

Workforce Development Safety Topics Overview

Introduction

53 Weeks of Safety – 5 Minutes at a Time provides 53 weekly safety topics. Each topic includes a packet which supports a 5-minute-per-day safety discussion. The tool may also be adapted for a single safety training session. Each downloadable packet includes:

- 1 **Lead Notes** (facilitator topic guide & talking points)
- 1 front/back **Information Handout** (participant handout) includes a case study & activity
- 1 8½ X 11 (or 11 X 17) reference **Poster**



Purpose

The purpose of **53 Weeks of Safety** is to support OSHA training requirements and help your company meet compliance guidance with OSHA's Recommended Practices for Safety and Health Programs. Objectives are:

- Improve employee engagement and awareness of workplace hazards and OSHA regulations through **Overview** and **Discovery** discussions.
- Encourage health & safety interactions and discussions to reduce occupational injuries, illnesses and fatalities using **Case Studies**.
- Enhance and improve your safety culture through **Activities**.

How to use Materials

5 Minute Daily Safety Discussion:

53 Weeks of Safety provides consistent topic-to-topic format and content to hold a 5-minute shift change safety discussion.

Cover one topic section each day

- Day 1 – **Overview & Importance**- Review what the topic is about and why it is important
- Day 2 – **Discovery** - Discuss the topic details. Reference Lead Notes for facts and tips
- Day 3 – **Case Study** - Read a real-world situation and ask the provided questions
- Day 4 – **Activity** -Assign or complete the activity. Reference Lead Notes for tips
- Day 5 – **Activity** – Encourage positive discussion, wrap up, show the OSHA reference

Or, cover all topic sections in one 30-minute weekly Safety meeting.

The purpose of the content in 53 Weeks of Safety is to provide information in the subject areas covered. Polytron shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused or alleged to be caused, directly or indirectly by the information and/or guidance provided in this series.

Introduction to 53 Weeks of Safety

Series and Topics List

53 Weeks of Safety – 5 Minutes at a Time includes the following 53 weekly safety topics in 13 series:

Series	Topics
Culture of Safety	<ul style="list-style-type: none"> • Safe Attitudes • PPE Policy • OSHA Overview • Safe Startup • World Class Elements
Chemical Safety	<ul style="list-style-type: none"> • Hazardous Chemical Labeling • Chemical Safety Data Sheets (SDS) • Ammonia Awareness • Responding to Emergencies
Clean and Safe	<ul style="list-style-type: none"> • GMPs • Airborne Illnesses • Foodborne Illnesses • Mold Awareness
Continuous Improvement	<ul style="list-style-type: none"> • Job Hazard Analysis (JHA) • SOPs and One-Point Lessons • Troubleshooting • Lean Manufacturing
Electrical Safety	<ul style="list-style-type: none"> • Hazard Awareness • Powered Hand Tools • LOTO 101 – Single • LOTO 102 – Group
Fall Protection	<ul style="list-style-type: none"> • Fall Protection - Introducing • Stepladder Safety • Scissor Lifts • Confined Spaces
Fire & First Aid	<ul style="list-style-type: none"> • Fire Prevention • Evacuation Plan • First Aid Program • Bloodborne Pathogens
Heat & Cold	<ul style="list-style-type: none"> • Heat Exhaustion • Heat Stroke • Frostbite • Hypothermia
Look & Listen	<ul style="list-style-type: none"> • Lift Trucks Awareness • Unsafe Distractions • Safe Communication • Near Miss Reporting • Situational Awareness
Machine Safety	<ul style="list-style-type: none"> • Machine Safety - Introducing • Hazards ID • Mind the Guards • Prioritizing Methods
PPE in Practice	<ul style="list-style-type: none"> • Eye Protection • Hand Protection • Hearing Protection • Foot Protection • Respiratory Protection
Safe Surroundings	<ul style="list-style-type: none"> • Walking/Working Surfaces • Signs & Signals • Ergonomics • Safety in 6S
Risk (Bonus Series)	<ul style="list-style-type: none"> • Analyzing Risk • Non-powered Hand Tools • Preventing Back Injury • Substance Abuse