

Sample of ALERT! Proposed Implementation

Background

This project outline is based on ACM Inc performing a number of services to effectively implement the ALERT! safety program. We will begin by learning your existing safety culture and issues using a safety survey instrument and Structured Listening[®] sessions. We will then adjust our materials to your culture and issues, followed by ALERT! training for your management team, training your trainers and implementing ALERT! as a pilot in one location of your business. The duration of the project will be 10 working days over 2 consecutive weeks.

Step 1. Survey Instrument

ACM Inc will provide a simple survey form to assess the present beliefs and attitudes toward safety of your management, salary and hourly-paid employees. You will issue the survey instrument to everyone for completion, collect them and sort them according to the various groups listed prior to ACM Inc trainers arriving on site. ACM Inc will summarize and use the results of the survey in the ALERT! training.

Step 2. Structured Listening[®]

Two instructors will interview focus groups from management, salary and hourly employees to investigate safety attitudes and issues looking for similarities and differences among the groups. ACM Inc will summarize the results, report them to management and incorporate them into the ALERT! training. The duration of this work is 1.5 days

Step 3. Management ALERT! Training

Two instructors will deliver ALERT! training to the management group and discuss their role in the program in 1 day.

Step 4. Salary ALERT! Training

Two instructors will deliver ALERT! training to two groups of salary/supervisory personnel, 8hr per day for each group over 2 days. (15 maximum/group)

Step 5. Train-the-Trainer ALERT! Training

Two instructors will deliver ALERT! training to one group (15 maximum) and show them how to deliver the material over 1.5 days.

Step 6. Pilot ALERT! Training

The instructors will work with the new trainers to assist them deliver ALERT! training in one area of the company, work with management to get the safety statistics for the past year displayed in the area, publicize the ALERT! program in the area and demonstrate a Supervisor meeting that reinforces ALERT! implementation and on-going learning. (1 group of employees - 15 maximum).

The following table summarizes the instructor time commitment for each of the above steps. We recommend that one person in the management group become the ALERT! champion and work frequently with ACM Inc personnel during the training and pilot. Licensing for the ALERT! Program and all materials are included in the project cost.

STEP	DAYS	PERSON DAYS**
1. Survey Instrument/Analysis*	2	2
2. Structured Listening [®]	1.5	3
3. Management ALERT! Training	1	2
4. Salary/Supervisor ALERT! Training	2	4
5. Train-the-Trainer ALERT! Training	1.5	3
6. Pilot Implementation	4	8
Total	10	20

* Note 1. Time spent prior to arriving at work site and not included in totals

** Note 2. Two instructors at work site