

PRESENTER'S GUIDE

"RIGGING SAFETY IN INDUSTRIAL AND CONSTRUCTION ENVIRONMENTS"

Part of the General Safety Series

THE GENERAL SAFETY SERIES

This education program is part of the General Safety Series. The programs in this series have been created to provide employees with good, basic information on everyday safety and health topics. This series includes programs on the following topics:

- Accident Investigation
- Active Shooter: Surviving an Attack
- Arc Flash
- Back Safety (Industrial and Office versions)
- Bullying and Other Disruptive Behavior (For Employees and Managers/Supervisors)
- Compressed Gas Cylinders
- Computer Workstation Safety
- Conflict Resolution (Industrial and Office versions)
- Crane Safety in Industrial and Construction Environments
- Preventing Workplace Discrimination (For Employees and Managers/Supervisors)
- Distracted Driving
- Diversity in the Workplace (For Employees and Managers/Supervisors)
- Driving Defensively
- Driving Safety: The Basics
- Driving Safety
- Dealing with Drug and Alcohol Abuse (Employees and Managers/Supervisors versions) (Industrial and Construction versions)
- Electrical Safety
- Evacuation Procedures
- Eye Safety (Industrial and Construction versions)
- Ergonomics (Industrial and Office versions)
- Fall Protection
- Fighting Fatigue in the Workplace
- Fire Extinguishers
- Fire Prevention (Healthcare, Industrial and Office versions)
- First Aid (Industrial and Construction versions)
- Fitness and Wellness
- Hand and Power Tool Safety (Industrial and Construction versions)
- Hand, Wrist and Finger Safety (Industrial and Construction versions)
- Hazard Recognition
- Hazardous Materials Labels
- Hazardous Spill Cleanup
- Heat Stress (Industrial and Construction versions)
- Hot Work Safety and the Permitting Process
- I2P2: Injury and Illness Prevention Programs
- Ladder Safety (Industrial and Construction versions)
- Loading Dock Safety
- Machine Guard Safety
- Manual Pallet Jack Safety
- Materials Handling Safety
- Motorized Pallet Truck Safety
- Office Safety
- Rigging Safety in Industrial and Construction Environments
- Safety Audits
- Safety Housekeeping and Accident Prevention

- Safe Lifting (Industrial and Construction versions)
- Safety Orientation
- Safety Awareness for New Employees
- Safety Showers and Eye Washes
- Sexual Harassment (Employee and Managers/Supervisors versions)
- Sexual Harassment Investigations
- Slips, Trips and Falls
- Walking and Working Surfaces (Industrial and Construction versions)
- Warehouse Safety
- Welding Safety
- Winter Safety
- Workplace Harassment (Industrial and Office versions)
- Workplace Stress
- Workplace Violence in Healthcare Facilities
- Workplace Violence

Most topics in the General Safety Series line include employee booklets and posters which have been designed specifically to be used with the programs. By combining these three products you have all of the materials you need to promote and conduct a complete safety meeting (for information on booklets and posters contact your local reseller).

WARRANTY/DISCLAIMER

"This program has been created to assist companies that are endeavoring to educate their employees regarding good safety and health practices. The information contained in this program is the information available to the producers of the program at the time of its production. All information in this program should be reviewed for accuracy and appropriateness by companies using the program to assure that it conforms to their situation and recommended procedures, as well as to any state, federal or other laws, standards and regulations governing their operations. There is no warranty, expressed or implied, that the information in this program is accurate or appropriate for any particular company's environment."

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* *In both a print version in the back pocket of this binder and as a PDF on the DVD*

INTRODUCTION TO THE PROGRAM

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Structure and Organization

Information in this program is presented in a specific order so that employees will see the relationships between the various concepts and can retain them more easily. The sections included in the program are:

- Rigging and crane safety.
- Choosing the right sling for the load.
- How "sling angles" affect sling tension.
- Types of hitches and how to use them.
- Standard hand signals.
- Lifting, moving and lowering a load safely.

Each of the sections covers important information in one topic area, providing employees with the basis for understanding the basic concepts of rigging loads for safe lifting by a crane.

Background

The loads that cranes lift can come in all shapes and sizes... ranging from sections of heavy industrial piping to HVAC units, from pallets full of building materials to bundles of rebar. But one thing they all have in common is the potential to cause serious problems if they are mishandled.

Loads that have been improperly rigged can be dumped on the ground, start to spin or swing out of control, all of which creates hazards for anything or anyone near them.

