

Conducting OSH Training Checklist

Before the Training

Planning & Preparation

- ☐ Training objectives and topics align with OSH policy and legal requirements
- ☐ Materials (slides, handouts, videos) are updated and relevant
- ☐ Trainer qualifications and competency verified
- ☐ Training schedule and attendance list prepared

Room Setup

- ☐ Room is clean, well-lit, and properly ventilated
- ☐ Exits clearly marked, unobstructed, and emergency lighting operational
- ☐ Aisles and walkways free of tripping hazards
- ☐ Seating arranged for comfort and occupancy limits
- ☐ Cords, cables, and equipment secured; no tripping hazards
- ☐ Electrical outlets and extensions in good condition
- ☐ Audio-visual equipment tested and working
- ☐ Whiteboard or flipchart available

Equipment & Materials

- ☐ AV and training tools inspected for proper function
- ☐ Fire extinguisher and first aid kit accessible
- ☐ Safety Data Sheets (SDS) available if chemicals are used
- ☐ PPE (if required) available, clean, and in good condition

Emergency Preparedness

- ☐ Emergency exits and evacuation routes reviewed
- ☐ Assembly point, fire alarms, and first aid responders identified
- ☐ Emergency contact numbers posted or accessible
- ☐ Participants informed of safety procedures
- ☐ Health protocols (e.g., masks, sanitizer) observed if applicable
- ☐ Water and breaks arranged

During the Training

Opening

- ☐ Trainer introduces self, objectives, and safety rules
- ☐ Conduct safety briefing: exits, alarms, emergency procedures
- ☐ Housekeeping reminders (toilets, breaks, etc.) given
- ☐ Attendance checked

Room Management

- ☐ Keep doors, aisles, and exits clear at all times
- ☐ Maintain safe and comfortable room conditions (temperature, lighting, ventilation)
- ☐ No food or drinks near electrical or technical equipment

Safety Communication

- ☐ Instruct participants on proper use of equipment or materials
- ☐ Remind participants to report unsafe conditions immediately

Training Delivery & Monitoring

- ☐ Explain safety procedures and demonstrate PPE use
- ☐ Encourage questions and participation
- ☐ Monitor understanding and safe behavior
- ☐ Correct unsafe acts immediately

After the Training

Evaluation & Follow-Up

- ☐ Conduct post-training quiz or feedback
- ☐ Collect and file attendance records
- ☐ Prepare training summary or report
- ☐ Issue certificates (if applicable)
- ☐ Identify improvement actions and schedule follow-up training
- ☐ Archive all training records properly

Post-Session Safety

- ☐ Turn off and unplug all electrical and AV equipment
- ☐ Clean up and properly dispose of materials or waste
- ☐ Return PPE and equipment to storage areas
- ☐ Conduct a final room safety inspection

