

Facilitator's Guide: Small Business Safety and Health

Target Audience:

Primary: The target audience for this course are small business owners who are operating a small business after having received a loan from Montgomery Investors Group.

Secondary: In addition, people who have applied for a loan from Montgomery Investors Group, but have not started their business would benefit from taking this course.

Learning Objectives:

1. Select appropriate OSHA checklists based on their small business.
2. Utilize OSHA checklists to identify areas of compliance and non-compliance.
3. Identify the location of additional resources.

Training Purpose:

Montgomery Investors Group is a group of investors who work with individuals to open a small business. They use their vast knowledge of business to help potential business owners be successful.

In order to get approved for a loan from the organization these owners have to take training before obtaining their loan as well as throughout the first five years of their loan. This training covers a wide variety of topics with the overall goal of helping the investors get the maximum return on their investment. In recent polls of the small business owners and potential business owners, the investors found that only 40 percent of their small business owners had the knowledge and skills to be able to follow all of Occupational Safety and Health Administration (OSHA) rules and regulations.

The goal of this training would be to increase the number of small business owners who follow OSHA standards to 100%. In order to get the best return on investment, Montgomery Investors Group want to make sure that their small business owners are able to effectively follow all OSHA regulations.

Materials / Equipment:

- Computer





Total Time: 1 hour

Link to Presentation Slide Deck: [Small Business Safety and Health](#)

Notes for Facilitator and Producer:

For this guide **SAY** are direct quotes you need to say. **DO** are actions you need to complete.

To help guide you and inform the participants, several icons have been used. See the table below for the meaning of common icons used in the presentation.


	Instructor Led Activity
	Activity in Break Out Room
	Activity in chat
	Time for activity





Producer: Pre-Work	Actions
	<ol style="list-style-type: none"> 1. Review the Google Slides file. 2. If needed, read the article and watch the videos on how to set up break out rooms in Zoom. 3. Use the link provided on the invite to open the Zoom meeting. 4. Be sure to set it up so all participants enter the meeting on mute. 5. Schedule follow up email with a copy of the slides and facilitator contact information to be sent to participants the following day..
	Notes
	<ul style="list-style-type: none"> • There are breakout room activities scheduled for this session beginning on Slide 10. Collaborate with the Facilitator to decide if participants should be put into specific groups or if the groups can be chosen at random. There will be 5 groups of participants placed into 5 different rooms. • Throughout the course monitor the chat for questions and concerns.

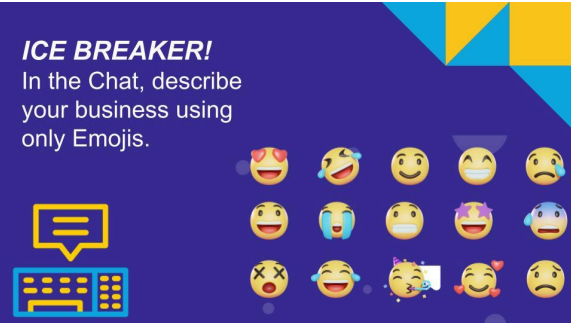

Facilitator: Pre-Work	Actions
	<ol style="list-style-type: none"> 1. Open the Google Slides file associated with this guide. 2. Review the Google Slides file. Be sure to make note of any points you want to make as you go over each slide. 3. Once the Producer has begun the meeting, share your screen so the participants can see the file.
	Notes
	<ul style="list-style-type: none"> • This guide was developed for the purpose of delivering this course via Zoom. It should work well in other online meeting applications as well with minimal changes needed. • It can be adapted to an in classroom setting with the following considerations: <ul style="list-style-type: none"> ○ Breakout room activities will need to be adapted to fit the classroom environment. ○ Participants will need paper copies of the handbook. • For this course the participants will need to have the OSHA Resource Small Business Safety and Health Handbook either printed to use or open in another tab to utilize during the training. This link will have been sent to them when they verified their attendance for the course. The Producer will also make sure it is posted in the chat for the participants to access as well. • This session contains several breakout room activities, where participants will need to be divided into 5 groups. Collaborate with the Producer about whether you feel those groups should be formed a certain way or if the Producer can make them at random. • Some key talking points and questions are included in this guide but feel free to add your own commentary and questions as well. • Most of the items on each checklist will not be able to be seen in the clips. You will need to walk learners through the points of the checklist and help them make a determination of if they think the item should be marked Yes, No, or N/A.

