# Sample ‘SIT’ Training Matrix

Supervisor Initiated Training

Lift safely

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Use this training matrix as your guide for which *Supervisor Initiated Training* (SIT) tools to present to your staff.

This sample shows five school departments: Buildings & Grounds, Food Service, Teachers, Special Education and Transportation. Regardless of your organizational structure, you can use this matrix to help you keep track of training topics in an organized way. It also helps you know what SIT tools are available. Customize the matrix to work for your organization’s specific needs.

| Month | Buildings & Grounds | Food Service | Teachers | Special Education | Transportation |
|---|---|---|---|---|---|
| **Sept.** | Early symptom reporting | Proper ergonomics — Food storage | Report unsafe conditions | Report unsafe conditions | No short cuts. Pick the safe route. |
| **Oct.** | Lift safely | Early symptom reporting | Early symptom reporting | Behavior interventions: Special Ed | 3 point contact |
| **Nov.** | Winter slips & falls: Custodians | No short cuts. Pick the safe route | Winter slips and falls | No short cuts. Pick the safe route | Winter slips and falls |
| **Dec.** | Ladder safety | Lift safely — Food service | Don’t stand on tables or chairs | Early symptom reporting | Opening the hood |
| **Jan.** | Proper ergonomics for custodians | Service line ergonomics: Food Service | Slips and falls in the classroom | Substitute staff: Special Ed | Lift safely |
| **Feb.** | No short cuts. Pick the safe route | Cuts — Food service | Step down. Not out. Off the curb | Step down. Not out. Off the curb | Checking fluids |
| **Mar.** | Safe equipment use: Custodians | Winter slips and falls | No short cuts. Pick the safe route | Slips and falls in the classroom | Checking the ceiling hatch |
| **Apr.** | Slip and fall safety: Custodians | Handling tall carts: Food Service | PLAY with purpose | PLAY with purpose | Checking under the bus |
| **May** | Lift safely | Slip, trip, fall safety — Food Service | Don’t stand on tables or chairs | Don’t stand on tables or chairs | Door and light function check |
| **June** | Pre-task planning — Custodians | — | — | — | Closing windows |

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# How to present a Supervisor Initiated Training (SIT)

### What is SIT:

A *Supervisor Initiated Training* is a hazard-specific training talk presented by a supervisor or leader anytime during the workday. It takes less than three minutes and reminds staff about key safety messages and procedures.

### The purpose of a SIT:

*Supervisor Initiated Training* tools are meant to increase employee knowledge and consequently decrease injuries. Presenting a SIT can ultimately help lower your business costs.

### How do I know which topic to use?

A sample training matrix is on the reverse side of this sheet to help you know which topic to present each month and to which employee group. For example, when school begins you can remind teachers to not stand on chairs or other unauthorized surfaces and can tell food service staff about proper ergonomics while working on the food line.

### How do I give the talk?

*SITs* are intended for informal gatherings like early in the morning before the day begins or as a way to start a staff meeting. The gathering can occur anywhere, anytime, which minimizes work interruption.

### Preparation

Read the SIT before presenting. Think about how it relates directly to your staff. Stay positive and relax. Remember, a good safety talk:

- Focuses on a few key points.
- Uses personal examples.
- Uses actual equipment or demonstration whenever possible.
- Concludes with questions being answered and feedback from staff.

### Get more SITs

Download SFM's SIT series at sfmic.com, keyword: SIT

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