have difficulty understanding and speaking English. We've seen that such participants have some difficulty keeping up with the class or absorbing all of the information presented. While these employees will gain some things from the classes, unfortunately, they probably will not gain as much as someone with better skills. Ultimately, it's the employer's responsibility to determine the employee's competency to do his/her job.

Certificates & Wallet Cards...

Under normal circumstances, we send personalized Certificates of Completion and wallet cards within two weeks after the classes are complete. They will be sent in one packet to the person in your organization that you designate.

*Thank you for your interest in TrenchSafety's training classes.
Please let us know as far in advance as possible about any concerns,
suggestions, or special requirements that you might have.*

(800) 865-5801