Training Outline- Session 1		
Slide(s)	Approx. Time	Topic / Activity
1-6	8 min	Introduction
8-10	11 min	Safety and Health Program
11-13	9 min	Self Inspections Introduction/Basics
14-19	26 min	Utilizing Self Inspection Checklists

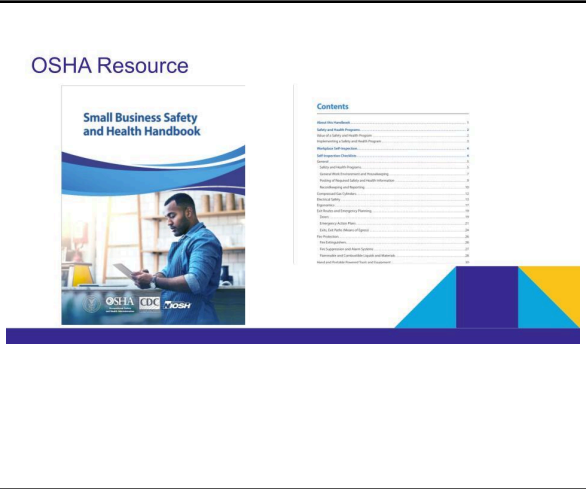
20-23	6 min	Closing
Total Time	120 min	

Detailed Guide			
Slide Details	Slide Thumbnail	Facilitator Notes	Producer Notes
<p>Slide 1 (1 min) Welcome</p>	 <p>Small Business Safety and Health Utilizing OSHA Checklists and other resources</p>	<p>DO:</p> <ul style="list-style-type: none"> • Welcome participants. • Introduce the course. 	<p>DO:</p> <ul style="list-style-type: none"> • Check for facilitator readiness. • Post link for handbook in the Zoom Chat. • Greet early participants and let them know the session will begin shortly • Remind participants to open the Small Business Safety and Health Handbook. • Remind participants to remain on mute unless called upon. • Answer any questions as participants come in.

<p>Slide 2 (1 min) Introductions</p>	<p style="text-align: center;">Meet the team</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Facilitator</p>  <p>Jennifer Smith</p> </div> <div style="text-align: center;"> <p>Producer</p>  <p>Jason Michaelson</p> </div> </div>	<p>DO:</p> <ul style="list-style-type: none"> • Introduce yourself and point out that any subject questions should go to you. • Have the Producer introduce themselves. 	<p>DO:</p> <ul style="list-style-type: none"> • Introduce yourself as Producer and point out that any technical questions about Zoom, opening the documents, etc should go to you.
<p>Slide 3 (1 min) Ground Rules</p>	<p style="text-align: center;">Ground Rules</p> 	<p>DO:</p> <ul style="list-style-type: none"> • Go over Ground Rules reminding them that they will automatically be muted and will need to unmute if they want to answer a question or speak. • Make sure to point out the location of the Raise Hand feature in Zoom. 	<p>DO:</p> <ul style="list-style-type: none"> • Monitor the chat.
<p>Slide 4 (1 min) Agenda</p>	<p style="text-align: center;">Training Agenda</p> 	<p>DO:</p> <ul style="list-style-type: none"> • Go over Agenda. • Remind them the training will be approximately one hour. 	<p>DO:</p> <ul style="list-style-type: none"> • Monitor the chat.

<p>Slide 5 (3 min) Icebreaker</p>	<p>ICE BREAKER! In the Chat, describe your business using only Emojis.</p> 	<p>SAY:</p> <ul style="list-style-type: none"> • For this activity you will tell us about your business using only emojis. • If you look at the bottom left corner you will see a keyboard icon. Anytime you see that icon, you will put your ideas in the chat. • Take a few moments and describe your business using only emojis in the chat. <p>DO:</p> <ul style="list-style-type: none"> • Give the participants a few moments to start adding their emojis. • Have participants guess at what the owner meant with each emoji set. 	<p>DO:</p> <ul style="list-style-type: none"> • Monitor the chat. • Assist anyone needing help with figuring out how to insert emojis in the chat.
<p>Slide 6 (1 min) Learning Objectives</p>	<p>Learning Objectives</p> <p>By the end of the training, learners will be able to:</p> <ul style="list-style-type: none"> • Select appropriate OSHA checklists based on their small business. • Utilize OSHA checklist to identify areas of compliance and non-compliance. • Identify the location of additional resources. 	<p>DO:</p> <ul style="list-style-type: none"> • List objectives. 	<p>DO:</p> <ul style="list-style-type: none"> • Monitor the chat.

