

CHECKLIST COMMON ERRORS IN SAFETY TRAINING

Use this checklist of common mistakes to continuously improve your safety training. Pay attention to the legal requirements and ensure careful planning, execution, and follow-up. This allows you to create a safe working environment for your employees.



Tip: To ensure that your managers are always up to date with the latest knowledge and can carry out safety instructions effectively, take advantage of the DENIOS Magazine and Download Center on our website.



PLANNING & PREPARATION

COMMON ERROR	EXPLANATION	PROPOSED APPROACH
Incorrect frequency	Training sessions are not conducted at the legally required intervals	At least once a year; every six months for young people.
Unsuitable instructors	Persons carrying out the instruction are not sufficiently qualified.	Select supervisors or qualified (external) specialists for the implementation.
Lack of preparation	The instruction takes place without a written schedule and fixed content.	Create a detailed plan with content, deadlines and responsible persons.
No risk assessment	Sources of danger are not or insufficiently considered in the instruction.	Carry out regular and comprehensive risk assessments.
Inappropriate location selection	The location of the training is not suitable, e.g. because it is loud or distracting.	Choose a quiet, distraction-free location for the training (e.g. seminar or break room).
Wrong time	The training is carried out at an inopportune time, e.g. when employees are less receptive.	Choose a suitable time for the training, e.g. at the beginning of working hours and not on Friday afternoon.
No procurement of aids	The aids required for the instruction are not available, so that the instruction cannot be carried out as planned.	Plan the required aids in advance (e.g. flipchart, media) and procure them in good time.
Neglect of home office	Despite the increase in working from home since coronavirus, training for employees working from home is often forgotten.	Instruction must also be given in the home office, with the focus here being on personal responsibility and ergonomic workplace design.
Unclear objective of the instruction	The specific objectives of the instructions are not clearly defined.	Define clear and measurable objectives for each instruction: <ul style="list-style-type: none"> Who (target group)? With what (aids)? What (activity)? How good (quality)?
Insufficient variety of methods	The methods of instruction are not varied enough and do not take different learning styles into account.	Use different methods (lecture, discussion, exercises, group work, learning programs) to take into account the different learning styles and needs of the participants.
No regular updating of the risk assessment	Risk assessments must be updated regularly in order to remain relevant.	Regular review and updating of the risk assessment.



PROCESS

COMMON ERROR	EXPLANATION	PROPOSED APPROACH
Arbitrary selection of participants	The group is too heterogeneous, which impairs the effectiveness of the instruction.	Select participants specifically (e.g. only warehouse employees, only administrative staff, etc.) so that the content is relevant for everyone.
Too many participants	Groups that are too large make it difficult to convey the content.	Limit group size to 8 (for instruction directly at the workplace) to a maximum of 15 participants.
Lack of employee involvement	The instruction takes place as a pure lecture without the participation of the participants.	Actively involve participants, e.g. through questions and practical exercises.
Lack of adaptation to the level of knowledge	The instruction is not tailored to the participants' level of knowledge.	Adapt content to the participants' level of knowledge. For example, new entrants to the profession need to be taught more company-related knowledge, whereas the focus for more experienced employees is on reactivating their knowledge.
Neglect of specific specialist topics	Specialist topics are not dealt with sufficiently or experts are not involved.	Have specialist topics explained by experts such as company doctors or fire safety officers.
Lack of explanation of meaning and purpose	The importance of instruction is not sufficiently communicated.	Explain the purpose of the safety measures clearly and comprehensibly.
Lack of practical relevance	The instruction makes no reference to the participants' everyday work.	Make content practical and include concrete examples from everyday working life.
Insufficient monitoring of success	Insufficient checks are carried out to verify the success of the instructions.	Introduce regular performance reviews and feedback loops to evaluate the effectiveness of the instructions.
No integration of modern media and technologies	Modern technologies are not sufficiently integrated into the instructions.	Incorporate modern technologies and electronic media (e.g. e-learning platforms) into training concepts to make them more attractive.



FOLLOW-UP AND DOCUMENTATION

COMMON ERROR	EXPLANATION	PROPOSED APPROACH
Missing documentation	The implementation of the instruction is not recorded in writing.	Ensure documentation of instructions and check regularly.
Insufficient follow-up	It is not checked whether the content is understood and implemented.	Carry out regular follow-up and review of understanding.
Insufficient training and preparation of managers	Managers are not sufficiently prepared for their role in the instructions.	Train and prepare managers in a targeted manner so that they can carry out effective instructions, e.g. through practical training from the DENIOS Academy.

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