

*Lesson Plan*  
*General Industry Outreach Training Program (10-hour)*

**Topic: Safety and Health Programs**

**Overview**

Effective management of worker safety and health protection is a decisive factor in reducing the extent and the severity of work-related injuries and illnesses. Effective management addresses all work-related hazards, including those potential hazards that could result from a change in worksite conditions or practices. It addresses hazards whether or not they are regulated by government standards.

OSHA's experience in the Voluntary Protection Program has also indicated that effective management of safety and health protection improves employee morale and productivity, as well as significantly reducing workers' compensation costs and other less obvious costs of work-related injuries and illnesses.

The best Safety and Health Programs involve every level of the organization, instilling a safety culture that reduces accidents for workers and improves the bottom line for managers. When safety and health are part of the organization and a way of life, everyone wins.

**Step 1: Planning the Lesson**

**• Instructional Materials.**

1. PowerPoint presentation
2. Instructor notes.
3. Other materials.

**• Instructional Objectives.**

1. Complete the required topics for the OSHA 10-hour course.
2. Complete the following optional topics:
  - a.
  - b.
  - c.
3. Present *Safety and Health Programs* to [number] participants.
4. Incorporate active participation in each lesson.
5. Provide a quiz or short evaluation at the end of the course.
6. Ensure feedback from participants at various points in the training.

**• Guest Speakers/Presenters and Topics/Responsibilities.**

## *Step 2: Presenting the Lesson*

- **Lesson Introduction.**

Introductory remarks or transition from previous lesson.

- **Learning Objectives/Outcomes.**

Upon completion of the lesson, participants will be able to:

1. Discuss the benefits of an effective safety and health program.

*Possible responses.*

- Reduces work-related injuries and illness.
- Improves morale and productivity.
- Reduces workers' compensation costs.

2. Name the four elements of an effective safety and health program.

*Possible responses.*

- Management commitment and employee involvement
- Worksite analysis
- Hazard prevention and control
- Safety and health training

4. Name three methods to prevent and control workplace hazards.

*Possible responses.*

- Engineering controls.
- Administrative controls
- Personal protective equipment
- Safe work practices

## *Step 3: Evaluating Student Learning and Instruction*

- **Lesson Evaluation and Comments.**

## References

### **OSHA Publications**

- <http://www.osha-slc.gov/OshDoc/Additional.html>
- Handbook for Small Business
- Consultation Services for the Employer
- Job Hazard Analysis

### **OSHA References/Resources**

- OSHA's Small Business Outreach Training Program, Safety and Health Programs
  - <http://www.osha-slc.gov/SLTC/smallbusiness/sec2.html>
- OSHA Technical Links – Safety and Health Programs
  - <http://www.osha-slc.gov/SLTC/safetyhealth/index.html>
- Safety and Health Management System eCAT
  - [http://www.osha-slc.gov/SLTC/safetyhealth\\_ecat/index.html](http://www.osha-slc.gov/SLTC/safetyhealth_ecat/index.html)
- Safety and Health Programs Advisor
  - <http://www.osha-slc.gov/dts/osta/oshasoft/shpeval.html>
- Self-Inspection Checklists
  - <http://www.osha-slc.gov/SLTC/smallbusiness/chklist.html#Safety>
- Voluntary Guidelines
  - [http://www.osha-slc.gov/FedReg\\_osa\\_data/FED19890126.html](http://www.osha-slc.gov/FedReg_osa_data/FED19890126.html)