



Minnesota Counties Intergovernmental Trust

MINI TRAINING SESSIONS FOR INJURY PREVENTION

Quick Takes on Safety

How to Use Quick Takes

Quick Takes are scripts that serve as short safety talks to remind staff about safe work practices. Quick Takes help keep safety in the forefront of employees' minds and demonstrate a commitment to safety on the part of the organization by improving safety culture. Safety culture refers to the attitudes, beliefs and perceptions employees have about safety within an organization. The Quick Take also offers an opportunity for employees to ask questions, discuss safety topics and develop solutions to specific hazards while encouraging communication.

Supervisors typically give these talks during regularly scheduled or informal meetings. **To improve their effectiveness as a training tool, all Quick Takes should be modified to reflect the needs and situations of your specific workplace.** Quick Takes are not designed to take the place of regular formal training. All Quick Takes include the following sections.

Training Overview and Objectives

This provides an overview and purpose of the talk. It also includes necessary preparation for the training and handouts that could be used to supplement the message. Instructors can review the scope of the training and level of preparation needed. Even if no preparation is required, instructors should read the script prior to the training and make changes to adapt the training to the specific audience and location.

Script

The script itself is the content that is presented aloud during the training. Occasionally there will be bracketed text that is intended to provide the instructor with additional information rather than to be read aloud to employees. The discussion questions are designed to encourage further conversation about the topic but can be omitted in the interest of time. There may be ideas for further activities.

Session Planning and Review

This section details resources for additional information and offers an opportunity for the instructor to evaluate the Quick Take session, making notes about how to improve the session in the future. Instructors should review this page prior to conducting the training in the future to make improvements.

Attendance Record

This tracks those present during the training and can serve as a record. It can also be helpful when deciding when to train on the topic again.

Employee Handout

The Quick Review of Safety is the handout to give employees. It serves as a reminder of the safety best practices covered during the training session.