To prevent accidents and injuries during crane operations, riggers need to understand the hazards that are associated with lifting and moving loads, and the equipment and safe work practices that they can use to avoid them.

Objectives

This education and training program reminds employees about the hazards that are associated with raising loads by crane or when loads aren't rigged correctly, and the equipment and work procedures they should use to avoid those hazards. Upon completion of the program, employees should:

- Understand the safety standards that OSHA has established for working with cranes.
- Understand the role that a rigger plays in preventing accidents and injuries during crane operations.
- Understand the advantages of different types of slings.
- Know the three basic types of hitches and how to use them.
- Understand why "sling angles" must be taken into account when rigging a load.
- Know the safe work practices they should follow when raising, moving and lowering a crane's load.
- Know how to use standard hand signals during the rigging and handling of a load.

Reviewing the Program

As with any educational program, the "presenter" should go through the entire program at least once to become familiar with the content and make sure that it is consistent with company policy and directives.

As part of this review process, you should determine how you will conduct your session. The use of materials such as handouts, charts, etc., that may be available to you needs to be well thought out and integrated into the overall program presentation.

PREPARING FOR THE PRESENTATION

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Structuring the Presentation

In conducting this education session, you should proceed with a friendly and helpful attitude. Remember that the "trainees" are looking to your experience and knowledge to help them relate to the situations shown in the program. So it is important to let the trainees interact with you and each other during the training session.

Stimulating conversation within the group is one of the best things you, as the presenter of the program, can do to help everyone get as much as possible from the session. Be alert for comments that could help in this area in future sessions and make note of them.

As the presenter, you also should:

- Keep the session related to the topic of rigging safety.
- Relate discussions to the specific requirements and hazards that are associated with crane operations at your company, and how loads should be rigged to move them safely.
- Keep any one person or small group of employees in the session from doing all the talking.
- Get everyone involved. Ask questions of those who don't participate voluntarily.
- Clarify comments by relating them to the key points in the program.

Use the "Outline of Major Program Points" section of this guide, as well as the information included in the quiz, as the basis for answering any questions. If you don't know the answer, say so. Remember, this is a positive program on rigging safety. Make sure that your attitude and words reflect this, and that the emphasis is always on providing the information needed by the attendees to prevent accidents and injuries from occurring.

Setting Up the Class and Classroom

Remember, there are a number of things that must be done to "set up" the class as well as the classroom. These fall into several groups of activities, and include:

- **Scheduling and Notification**
 - You can use the scheduling and attendance form to schedule employees into the session (copies can be made using the printed "master" in the back of this binder or from the PDF version on the DVD).
 - Make sure that the session is scheduled so that it fits into your attendees' workday.
 - Send out notification of the session well in advance, to give people enough time to incorporate it into their schedule for that day.
 - If possible, post a notification on bulletin boards in the affected employees' areas.

- **The Classroom**
 - Schedule the room well in advance.
 - Make sure the room can accommodate the expected number of attendees.
 - Check it again on the day of the program to make sure there is no conflict.
 - Make sure the room can be darkened, and won't create a glare on the television screen.
 - Locate the light controls and test them.
 - Make sure the power for the DVD player you are using operates separately from the room light.
 - See if you can control the room temperature.
 - Know where the closest restrooms are located.
 - Assure that the room is free from distracting noises.
 - Make sure emergency exits are marked and known to the attendees.

- **Seating**
 - Make sure everyone can see the screen from their seat.
 - Make sure everyone can hear the DVD and you (when you speak).
 - Check to see that seating is such that writing can be done easily.
 - Make sure the seating arrangement allows eye contact between attendees, and between you and attendees.

- **Equipment and Materials**
 - Make sure the DVD player, monitor, and all appropriate cables and extension cords are available.
 - Make sure a stand or table is available and is of appropriate height for all attendees to easily see the monitor.
 - If you plan on using a chart pad, blackboard, or other writing board, make sure it is available, easy to see, and you have the proper writing implements.
 - Make sure you have 6" x 8" index cards or other materials that can be used as "name tents" for attendees.
 - Make sure you have made up a sufficient number of copies of the "quiz", as well as any other types of handouts you are using.

- **"Final Check"**
 - Make sure equipment is in the room prior to the scheduled session.
 - Make sure you have the right program, (look inside the three-ring binder).
 - Check to see that the room is set up properly.
 - Check equipment prior to the presentation to assure that it works.
 - Make sure extension cords, etc. are "taped down", if need be, to avoid tripping.