Slide 7 (1 min)
OSHA Resource Handbook



- DO:**
- Double check that all participants have the Handbook open and ready to use.
 - State the meaning of the acronym OSHA (Occupational Safety and Health Administration.)
 - Point out the importance of following OSHA guidelines.
 - Discuss the purpose of the Handbook.
 - Give examples of how you have used it in your business.

- DO:**
- Repost link to OSHA Resource Handbook in the chat.
 - Assist participants with any issues with opening the handbook.

Slide 8 (1 min)
Value of a Safety Program



- SAY:**
- According to OSHA, more than 5,000 workers are killed on the job each year and more than 3.6 million suffer serious job related injuries or illness.
 - The goal is to be proactive, rather than reactive.
- DO:**
- Go over the key points in the graphic. Give examples from your business as applicable.

- DO:**
- Monitor the chat.
 - Make note of any questions asked and make sure to ask the Facilitator the question if she has not addressed it by the end of the slide.


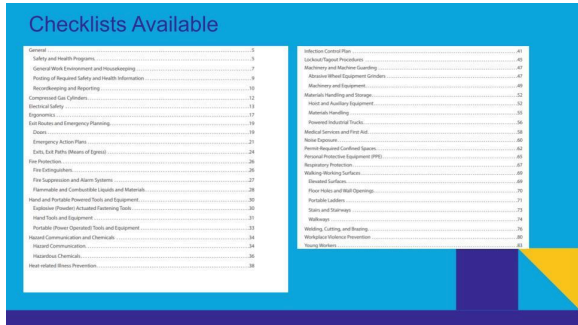

Slide 9 (1 min)
Seven Core Elements



- SAY:**
- It is recommended that you begin with a basic program, with simple goals, and then increase your program over time.
 - To make a successful program, you need to view it as part of your day-to-day business.
- DO:**

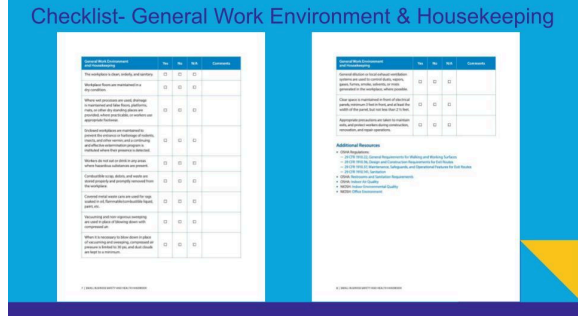
- DO:**
- Monitor the chat.

		<ul style="list-style-type: none"> • Discuss how having a plan shows your employees that you care about their well being. • Go over the key points on the graphic and how they should all be included in their Safety and Health program. 	
<p>Slide 10 (8 min) Safety Concerns</p>	<p>What are your biggest concerns when it comes to safety?</p>	<p>SAY:</p> <ul style="list-style-type: none"> • If you look at the bottom left corner you will see a speech bubble icon. Anytime you see that icon, we will be completing the activity in a Break Out Room. <p>DO: (Before starting Activity-1 min)</p> <ul style="list-style-type: none"> • Explain to the participants that they will be put into break out rooms to discuss the question on the screen. • Remind them that all are expected to share. • Let them know that while they are meeting to add concerns to the Whiteboard. Also, let them know that these concerns will be discussed after time is up. <p>DO: (During Activity- 5 min)</p> <ul style="list-style-type: none"> • Monitor Breakout Rooms • Facilitate discussion as needed <p>DO: (After Activity- 2 min)</p> <ul style="list-style-type: none"> • Facilitate discussion about concerns they had and ways having a Safety program can help alleviate those concerns. 	<p>DO:</p> <ul style="list-style-type: none"> • Set up Break Out Rooms. Refer to the link in Producer Pre-Work if you need help doing this, • When the facilitator is ready, send the participants to the Break Out rooms. • Help monitor Break Out Rooms. • Close the Break Outs Rooms after 5 min.

