



Workplace Safety

While OSHA and other applicable laws require employers to provide a safe workplace, workplace safety is more than just a legal matter.

A safe workplace increases employee satisfaction, enhances performance, limits liability, and avoids costly conflict and distraction. The first line of defense against workplace injuries—the first step in creating a healthy workplace and safety-aware workplace—is an informed workforce. Managers and employees need to understand the basics of workplace safety, including workplace violence, the basics of an illness and injury prevention plan, and the importance of reporting.

This is a general course to teach people the basics of workplace safety including common safety issues, the employer's safety program (if applicable), reporting injuries, office ergonomics, and workplace violence. Learners also have direct access to Emtrain's Course Experts and can anonymously ask questions via our innovative Expert Q&A feature.

This program helps learners understand:

- Common workplace safety issues and basics of employer's workplace safety program, if applicable
- How to spot workplace ergonomic issues
- How to spot and respond to signs of workplace violence
- How to respond to an active shooter situation
- The importance of reporting and your policies

Program Length

- **20 minutes**

Languages

- English and French Canadian

Audiences

This program is appropriate for both managers and employees

Required Program Elements

- A PDF of, or link to, your written workplace safety policy

Admin Optional Timer



Content Summary

Lesson Title	Lesson Content
1. Workplace Safety and You	We all have a stake in keeping our workplace—and people—safe.
2. Why Workplace Safety Matters	Workplace safety is about more than following policies and regulations. It's about raising awareness and taking action to reduce the risk to you, your co-workers and communities.
3. Common Safety Issues	Workplace safety covers a lot of ground—and some things may be beyond your personal control. But many injuries are caused by simple missteps that everyone needs to be on the guard for.
4. Workplace Ergonomics	Ergonomics tries to reduce stress and injuries—and increase your efficiency. It includes small things you can do that can really impact the likelihood and severity of injury at work.
5. What Is Workplace Violence?	Sensational workplace violence tragedies are often in the news. But workplace violence covers a lot more ground than that—and impacts people in more ways than you might at first think.
6. Warning Signs	There are usually warning signs before most workplace violence situations happen. Learning to spot and report them is an important way to keep our workplace safe.
7. Responding to a Workplace Violence Situation	What to do if you ever face a workplace violence situation.
8. Responding to an Active Shooter	While an active shooter situation is very unlikely to every happen, it's best to know how to respond.
9. Policies and Guidance	Workplace Safety Policies and Guidance.
10. Post-Program Survey	A chance for learners to give feedback on the training and the health of your organization in this area.