Facilitator's Guide: Minimizing Risk to Employees

Target Audience: Workers directly involved in day-to-day operations.

Learning Objectives:

1. Demonstrate safe work habits
2. Determine correct hazardous chemical storage
3. Distinguish hazardous chemicals
4. Choose the correct Personal Protective Equipment (PPE)

Training Purpose: Our goal is to equip all employees with the necessary skills and knowledge to identify, assess, and mitigate risks effectively. This initiative aims to create a safer work environment, reduce the frequency of workplace incidents, and ultimately enhance the overall resilience of our organization.

Materials / Equipment:

- Zoom
- Slide Deck
- Computer
- Mentimeter Link

Total Time: 50 minutes

Link to Presentation Slide Deck:
Minimizing Employee Risk Slide Deck.pptx

Link to Mentimeter for Participants: https://www.menti.com/al5cmaf2bvtf

Link to Mentimeter for Producer to Share:
https://www.mentimeter.com/app/presentation/n/alo7g9ufx1hj8um33eytoc99ivqdv2yo/edit?question=8imqhfpkfyco

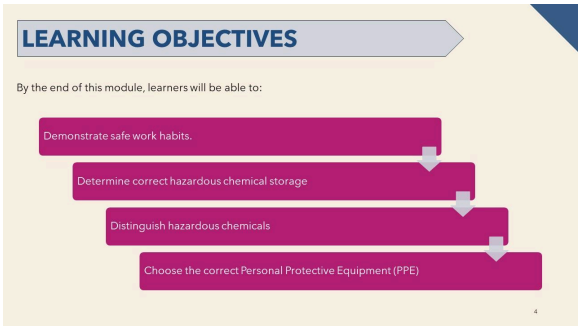
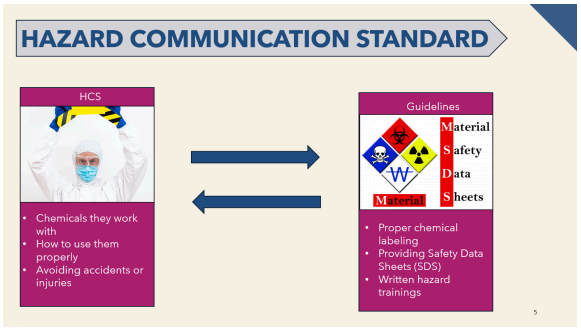
Producer: Pre-Work	**Actions**
	1. Set-up meeting link and test functionality. 2. Review the PowerPoint file associated with this training and ensure all content is as described in this guide. 3. Ensure the Mentimeter links both work. 4. Make sure the following Zoom settings are enabled: participant waiting room, and muted upon entry. 5. Set up 5 breakout rooms to allow for 2-3 participants in each. 6. Allow the facilitator control to advance slides and share their screen. 7. Turn on polling feature on Zoom.
	Notes: ● Responsible for: ○ Breakout rooms ○ Mentimeter link ○ Troubleshootings

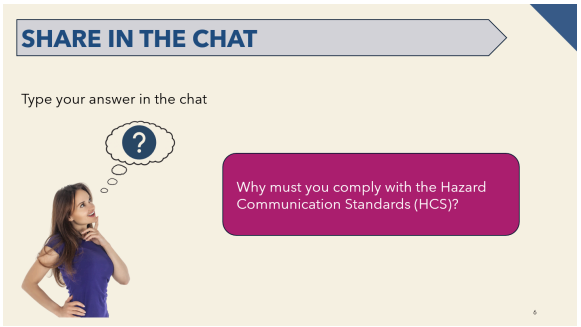
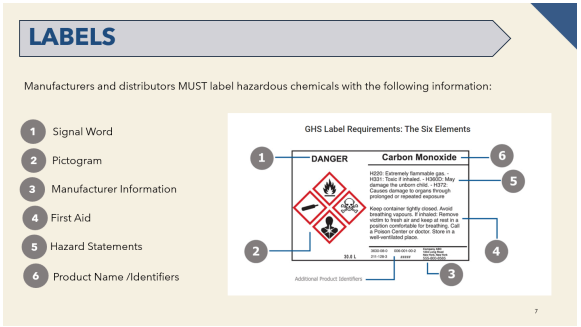
Facilitator: Pre-Work	**Actions**
	1. Open the PowerPoint presentation and ensure all content is as described in this guide. 2. Familiarize yourself with the slides and activities. 3. Familiarize yourself with the Zoom polling feature. 4. Practice screen sharing the presentation.
	Notes: ● Log on to Zoom 15 minutes prior to training.

