	Safety Topic Delivery Instructions	CON-TRN 2.215	Revision #: 3	Page 1 of 1
	Prepared by: Amy Fuerth	Approved by: Andrea Chenette	Effective Date: 07/08/2019	Origin Date: 15/05/2014

SAFETY TOPIC DELIVERY INSTRUCTIONS

The **BSO Plus Safety Topics** are subject specific documents designed from the BSO Plus agenda as a review for workers. The safety topics are a way to stay current on the safety information over the 3 years between the BSO Plus course and the Basic Safety Recertification (BSR) course.

All safety topics are released at the beginning of the year. They may be completed at any time, but the IEC publishes monthly recommendations for completing the topics.

If employers choose to administer the safety topics, it is recommended to retain the tests according to their company records retention policy.

The information contained in this document is intended to help you deliver safety topics in the workplace.

Required Training Materials

- Attendance sheet
- Copy of the Safety Topic
- Copy of the corresponding Safety Topic Test Answers sheet for the facilitator
- Copies of the corresponding Safety Topic Test Questions sheet (enough for all participants)
- *(Recommended)* Copy of the Occupational Health & Safety Act

Safety Topic documents are available for download at:

<http://www.iecpartnership.com/safety-topics-and-refreshers/>


Facilitation Tips

- Standing while you talk is preferable to sitting – it's more engaging and helps the listener focus on the topic
- Speak a little slower and a little louder than feels comfortable for you - we tend to speak too quickly and too quietly when standing in front of a group
- After asking a question, pause for a few seconds to give people a chance to respond
- Follow the safety topic content to stay on track

Recommended Instructions for Facilitating a Safety Topic

Prior to Delivery

1. Print off one copy of the Attendance Sheet
2. Print off one copy of the Safety Topic Test Questions for each participant, including the facilitator
3. Print off one copy of the Safety Topic Test Answers

	Safety Topic Delivery Instructions	CON-TRN 2.215	Revision #: 3	Page 2 of 1
	Prepared by: Amy Fuerth	Approved by: Andrea Chenette	Effective Date: 07/08/2019	Origin Date: 15/05/2014


4. Print off copies of the Safety Topic – you may choose to print off enough for all participants, or one copy to read and post in the workplace
5. Read the entire safety topic to yourself, including the test questions, at least once before delivering it to your employees

Delivery

6. Prior to delivering the safety topic, you may want to make your own notes to read from
7. Begin the session by explaining that this is the monthly safety topic which every contractor in the Chemical Valley will deliver to their employees
8. Have everyone, including the facilitator, sign the attendance sheet with their name and IEC number
9. Ensure employees fill in the Name, Date, Company and IEC # sections on their test sheet
10. Deliver the information by following the safety topic content, keeping key points clear and organized
11. Whenever possible, make connections to your worker's specific jobs and experiences. Explain to your employees why this safety topic is relevant/important to their work
12. Allow participants 5 – 10 minutes to answer the Safety Topic Test Questions. Workers are encouraged to work together to discuss the answers
13. Take up the answers, providing the rationale for the correct response(s) – workers should self-correct answers to 100%

Post Delivery

14. Collect completed test sheets and file them in accordance with your company procedure
15. Use your attendance sheet to retain in accordance with your company procedure

	Safety Topic Delivery Instructions	CON-TRN 2.215	Revision #: 3	Page 3 of 1
	Prepared by: Amy Fuerth	Approved by: Andrea Chennette	Effective Date: 07/08/2019	Origin Date: 15/05/2014

Rev. Date	Rev No.	Reason for Rev.	Rev. Description	Person Revising	Rev. Approval
15/05/2014	0	New form required for website instructions	Developed for 2014 Safety Topics	Jessica Crowe	Andrea Chennette
27/01/2015	1	Change from semi-annual to annual	Description updated to reflect change.	Jessica Crowe	Andrea Chennette
18/12/2018	2	Change for required uploading	Uploading to the IEC database is no longer required	Amy Fuerth	Andrea Chennette
07/08/2019	3	Clarity on Website	Changed wording to improve clarity re: use of Safety Topics	Amy Fuerth	Andrea Chennette