

## PRODUCT TOUR

BLR's *Safety Meetings Library* (version 2.0) provides safety professionals with an easy-to-use resource with comprehensive training materials on all the essential topics your employees need to know to prevent accidents and avoid workplace hazards. The full text of applicable OSHA regulations focusing on required training is also included. Safety Meetings Library provides you with the most practical, compelling materials, organized by topic, resource, and approach. From accident reporting to fall prevention to hazard communication and personal protective equipment - you get it all here on one CD!

*Safety Meetings Library* provides several features to help you find the materials you need.

Simply select a topic by clicking on the "Select a Topic" button and the full list of available topics will appear in the drop down menu. Once you have selected your topic, a list of resources available for that particular topic will appear. They include:

- **Meetings** - These are in-depth meeting outlines that can be used as is to conduct productive, intensive safety meetings. They also contain useful handouts and PowerPoints that can be printed and photocopied.
- **Handouts** - These are short comprehensive narratives summarizing a meeting.
- **Quizzes** - These can be printed out and given to employees to do or they can be done on the computer.
- **Regulations** - This is the listing of OSHA's CFR 29.
- **Violations** - This is a listing of the most common safety violations issued by OSHA.
- **True stories** - These describe actual OSHA cases and their outcomes.
- **Spanish handouts and quizzes** - These are Spanish handouts and quizzes designed to go with the English trainer meetings.

After selecting your resource, a menu appears enabling you to select a training approach. Listed below are the available approaches and a brief description of each:

- **Mandatory** - indicates session for which content is OSHA required
- **Comprehensive** - a session with broad coverage of a particular topic
- **7-Minute** - a short, simple, targeted safety training session designed as reinforcement of the topic
- **Initial** - a session used as introductory training on a topic
- **Refresher** - a session designed to follow-up on or reinforce previous training
- **Tool Box Talk** - designed as more informal reinforcement of a particular topic
- **PowerPoint** - presentation designed as comprehensive initial or refresher training
- **Hands-on** - a session in which there are training activities
- **Spanish** - a session for which there is a Spanish handout and quiz designed to go with the English trainer outlines

Located under the “Tools” section are a number of forms and guidelines for training effectively, and industry guidelines for OSHA 10/30 Hour Training.

**Interactive Certificate** - Create training certificates for any topic and employee with this interactive form. Simply open the PDF and type in the employee’s name, topic, or training and print!

**Forms** - This section provides you with handy training forms in Word format. You can save them to your computer and modify them to suit your training needs.

- Employee Safety Meeting Training Record
- Safety Meeting Sign-up Sheet
- Employee Safety Meeting Evaluation Questionnaire

**How to Train Effectively** - This section provides guidance on:

- How to Train Effectively Using Safety Meetings
- How to Plan Your Safety Meetings
- How to Conduct Your Safety Meetings
- How to Evaluate Your Safety Meetings
- How to Use the Safety Meetings Outline

**The 10/30-Hour Training Guide** - This section provides guidance on complying with both 10- and 30-hour OSHA training. Points addressed are training topics, length of topics, class hours, guest trainers, and class size. In addition, it links you to provided materials that can be used to comply with the training requirements for both training programs.