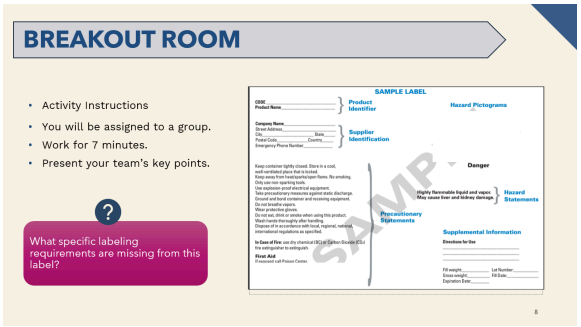
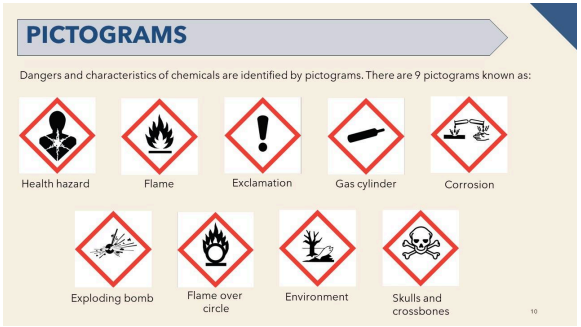
Training Outline		
Slide(s)	**Approx. Time**	**Topic / Activity**

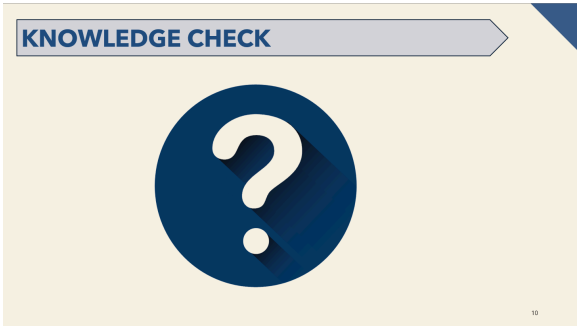
1-3	3	Welcome/ Housekeeping/ Agenda
4	1	Learning Objectives
5-12	33	Hazardous Chemicals
13-15	12	Personal Protective Equipment (PPE)
16	1	Summary
Total Time	**50**	

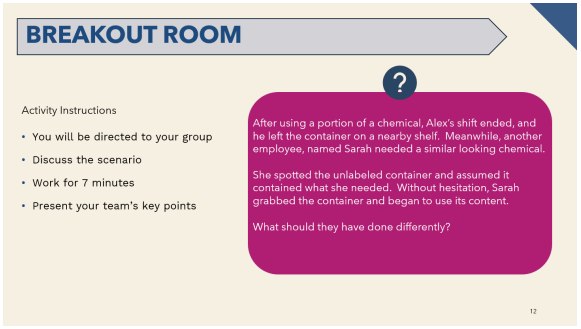
Detailed Guide			
Slide Details	**Slide Thumbnail**	**Facilitator Notes**	**Producer Notes**
Slide 1 (_1_ min) Welcome		**SAY:** • Welcome to the course, Minimizing Risk to Employees. • During this session, we will spend some time equipping you with the necessary skills and knowledge to mitigate risks effectively. **DO:** • Introduce yourself and the producer to the group	**DO:** • Admit participants in the waiting room as they come in • Verify everyone is muted upon entering the presentation • Start session recording
Slide 2 (_1_ min) Ice Breaker		**DO:** • Review best practices of virtual training sessions	**DO:** • Monitor chat for any technical issues
Slide 3 (_1_ min) Session Agenda		**SAY:** • Good! This is our agenda for today. We will be discussing the following topics. • If you have any questions during the presentation, please write them in the chat.	**DO:** • Monitor chat for any technical issues

Slide 4 (_1_ min) Learning Objectives		**SAY:** ● By the end of this course, you will be able to:	**DO:** ● Monitor chat for any technical issues
Slide 5 (_2_ min) Hazard Communication Standard		**SAY:** ● The Hazard Communication Standard (HCS) is designed to ensure employees are informed about: ○ Hazardous chemicals they work with ○ How to use them properly ○ Avoiding accidents or injuries ● This standard require employers to comply with three guidelines: ○ Proper chemical labeling on the container ○ Providing Safety Data Sheets (SDS) ○ Written hazard communication plans	**DO:** ● Monitor chat

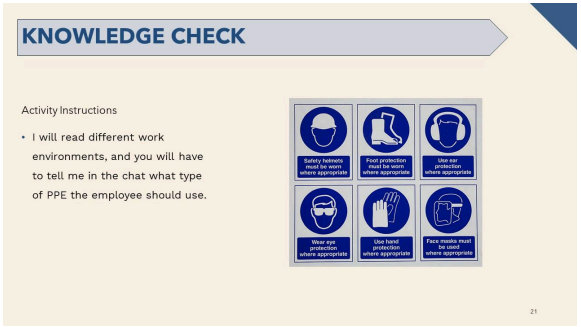
Slide 6 (_4_ min) Share in the Chat		**SAY:** • Now it's time to put your knowledge into practice. Based on what we discussed, answer the question in the chat. • You will have 4 minutes, starting now. **DO:** • Give participants four minutes to answer the questions. Let them know when time is almost over.	**DO:** • Monitor chat for answers • Keep track of time
Slide 7 (_3_ min) Labels		**SAY:** • Great! Now, let's talk about the importance of understanding hazardous chemicals labels. • This picture serves as a representation of mandatory elements that manufacturers and distributors are required to include on hazardous chemical labels. • They must include signal words, pictograms, manufacturer information, first aid, hazard statements, and product identifier. **DO:** Discuss elements	**DO:** • Monitor chat