CONDUCTING THE SESSION

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The Initial Steps

In conducting the session remember the positive nature of this presentation. Everyone is attending in order to learn more about rigging safely. Initially, you need to:

- Introduce yourself as the session leader.
- State the title of the program, "Rigging Safety in Industrial and Construction Environments" and the purpose of the session (to learn how to rig and move loads safely during crane operations).
- Inform the attendees when there will be breaks (if you plan for them) the location of exits and restrooms and if water, coffee, or other refreshments will be available.
- Make sure all of the attendees have "signed in" on your scheduling and attendance form. Remember, it is very important to document people's attendance at the session.

Once this housekeeping is done, it is time to move to the "meat" of the session. First, the attendees need to be informed about the objectives of the session (this is where you can use a flip chart or board to list the objectives, which should be done prior to the class starting). This listing should be preceded with some introductory remarks. Your own words are always best, but the remarks should follow along the lines of the following:

"The loads that cranes lift can come in all shapes and sizes... ranging from sections of heavy industrial piping to HVAC units, pallets full of building materials and bundles of rebar. But one thing they all have in common is the potential to cause serious problems if they are mishandled."

"Loads that have been improperly rigged can be dumped on the ground, start to spin or swing out of control, all of which creates hazards for anything or anyone near them."

"To prevent accidents, injuries, even fatalities during crane operations, you need to understand the hazards that are associated with lifting and moving loads, and the rigging equipment and safe work practices that you should use to avoid them."

"The program we are going to watch today will give us some good information about rigging safety. To make this the most productive session possible we need to look at what we want to accomplish (verbally reference the 'Objectives' list from the first section in this guide, or point to a white-board or chart where you have written them down)."

Once the objectives have been provided, you are ready to show the program. However, you do need to let the attendees know that they will be taking a quiz at the end of the session (if you are using it). It should be emphasized that they are not being "graded", but that the quiz is being used to determine if the session is effectively transmitting information to them in a way that they will remember.

Showing the Program

At this point, you need to introduce the title of the program once again, "Rigging Safety in Industrial and Construction Environments", darken the lights if necessary, and begin the showing of the program.

You have several options as to how you can move through the program and what employees see. The DVD menu has three "selection bars":

- "Play".
- "Scene Index".
- "Contact Info".

To just play the program from beginning to end, select "Play".

To view (or review) a specific section of the program, select "Scene Index". You will be presented with a group of buttons, each of which corresponds to a section of the program. You can then select the specific section that you want to view.

If you would like information on other programs and products that are available from MARCOM you can select "Contact Info" for information about how to contact us.

All of our DVDs, both English and Spanish, are subtitled (similar to closed captioning). If there are hearing impaired employees participating in your training session, or you want people to be able to read the program narration as well as hear it, push the "subtitle" button on your DVD player's remote control or the player's control panel. A print version of the narration will then appear on the screen as the program plays.

Using the Program for "Tailgate Meetings" and "Toolbox Talks"

The DVD version of the program has been designed so that it can easily be used for "Tailgate Meetings" and "Toolbox Talks". The information in the DVD has been divided into 2-3 minute "chapters" on different issues involved with rigging safety. Each chapter forms the basis for a focused 10-15 minute session on an important aspect of that topic (chapters can be directly selected from the DVD menu).

Conducting the Discussion

After the program has been shown, it is time for the group discussion on the information that it contained. Care must be taken to make sure that the discussion is kept to the general topic of rigging safety. There are several ways to conduct this discussion. These include:

- Calling for questions from the attendees and using these questions as the basis for the discussion.
- "Leading" the discussion through the points covered in the program using statements such as:
 - "One of the sections in the program talked about why 'sling angles' have to be taken into account when rigging a load. Who can tell us how sling angles affect sling tension?"
 - "We saw an interesting sequence about hand signals. Who can demonstrate the proper hand signal for raising a load? Lowering a load? How about 'emergency stop'?"

You should use the discussion format that you are most comfortable with. The "Outline of Major Program Points" section in this guide, and the questions and answers in the master copy of the quiz should be used as a basis for this discussion, as well as the supplemental information that you have presented in this session*.

Remember, you have allocated a limited amount of time in which this discussion can take place. It is important to blend the attendees' questions and areas of interest with the objective of trying to touch on each major area within the program in the discussion. By touching on each area, the attendees are much more likely to retain the information presented in the session.

