

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: _____