Slide 8 (_10_ min) Breakout Room		**SAY:** • We will now break for a short activity. • You will be assigned to a breakout room. I will share an image and your task is to find the missing elements. • Once you are done, we will come back to share your answers. • You will have 7 minutes, starting now. **DO:** • Solicit short answers **SAY:** • Welcome back! Now, raise your hand and share one thing your group found but you can't repeat what other groups say. • Who wants to share their ideas? **DO:** • Provide feedback	**DO:** • Prepare breakout rooms. • Keep track of the time. • Close rooms • Monitor chat
Slide 9 (_2_ min) Pictograms		**SAY:** • Pictograms serve as crucial visual cues to ensure proper handling, storage, and disposal of hazardous materials. • There are 9 different pictograms and each one depicts a specific hazard. • Health hazard- carcinogen or toxic substance to the organs • Flame-flammable material • Exclamation mark-an immediate skin, eye or respiratory tract irritant. • Gas cylinder- gasses stored under pressure. • Corrosion- materials causing skin	**DO:** • Monitor chat for any technical issues

		corrosion/burns or eye damage on contact. • Exploding bomb- explosives • Flame over circle- identifies oxidizers. • Environmental- chemicals toxic to aquatic wildlife. • Skull and crossbones- poisons and highly concentrated acids. **DO:** • Click to reveal each pictogram • Discuss the name of the pictograms and descriptions	
Slide 10 (_8_ min) Knowledge Check		**SAY:** • It's time for a knowledge check. • I will be conducting a poll with images of different hazards. • Your task is to identify the name of the hazard shown. • Make sure to click submit after you enter your answer. **DO:** • Click on poll feature • Share results with participants	**DO:** • Monitor chat • Keep track of time
Slide 11 (_2_ min) Storage		**SAY:** • Welcome back! When it comes to storing hazardous chemicals, you have two options, original container and non-original containers. • It is important to follow these guidelines to avoid possible risks. **DO:** • Read guidelines for original container and non-original	**DO:** • Monitor chat for questions.

		container	
Slide 12 (_10_ min) Breakout Room		**SAY:** • We will break out again for another activity. • Work with your group and discuss the provided scenario. • Be ready to discuss your answers when we return. • You will have 7 minutes to complete the activity. **DO:** • Screen-share this slide so that participants can reread the scenario and the directions. • Visit each breakout room, listening to the conversations.	**DO:** • Open breakout rooms • Keep track of time and let participants know when they have 1 minute remaining • Close all rooms
Slide 13 (_1_ min) Personal Protective Equipment (PPE)		**SAY:** • Our last topic for the day is Personal Protective Equipment or PPE. • We will go over OSHA requirements in the workplace	**DO:** • Monitor chat for any technical issues

Slide 14 (_1_ min)
Personal Protective Equipment (PPE)
		**SAY:**
		• OSHA requires employees to wear personal protective equipment or PPE to reduce exposure to hazards.
		• This equipment is not the same for all environments. It will depend on the type of job you are performing.
		• Some examples are:
		  ○ Goggles and Safety Glasses
		  ○ Gloves and Foot Protection
			DO:
			• Monitor chat for any technical issues or questions

		○ Hearing Protection ○ Respirators and Dust Masks ○ Personal Fall Protection ○ Aprons ○ Hard Hats and Face Shields	
Slide 15 (_10_ min) Knowledge Check		**SAY:** ● Introduce & explain how to use the Mentimeter activity. ● Stop screen sharing when the activity begins for the producer to take over. ● Screen share your slides again when the activity is completed.	**DO:** ● Put the participant link in the chat when the facilitator is finished giving directions. ● Press enter to start activity. ● Keep track of time ● Stop screen sharing when the activity is done so the facilitator can share slides again. ● Monitor chat for any technical issues.
Slide 16 (_1_ min) Summary		**SAY:** ● By prioritizing safety protocols, hazard recognition, and clear communication, employees are empowered to minimize risks and contribute to a safer workplace for themselves and their colleagues. ● Remember to follow the best practices outlined in this session to demonstrate and follow safe work habits.	**DO:** ● Stop recording of session

		DO: ● Thanks participants for their attendance	