*(An alternative to this approach is to give the quiz immediately after showing the program, then using a review of the questions as a basis for your group discussion.)

Concluding the Presentation

Once discussion has concluded (whether naturally or you have had to bring the discussion to a close in order to complete the session within the time allowed) it is time to give the quiz if you are using it. Copies of the quiz can be made using the printed "master" in the back of this binder or from the PDF version on the DVD. Again, remind the attendees that the quiz is only meant to help determine how effective the presentation of the information is, and that they will not be graded on it. Let them know that they have approximately five minutes to complete the quiz.

At the end of the five minute period, remind the attendees to date and sign their quizzes, and then collect them. The attendees should be thanked for attending the session and reminded of any other sessions in the educational program that they may be attending. They can then be dismissed to return to their normal activities.

"Wrapping Up" the Paperwork

Before much time has passed, and the subject matter is fresh in your mind, several types of "paperwork" must be completed. First, check to make sure that all attendees signed the scheduling and attendance form. Next, make sure that you have a quiz from every attendee, dated and signed.

Depending upon what you have decided to do, a copy of the attendance form and the quiz for each attendee should be either filed in your files, or given to the attendee's department manager (or the personnel office) so that this paperwork can be included in their personnel file.

The attendees' training logs should also be updated, and every attendee should be given a filled out and signed training certificate, which signifies that they have successfully completed the course. Copies of the employee training log and the training certificate can be made using the printed "master" in the back of this binder or from the PDF version on the DVD.

Remember it is always a good idea to document information about an employee's attendance at these sessions, as well as the fact that the employee has come away from the session with an increased knowledge of how to rig loads and help to lift loads safely.

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **From freight to equipment to building supplies, loads can come in all shapes and sizes.**
 - And there are a number of different ways to rig them so that a crane can lift and move them securely and safely.

- **Rigging a load improperly can cause things to go very wrong, damaging the load and other property, and injuring people who are working in the area.**
 - So riggers play an important role in preventing incidents and injuries when cranes are being used.

- **Every day, thousands of employees in the U.S. work with cranes.**

- **Because of the hazards associated with this type of work, The Occupational Safety and Health Administration (OSHA) has established "crane safety" regulations that apply to both industrial and construction work.**

- **These standards cover a number of areas, including:**
 - Design, construction and safe use of rigging equipment.
 - Best practices for lifting, moving and lowering loads.
 - Standard hand signals that should be used in crane operations.
 - ... and more.

- **Everyone who works with and around cranes needs to understand these regulations and follow the specified procedures.**

- **Riggers play a special role in lifting and moving loads safely. They:**
 - Verify how much the load weighs.
 - Choose and attach the appropriate slings (when required).
 - Use the hitch that will best balance the load and hold it securely.
- **Riggers also:**
 - Help control the load throughout the lifting and moving process.
 - Assist in landing the load safely at its final destination.
 - Disconnect it from the crane when the move is done.
- **But your safety responsibilities as a rigger begin before you pick up a sling or attach a tagline, with the personal protective equipment (PPE) that you wear. Your PPE should include:**
 - Safety shoes with steel toes to guard against injuries from dropped loads or equipment.
 - A hard hat and safety glasses to protect your head and eyes from falling or hanging objects.
 - Heavy leather gloves to shield your hands from abrasions that can be caused by rope, braided wire and sharp objects.
- **In many cases, slings are used to connect a load to a crane's lifting hook.**
 - They support the load's weight while holding it securely and helping to balance it.
- **Different types of slings are intended to lift and carry loads of various sizes, shapes, weights, materials, and even temperatures, safely.**

- **Commonly used types of slings include:**
 - Wire rope slings... widely used for lifting loads on construction sites and other rugged environments.
 - Synthetic slings... the lightest and most flexible type of sling, good at gripping a load securely without damaging it.
 - Metal mesh slings... with wide, durable surfaces that provide a good grip and balance for a load.
 - Chain slings... used for lifting very heavy loads or in high-temperature environments.

- **Whatever type of sling you're using, you should inspect it thoroughly for damage and defects that could reduce its strength or make it hazardous to use.**
 - Check wire rope slings for broken wires, crushed sections, kinks or bends.
 - Inspect synthetic slings for abrasions, loose threads, cuts, tears or knots.
 - Make sure chain and metal-mesh slings have not been stretched, gouged, cracked or damaged by excessive heat.

