

Genesee Community College

The BEST Center
Business & Employee Skills Training
One College Road, Batavia, NY 14020

Phone: 585/343-0055 ext.6299 Fax: 585/345-6890 Email: lmattina@genesee.edu

SAFETY TRAINING

Training Needs Assessment

Company Name: _____

Completed By: _____

Title: _____

Name of Department: _____

1. Please read the following statements and give some thought to what your current knowledge, skill, or activity level is today; where 1 is basic and 5 is advanced:

KNOWLEDGE AND SKILL STATEMENTS

SELF ASSESSMENT

We have an active safety committee that holds regular meetings to discuss safety policies and procedures.

1 2 3 4 5

We have a written set of safety policies and procedures that is actively updated according to OSHA protocols, and is proactively communicated to managers, supervisors and staff.

1 2 3 4 5

Our managers have a solid understanding of OSHA standards.

1 2 3 4 5

Our staff has a solid understanding of OSHA standards

1 2 3 4 5

Our facility has been properly informed of changes to Hazardous Communication standards surrounding Material Safety Data Sheets.

1 2 3 4 5 n/a

Our workers understand proper use and purpose of Personal Protective Equipment.

1 2 3 4 5 n/a

Our workers understand proper procedures to follow when exposed to blood.	1	2	3	4	5	n/a
Our workers have proper certification to operate heavy machinery. Certification Expires: Type of vehicle(s) operated:	1	2	3	4	5	n/a
Our workers have proper certification to operate powered industrial trucks. Certification Expires: Type of vehicle(s) operated:	1	2	3	4	5	n/a
Our workers understand proper use and operation for scaffolding/ladders.	1	2	3	4	5	n/a
Our workers have received training on electrical safety. Level of electrical safety training received: Recertification required: Additional Level needed, please specify:	1	2	3	4	5	n/a
We have a detailed accident investigation plan in place.	1	2	3	4	5	
We have an emergency evacuation plan in place.	1	2	3	4	5	
Our employees understand proper Lockout/Tagout procedures for Affected employees. Refresher required?	1	2	3	4	5	n/a
Our employees understand proper Lockout/Tagout procedures for Authorized employees. Refresher required?	1	2	3	4	5	n/a
Our employees understand proper use and maintenance of power tools.	1	2	3	4	5	n/a
Our employees received training on proper identification of and hazards associated with confined spaces. Refresher required?	1	2	3	4	5	n/a

