



How to Use BLR Training Materials

POWERPOINTS

Instructor-led training sessions are ideal for introductory or refresher training on more in-depth topics like bloodborne pathogens, lockout/tagout, or powered industrial trucks. Our PowerPoint® presentations are designed to be instructor-led, and each one includes a customizable slide deck with associated exercises, handouts, and quizzes.

Provided below is a summary of each document type and some recommendations for using them effectively.

- **Trainer's Guide:** This document is the first one you should review before the training session. In addition to providing an overview of the content and a rationale for the training, this document outlines the regulatory requirements for the training, such as required content, trainer qualifications, or hands-on portions. Be sure to check for any requirements that may require additional preparation or action during the training session.
- **PowerPoint:** The PowerPoint file contains the visual portion of the training material. This file can be customized as needed by adding slides, editing text, or replacing images. If site- or hazard-specific information is required for the training, consider adding a slide that includes this information for your session. Detailed instructions for editing PowerPoints are provided by [Microsoft](#).
- **Speaker's Notes:** While the PowerPoint document contains the visuals, this document includes the content of the training. You can print and use this document to guide your presentation of the slides and the associated content, or you can provide it to attendees for them to follow along.
- **Training Exercises:** There are two training exercises associated with every PowerPoint presentation. Each exercise includes a target audience (which should match the audience for the training but may be more specific), an exercise objective, a description of or instructions for the activity, and a guidance page with correct answers or discussion points. We recommend reviewing the exercises ahead of time to plan if or when to do them during the training and to be prepared to lead them. The first page(s) including the exercise can be printed and distributed to attendees.
- **Handouts:** These documents are for participants to take with them. They may expand on some content, or they may provide the participants with a summary of the most important content from the training.
- **Quiz:** It's important to assess your participants' learning after the training. You can use the prepared quiz for each course to check that they've retained the information. The first two pages of this document can be printed and distributed to attendees at the end of the course. The last page or two contains all the correct answers and justifications for those answers. If you have time, consider reviewing the quiz with the participants and explaining the right answers to the quiz questions, as this can help reinforce their learning.



AUDIOVISUAL PRESENTATIONS

Audio presentations are completely automated slideshows that include voice narration. These materials are great for use in a classroom or in a self-paced presentation. Just like the PowerPoint presentations, each one includes an associated handout(s) and a quiz. They may or may not include a training exercise.

Provided below is a summary of each document type and some recommendations for using them effectively.

- **Trainer's Guide:** This document is the first one you should review before the training session. In addition to providing an overview of the content and a rationale for the training, this document outlines the regulatory requirements for the training, such as required content, trainer qualifications, or hands-on portions. Be sure to check for any requirements that may require additional preparation or action during the training session.
- **Audio Presentation:** Instead of downloading a file, these presentations are available online. If you plan to use this type of presentation, you'll want to make sure you have access to a reliable source of Internet and that you have the audio and video equipment needed to ensure everyone present can see and hear the presentation. You also have the option of distributing the link to your participants ahead of time so they can watch the presentation and come to the training session ready to engage in discussion and activities.
- **Speaker's Notes:** Because these presentations contain audio, you may not need to use this document as a presenter, but it can be helpful for accessibility or for you or the participants to reference during or after the session.
- **Training Exercises:** Many, but not all, of these presentations include two training exercises. Each exercise includes a target audience (which should match the audience for the training but may be more specific), an exercise objective, a description of or instructions for the activity, and a guidance page with correct answers or discussion points. We recommend reviewing the exercises ahead of time to plan if or when to do them during the training and to be prepared to lead them. The first page(s) including the exercise can be printed and distributed to attendees.
- **Handouts:** These documents are for participants to take with them. They may expand on some content, or they may provide the participants with a summary of the most important content from the training.
- **Quiz:** It's important to assess your participants' learning after the training. You can use the prepared quiz for each course to check that they've retained the information. The first two pages of this document can be printed and distributed to attendees at the end of the course. The last page or two contains all the correct answers and justifications for those answers. If you have time, consider reviewing the quiz with the participants and explaining the right answers to the quiz questions, as this can help reinforce their learning.



TOOLBOX TALKS

These talks are for use on a jobsite or with a smaller group of workers. They should take about 5–10 minutes to conduct. Toolbox talks are helpful for covering basics, like wearing safety glasses or introducing new tools or machines. In many industries, such as construction, the nature of the work makes it advisable to hold weekly “toolbox” meetings. You could plan to have short, informal meetings before work once a week, with a longer talk at least once a month or at the start of each phase of the construction project.

Each of our toolbox talks includes the following elements:

- A list of materials to have on hand, either for demonstration purposes or to distribute to attendees;
- A list of questions for attendees to consider during the talk;
- A script for you to read aloud; *and*
- A form to record the details of the session.

In preparation for a toolbox talk, look over the selected talk, and be sure to gather any recommended materials. Additionally, look for ***bolded and italicized text***. This formatting is used to suggest an action for the presenter or to remind the presenter to add site- or hazard-specific information.



7-MINUTE SAFETY TRAINER

The 7-Minute Safety Trainer sessions are designed for fast and easy presentation right in the work area. The format makes it easy for you to plan and present a training session, link it to specific jobs and/or tasks, and test employees' understanding of the topic. You can conduct 7-Minute Safety Trainer sessions to introduce a new hazard, substance, or operation; focus on specific aspects of complex safety topics; or reinforce topics covered in more detailed safety training.

Each 7-Minute Safety Trainer includes an outline, a handout, and a quiz. Provided below is a summary of each document type and some recommendations for using them effectively.

- **Outline:** These documents are organized so you can read or paraphrase the training points and include the following components:
 - **Goals:** Directly below the title is a list of what employees should learn from the training.
 - **Applicable Regulations:** If the topic is covered by one or more of the Occupational Safety and Health Administration's (OSHA) standards, they're listed next as Applicable Regulations.
 - **Numbered Points:** The numbered points are presented in a sequence that moves from general to specific; they take no more than 7 minutes to cover. You can read the points word for word, or, if desired, you may also use the points as a guide and rephrase them in your own words. You may also customize the outlines with real-life examples from your workplace.
 - **Discussion Points:** Each outline also includes discussion points, which allow employees to participate by demonstrating what they've learned (i.e., how to use a machine or apply personal protective equipment (PPE)), explaining how what they've learned relates to their jobs, and recapping key points to demonstrate their understanding.
 - **Conclusion:** Each outline also contains a conclusion, which uses a sentence or two to sum up the importance of the topic or its main precautions.
 - **Test Your Knowledge:** The Test Your Knowledge section instructs you to give participants the included quiz.
- **Handout:** The handout can be distributed before or after the training session to supplement or summarize the session. The checklist format helps to highlight and reinforce the information covered in the session. Distribute it to participants either before the session so participants can follow along or after the session as a takeaway reminder of the key points.
- **Quiz:** After the session, distribute the first page of the quiz to test basic understanding of the topic. The quiz gives employees a chance to use their new knowledge and see how much they learned. Correct answers are provided on the second page.

Before each session, read through the outline and make notes. Mark any points you want to especially emphasize based on your group's particular hazards, procedures, or observed safety problems. If the outline includes points that don't apply to your group, you may either mention them briefly or skip over them to allow more time for your specific issues. We also recommend making copies of the handout for each participant.