IndustrySafe Safety Software

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Training Tracking

Record and analyze training tasks with safety management software

Introduction

Training is the cornerstone of any business' development, and a strong training process for employees can be a valuable tool for organizations that wish to improve health and safety procedures. However, without some level of organization and accessibility, training documents, methods and exercises can fall by the wayside, and the effectiveness of these programs may suffer. This article will explain the importance and benefits of establishing effective training programs and and will explore the ways in which safety software can help you to record, manage, and track your organization's training data.

Why Is Safety Training Important?

Employees require an extensive array of training in such areas including environmental, health, and safety issues in order to perform their job in a safe manner. When workers are properly trained, costly incidents involving property damage, hefty compensation costs, and legal and medical fees can all be prevented, improving your company's bottom line.

In addition, properly educated workers is a requirement of numerous OSHA regulations and many OSHA training regulations also require employees to complete refresher training on an annual basis or sooner if job positions or conditions change. As a result, safety and training managers must be able to easily determine which employees are overdue or have upcoming required (re-)training in order to ensure that all employees are in compliance.

Overall, an effective training program will allow your employees to become more competent in health and safety issues, will help your company to remain OSHA compliant, as well as to avoid the distress and financial costs caused by work-related incidents and illnesses.

Why Use Safety Software for Training Tracking?

When managers use paper records or spreadsheets to track training tasks and employee certification, there may be a higher potential to fall behind on retraining or unintentionally skip over important steps.

Safety management software can help training managers to better organize their training program, as it allows them to consolidate training resources in one convenient location, providing them with increased visibility into their company's training processes and easier access to training data. Attachments, such as class syllabi, test results, or training content, can be added to records, allowing training managers to build a comprehensive training catalog.

Training managers can use safety software's intuitive profiling tools to cross-reference training responsibilities with job titles and locations in order to determine which workers in each department need to complete each step of training. Safety software's scheduling tools make it easy to schedule training for individuals or groups of employees, and automatic email notifications can remind employees, supervisors, training managers, and safety professionals of upcoming or overdue training. As a result, fewer workers may fall behind on training tasks, and training managers can minimize the number of employees operating without the proper credentials.

Safety management software can also save training managers valuable time and energy by allowing them to make batch updates to easily alter multiple training records at once.

In addition, companies can even integrate safety software's training data with their existing human resource systems, providing managers with the ability to keep employee information updated consistently across departments. Companies can also compare an employee's incident history with his/her training history to determine the way in which additional training may prevent additional incidents.

Tracking and Analyzing Training Data

In addition to streamlining and improving training scheduling and recording processes, safety management software also allows for detailed reporting and analytics of training activity.

Safety management software gives training managers the tools they need to push deeper into training data, finding out powerful analytics in minutes.

Training - Top 10 Classes by Number of Employees Past Due	
Class	Number of Employees
Confined Space Procedures and Permitting-500	176
Asbestos Awareness-480	154
Advanced Chemical Hygiene Officer-3	143
General Safety Orientation-5	135
Fit Testing-880	129
10-Hour OSHA Construction Training-580	126
Airport Customer Service-702	125
10-Hour OSHA Construction Training-2920	121
aerial rescue-1760	102
Bus Operator Training-860	102

Training - Percent of Employees with Expired Training

Show/Hide Data

Total Employees	594
Employees With Expired Training	461

Examples of Common Training Analytics
Source: TRA, Inc.

For example, reporting tools allow training managers to drill down and view vital training metrics in real-time, such as class attendance rates, which classes have the largest number of employees who are overdue to take the class, what percentage of employees have expired training, and much more.

Users can build comprehensive reports to swiftly determine the areas of their organization that are most compliant and up to date with training requirements, which areas are in need of improvement, and can use this data to make informed decisions about their organization's training programs.

Conclusion

In conclusion, safety management software can help training managers save valuable time and energy by simplifying training scheduling, recording, and reporting processes, as well as helping them to easily track and identify trends in their companies' training activities, giving them increased visibility into their business' operations. Training managers should consider utilizing the wide variety of tools and options that safety management software offers to help strengthen their organization's training programs.

About the Author

This article was written by Clare A. Epstein, Vice President of TRA, Inc. Ms. Epstein oversees the IndustrySafe Safety Management Software and has assisted numerous organizations in implementing the IndustrySafe software and improving their safety and training data analysis.