

# Supervisor Initiated Training

An informal training tool used to address hazard-specific topics



## Lift safely

### Best practices

1. Plan your lift. Clear your path.
2. Use the four points of safe lifting:
  - Keep head up.
  - Bring load close.
  - Use a staggered stance.
  - Don't twist.



### Common risks in our day-to-day activities

Ask your group for the common risks they face. Ask for possible solutions or ways to eliminate them. Write them down. Discuss best practices for dealing with the risks. Refer back and use for follow-up training.

**Risk:** Boxes are stored on the floor.

**Solution:** Add an extra pallet to raise the load so employees bend less.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Ask for employees' concerns or ideas

List employees' concerns and ideas for future follow-up. Bring the issues to leadership or your safety committee and report findings and decisions back to your group.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# SFM<sup>®</sup>

The Work Comp Experts

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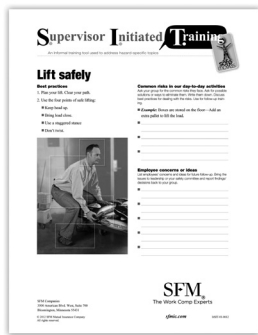
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Date completed: \_\_\_\_\_

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# Sample “SIT” Training Matrix



Use this training matrix as your guide for which “Supervisor Initiated Training” (SIT) tools to present to your staff.

This sample shows four school departments: Buildings & Grounds, Food Service, Teachers and Special Education. Regardless of your organizational structure, you can use this matrix to help you keep track of training topics in an organized way. It also helps you know what SIT tools are available. Customize the matrix to work for your organization’s specific needs.

	<b>Buildings &amp; Grounds</b>	<b>Food Service</b>	<b>Teachers</b>	<b>Special Ed.</b>
<b>Sept.</b>	Safe lifting	Safe lifting	Don’t stand on chairs	Safe lifting
<b>Oct.</b>	Early symptom reporting	Early symptom reporting	Early symptom reporting	Early symptom reporting
<b>Nov.</b>	Winter slips & falls	Winter slips & falls	Winter slips & falls	Winter slips & falls
<b>Dec.</b>	Infrequent tasks	Report unsafe conditions	Report unsafe conditions	Report unsafe conditions
<b>Jan.</b>	Stretching	Food prep ergonomics	Stretching	Stretching
<b>Feb.</b>	Winter slips & falls	Winter slips & falls	Winter slips & falls	Winter slips & falls
<b>Mar.</b>	Equipment use	Cuts & burns	Play with purpose	Play with purpose
<b>Apr.</b>	Slips, trips & falls	Slips, trips & falls	Slips, trips & falls	Slips, trips & falls
<b>May</b>	Working on ladders	Housekeeping	Housekeeping	Housekeeping
<b>June</b>	Summer work—safe lifting	—	—	—

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