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# *Safety in the Workplace*

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Workplace safety, however, is the responsibility of everyone in an organization. Companies have legal obligations to meet certain safety requirements, but many go further than the minimum obligations. Safety standards and procedures must be put in place, and everyone needs to follow the standards in order for them to be effective.

## **Modules**

- Work Safety and Health Legislations
- Types of Hazards
  - Computer Work Stations
  - Ergonomics
  - Fire Prevention
  - Fitness & Wellness
- Managers Role
  - Promoting & Enforcing Safety Standards
  - Elements of Health & Safety Programs
- Reasons for Training
- On the Job Training
- Safety Meetings
- Stress Management
- Work Place Violence
  - Implementing a Workplace Harassment Policy
- Identifying your Company Hazards
  - Prioritizing Deficiencies
  - Report & Following Up
- Drug & Alcohol Abuse
  - Implementing a "No Tolerance Rule"
- Writing the Safety Plan
- Implement the plan
  - Selecting Employee representative
  - Roles & Responsibilities



## ***2 Day Workshop***

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### Getting Started

- Icebreaker
  - Housekeeping Items
  - The Parking Lot
  - Workshop Objectives
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### Wrapping up

- Activities
  - Words from the Wise
  - Review of Parking Lot
  - Lessons Learned
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