

Training Safety Officer (TSO) Safety Briefing Worksheet

Please use this worksheet to practice what you have learned about creating a Training Safety Officer (TSO) safety briefing. Reflect on the techniques you know to help you prepare and present this briefing. Use the left-hand column in this grid as prompts for each step of the briefing, and then use the right-hand column to put that step into your own words.

Greeting	
Introduction <i>Give an overview of the day—what can trainees expect?</i>	
Define the TSO's Role <i>What will the Training Safety Officer (TSO) do—and why?</i>	
Off-Script Behavior	
Off Limits <i>Off-script behavior will be stopped—if it's not in the lesson plan, it's not allowed.</i>	
Signal to Stop	
Define & Practice <i>Demonstrate the phrase, whistle, etc. that will be used to stop training.</i>	
Pre-Existing Injuries	
Check with Trainees <i>Ask people to see you after the briefing to report any existing injuries.</i>	
Notify TSO	
Report Injuries <i>Remind trainees to let the TSO know of any injuries sustained at any point during the training.</i>	

Site Safety Concerns	
Review Procedures <i>Outline specific directions for the training site.</i>	
Firearms Concerns <i>Firearms should be unloaded upon arrival, etc.</i>	
Mat Room Concerns <i>Only socks should be worn on the mats, etc.</i>	
Burn Site Concerns <i>Do not enter the upper level during this exercise, etc.</i>	
Training Safety Concerns	
PPE Requirements <i>Review the protective gear that is required.</i>	
Police <i>Review defensive tactics, coach/officer, firearms, etc.</i>	
Fire <i>Review NFPA, Jaws of Life, etc.</i>	
Role Players <i>Review off-script concerns, triple check weapons, etc.</i>	
EMS Plan	
Define and Locate <i>Review what medical equipment is available and where it is located.</i>	
Response Plan <i>Tell trainees who is on site to help with medical needs.</i>	
Miscellaneous	
Tailor to Department <i>Review the importance of the warm-up, remind trainees to wash hands/clothes after shooting, etc.</i>	

Conclusion

Positive Safety Message

Let trainees know that if everyone makes safety a priority and stays on script, we can have a safe training.