<p>Slide 11 (1 min) Purpose of Self Inspections</p>	<p>Purpose of Self Inspections</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Regular workplace inspections are an important tool for identifying hazards and fixing them. <p>DO:</p> <ul style="list-style-type: none"> Discuss the key points in the image. 	<p>DO:</p> <ul style="list-style-type: none"> Monitor the chat. Make note of any questions asked and make sure to ask the Facilitator the question if she has not addressed it by the end of the slide.
<p>Slide 12 (2 min) Checklists Available</p>	<p>Checklists Available</p> 	<p>DO:</p> <ul style="list-style-type: none"> Discuss the various checklists that are included in the Handbook. Discuss checklists that you commonly use in your business. 	<p>DO:</p> <ul style="list-style-type: none"> Monitor the chat. Help participants as needed with opening and navigating through the handbook.
<p>Slide 13 (6 min) Choosing Checklist</p>	<p>Which checklists do you think would best help you address your Safety Concerns?</p> 	<p>SAY:</p> <ul style="list-style-type: none"> Take a few moments to look at the Table of Contents and to scroll through the checklists in the handbook. As you find a checklist that you think you would need to use, add it to the chat. <p>DO:</p> <ul style="list-style-type: none"> Give the learners a few minutes to add their answers, and then start reading them aloud adding commentary about the selected checklists and the usefulness of it. 	<p>DO:</p> <ul style="list-style-type: none"> Monitor the chat.

Slide 14 (2 min)

General Work Environment Checklist



DO:

- Have the learners open to pages 65-66 in the Handbook.
- Discuss the difference between No and N/A when it comes to the checklists.
- Go over the key points on the checklist and discuss what a Yes would look like.
- Make sure to point out that not always can these things be seen.

DO:

- Monitor the chat.
- Help participants as needed with opening and navigating through the handbook.

Slide 15 (6 min)

Apply It 1



SAY:

- If you look at the bottom left corner you will see an instructor icon. Anytime you see that icon, we will work together with me providing guidance to complete the task.
- We will be watching a clip of a small business and then working together to complete the checklist we just discussed.

DO:

- Play the clip.
- Return to Slide 14 after watching the clip.
- Discuss each checklist item and have the learners discuss with you the rating they would give each item.
- Lead a discussion on which items are not easily able to be viewed in a snap shot.

DO:

- Monitor the chat.
- Make note of any questions asked and make sure to ask the Facilitator the question if she has not addressed it by the end of the slide.

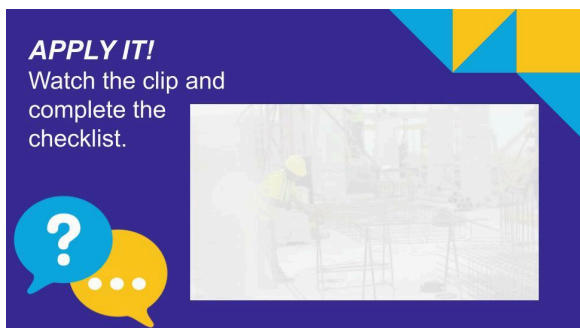
Slide 16 (2 min)
Personal Protective Equipment Checklist



- DO:**
- Have the learners open to pages 7-8 in the Handbook.
 - Go over the key points on the checklist and discuss what a Yes would look like.

- DO:**
- Monitor the chat.
 - Help participants as needed with opening and navigating through the handbook.

Slide 17 (8 min)
Apply It 2



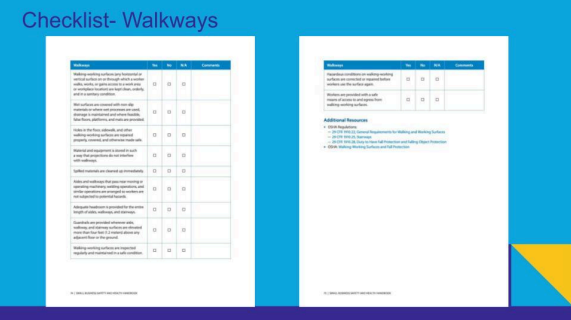

- SAY (1 min):**
- This time you will watch the clip and then return to your Break Out room to discuss each point and complete the checklist.
 - You will have 5 minutes to complete the checklist in the room.


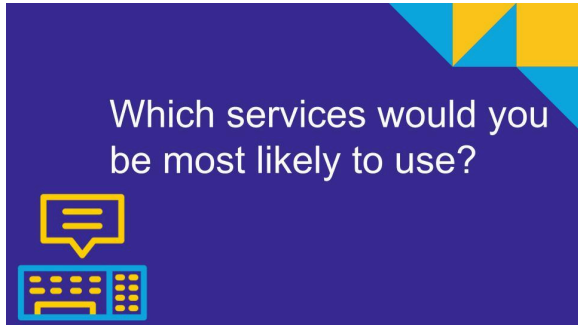
- DO:**
- When the facilitator is ready, send the participants to the Break Out rooms.
 - Help monitor Break Out Rooms.
 - Close the Break Outs Rooms after 5 min.