- **If you find problems with the sling you've selected, don't use it!**
 - Take it out of service and replace it.

- **You should also take care to avoid damaging slings yourself:**
 - Never tie a knot in a sling.
 - Avoid kinking and twisting them.
 - Never drag them over rough surfaces.

- **It's important to make sure that the sling you're using has the rated capacity to handle the weight of the load you're lifting. You can find this information:**
 - Stamped or molded into metal chains.
 - Marked on a tag attached to a web or metal mesh sling.
 - Listed in the manufacturer's manual.

- **Overloading a sling can cause it to fail and drop its load.**
 - Sling failure can lead to serious damage, injuries, even fatalities.
 - Before you make a lift, make sure that the weight capacity of all the equipment you use, shackles, hooks, even the crane itself, can handle the load you're working with.

- **Remember that the angles of the slings in relation to the loads they are carrying can significantly affect the amount of tension that is placed on them.**
 - The "sling angle" is the horizontal angle that is formed between the "leg" of the sling and the "top" of the load.
 - For any given load weight, the smaller the sling angle the more strain that is placed on the sling.

- **For example, consider a sling that connects a thousand-pound load to a crane's lifting hook.**
 - If the sling itself is straight up and down, the sling angle is 90 degrees.
 - So the strain on the sling equals the weight of the load, a thousand pounds.

- **Now consider a thousand-pound load that is rigged using two slings, attached symmetrically over the load's center of gravity.**
 - In this setup, with the sling angles at 60 degrees, the strain on each sling equals 577 pounds.
 - That means the total strain on the rigging will be 1,154 pounds... greater than the weight of the load itself!

- **To rig loads safely, you must take the effects of "sling angles" into consideration.**
 - A sling angle chart or rigging pocket guide can help you to assess these angles and select the right slings for your job.

- **A "hitch" is what is used to attach, wrap or "reeve" a sling onto a load so that it can be raised. The purpose of a hitch is to:**
 - Support a load and keep it under control.
 - Prevent it from tipping or rotating while it is lifted, moved and landed.
- **There are three basic types of hitches.**
- **A "vertical hitch" connects a load to the crane hoist by a single sling leg that hangs straight up-and-down.**
 - It is used on loads that are equipped with lifting attachments such as eye bolts or latches.
- **A "basket hitch" passes the sling under the load with its ends connected to the crane hook.**
 - It can provide the greatest lifting capacity of all hitches.
- **A "choker hitch" passes one end of the sling under the load and through an attachment or "eye" on the other end of the sling, so that the sling tightens on the load when it is raised.**
 - This hitch is used when you need to get a good "grip" on the load.
 - A variation known as the "double-wrap choker hitch" passes the sling around the load twice for extra support and security.
- **In some cases, a sling hitch and a load could damage each other because of the tension that is created during the lift.**
 - To prevent this, you can place padding, wood or other "softeners" between the hitch and the load, especially on corners and edges.
- **Before connecting a sling to a crane, you need to inspect the lifting hook for signs of cracking, stretching or other damage. Never use a hook that:**
 - Is stretched out of shape by 15 percent or more.
 - Is twisted by more than 10 degrees.
 - Has a safety latch that is bent or broken.

- **Regardless of what type of hitch you use, you can improve your control of the load by attaching one or more lengths of rope, called "taglines", to it.**
 - Tension on the taglines can prevent the load from rotating and allow you to guide it smoothly to its final destination.
- **To lift a load safely, everyone involved in the process must be able to communicate with each other quickly and clearly.**
 - So you need to know and use the standard hand signals that have been established by OSHA.
- **To show that you want to hoist a load, lift your arm, point up and move your index finger in a small horizontal circle.**
- **To indicate that you want to lower a load, point your arm downward, extend your index finger and again move it in a small horizontal circle.**
- **To stop a crane, hold your arm out to the side, face your palm to the ground, then move your arm back and forth horizontally.**
- **For an emergency stop, hold both of your arms out to the side with palms down and move your arms horizontally.**
- **If you're using a boom crane:**
 - Extend your arm out to the side, then point your thumb up when you want the boom to be raised.
 - Extend your arm out to the side and point your thumb down when you want the boom to be lowered.
- **In some cases, electronic communications devices such as walkie-talkies or handheld phones can be used.**
 - A crane operator must always use a "hands-free" model.
- **Electronic communications equipment should be tested before a lift, to ensure that it works, and everyone is on the same channel.**

