# Monthly Worker Training and Safety Briefing Updates Checklist

**Company Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Training Materials

☐ Update materials to reflect current regulations, incidents, and lessons learned.  
☐ Include emerging topics (e.g., mental health, new PPE tech).  
☐ Ensure materials are accessible and inclusive.

## Training Delivery

☐ Evaluate delivery methods (online, in-person, hybrid).  
☐ Use interactive tools (quizzes, simulations, VR).  
☐ Document sessions (attendance, topics).

## Worker Feedback & Competency

☐ Maintain updated records of certifications and competencies.  
☐ Gather worker feedback for improvements.  
☐ Identify workers needing refreshers or additional training.

## Trainer Development

☐ Assess trainer competency and provide development opportunities.  
☐ Equip trainers with latest tools and knowledge.

## Compliance & Audits

☐ Conduct compliance audits and address gaps.  
☐ Update safety protocols based on findings.

## Emergency Preparedness

☐ Schedule and evaluate emergency drills.  
☐ Update emergency plans based on outcomes.

## PPE & Equipment

☐ Train workers on PPE use, maintenance, and disposal.  
☐ Confirm PPE availability and inspect safety equipment.

## Technology

☐ Implement new tools (mobile apps, e-learning).  
☐ Train workers on new safety technologies.

## Continuous Improvement

☐ Analyze training metrics and identify trends.  
☐ Develop and track action plans for gaps.

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Next Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_