- DO: (Before Break Out Room)**
- Play the clip.

- DO: (During Break Out Room-5 min)**
- Monitor Breakout Rooms.
 - Facilitate discussion as needed.

- DO: (After Break Out Room- 2 min)**
- Discuss each checklist item and have the learners discuss with you the rating they would give each item.
 - Lead a discussion on which items are not easily able to be viewed in a snap shot.

<p>Slide 18 (2 min) Walkways Checklist</p>		<p>DO:</p> <ul style="list-style-type: none"> • Have the learners open to pages 65-66 in the Handbook. • Go over the key points on the checklist and discuss what a Yes would look like. 	<p>DO:</p> <ul style="list-style-type: none"> • Monitor the chat. • Help participants as needed with opening and navigating through the handbook.
<p>Slide 19 (6 min) Apply It 3</p>		<p>SAY:</p> <ul style="list-style-type: none"> • This time you will watch the clip and complete the checklist on your own. • Once the clip is over take a few minutes to complete the checklist. We will go over your thoughts after the timer goes off. <p>DO:</p> <ul style="list-style-type: none"> • Play the clip. <p>DO: (After 3 min Timer)</p> <ul style="list-style-type: none"> • Discuss each checklist item and have the learners discuss with you the rating they would give each item. • Lead a discussion on which items are not easily able to be viewed in a snap shot. 	<p>DO:</p> <ul style="list-style-type: none"> • Once the clip has played, display a timer for 3 min.

<p>Slide 20 (2 min) Safety and Health Assistance</p>	 <p>Safety and Health Assistance</p> <ul style="list-style-type: none"> On-Site Consultation Program <ul style="list-style-type: none"> Free and confidential Voluntary Focus can be a small concern or large State Plans <ul style="list-style-type: none"> Operated by individual states Currently offered in 22 states Training Resources <ul style="list-style-type: none"> Educational Centers Outreach Training Program Compliance Assistance Specialists <ul style="list-style-type: none"> Informs employees and workers about OSHA standards Give presentations Provide info on resources Publications and Educational Materials <ul style="list-style-type: none"> Free Resources Printed, online, videos, newsletters, and topic pages available Cooperative Programs <ul style="list-style-type: none"> Strategic Partnerships Alliance Program Voluntary Protection Programs 	<p>DO:</p> <ul style="list-style-type: none"> Discuss the key points on the Safety and Health Assistance slide. Be sure to point out that all of these programs have links at the back of the handbook. 	<p>DO:</p> <ul style="list-style-type: none"> Monitor the chat. Make note of any questions asked and make sure to ask the Facilitator the question if she has not addressed it by the end of the slide.
<p>Slide 21 (1 min) Services Question</p>	 <p>Which services would you be most likely to use?</p>	<p>DO:</p> <ul style="list-style-type: none"> Ask the learners to write in the chat which services they would be most likely to use. After a few moments, start reading them aloud discussing the value of each one. 	<p>DO:</p> <ul style="list-style-type: none"> Monitor the chat.
<p>Slide 22 (1 min) Review</p>	<p>Review</p> <ul style="list-style-type: none"> It is critical as a small business that all OSHA standards are followed. There are many resources available to help make sure small businesses are meeting OSHA standards. Utilizing Self Inspection Checklists are an easy first step to begin to check for compliance with OSHA standards. 	<p>DO:</p> <ul style="list-style-type: none"> Read through the Review list. Add in any other important points you want to make sure to focus on based on the information presented and the discussions during the course. 	<p>DO:</p> <ul style="list-style-type: none"> Monitor the chat. Make note of any questions asked and make sure to ask the Facilitator the question if she has not addressed it by the end of the slide.

Slide 23 (2 min)
Questions

Questions



DO:

- Thank learners for their attention during the course.
- Remind learners that your contact information is in the chat, and that they will be receiving a follow up email tomorrow with a copy of the presentation and your contact information in it as well.
- Open the floor up to questions and respond to the questions.

DO:

- Insert Facilitator Contact Information into the chat.
- Help the Facilitator monitor for questions.