- **When it's time to make a lift, there are a number of safe work practices you should follow to make it safely.**
- **Start with some simple housekeeping.**
 - Clear away any rubbish or unused equipment in the area that could get underfoot or create an obstacle.
 - Any people in the area who are not directly involved in making the lift should be cleared out as well.
- **You should always make sure that:**
 - The crane hook is positioned directly above the load, so that the lift will be made straight up.
 - All the rigging connections are secure.
 - Your body parts, as well as those of anyone working with you, are clear of any pinch points between the load and the rigging.
- **Next you should make a "trial lift", by raising the load about a foot off the ground, to verify that:**
 - The rigging can support the load safely.
 - The load does not hang at an angle of more than 10 degrees from the horizontal.
 - The crane can hold it securely using only the brake power on the hoist cable.
- **If you find any problems, set the load down and correct them, then make another trial lift.**
- **When you are satisfied that the rigging is secure and the load is stable, the lift can proceed.**
- **Remember, you should never tie or wrap a tagline around your hand or body while the load is suspended.**
 - If the load moves unexpectedly, the tagline could drag you with it, and you could end up underneath some very heavy material!
- **Coworkers or bystanders should never be allowed underneath a load, and a load should never be moved or stopped over them.**

- **As the load reaches its final destination, stay away from walls, equipment, stacks of materials or other immovable objects that you could be pinned against if the load shifts unexpectedly.**
- **Never "un-rig" a load until it is fully lowered, stable and secure on the ground.**
 - You can then remove the slings and other rigging equipment from the crane hook and return them to their storage area.
- **Be sure to lower every load that you raise, even if it hasn't reached its final destination.**
 - A suspended load is an "accident waiting to happen".
 - Never leave one unattended.

*** * * SUMMARY * * ***

- **Know the OSHA crane safety standards and understand how they apply to you and your coworkers.**
- **Familiarize yourself with the different types of slings and hitches, and how they should be used to rig different loads safely.**
- **Remember to take sling angles into account when determining how to rig a load.**
- **Know and use standard hand signals, and always follow safe procedures when lifting, moving and lowering a load.**
- **Be sure to wear the appropriate protective clothing and equipment for the job you're doing.**
- **Lifting loads with a crane doesn't have to be hazardous. When you use proper rigging procedures and equipment, you and your coworkers can make every lift a safe and secure one!**

ACCOMPANYING MATERIALS

ACCOMPANYING MATERIALS

In order to assist you in conducting your session on rigging safety, we have provided a number of specific materials that can be used with this program. These materials have been furnished in PDF format on the DVD as well as printed "masters" in the back pocket of this binder. This will enable you to make as many copies of these forms as you need. If you have colored paper available to you, it is often useful to put each form on a different color. This enables you to easily differentiate between the materials. The materials enclosed with this guide include:

Scheduling and Attendance Form

This form is provided so you can easily schedule your attendees into each session of the program. It's important that you have each attendee "sign-in" on the appropriate form, documenting their attendance at the session. Typically, a copy of this attendance/"sign-in" form is filed in the employee's personnel file.

Quiz

The quiz is normally given after viewing the program. However, if you would like an indication of the "increase" in the attendees' knowledge of how to rig loads for safe lifting by crane, you can give the quiz both before and after the program is shown.

You can also use the quiz as the basis for a class discussion. If you have decided to give the quiz both before and after the attendees view the program, it is often interesting to have the attendees compare their "before" and "after" answers as part of the session. Typically, the quiz is filed in the employee's personnel file.

Training Certificate

This form allows you to give each employee their very own "certificate of completion", showing that they have attended the course and taken the quiz. Space is provided to insert the employee's name, the course instructor and the date of completion.

Employee Training Log

This log helps you to keep track of when each employee has taken the course, as well as associated courses/training. Space is provided to list pertinent data about the employee, as well as information such as the date the course was taken and the instructor conducting the course. A copy of this form should be kept in each employee's training or personnel file.

Booklet*

A sample copy of the employee booklet that has been designed for use with this program has also been included. Using both illustrations and text to review important points, the booklet is designed to reinforce the message that employees receive in the training session. The material is presented in the same order as seen in the program and is organized into concise sections, making it easy to understand and remember.

**Additional booklets, as well as copies of the poster that has been created to get employees thinking about rigging safety, are available from your reseller.*