



### 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.*

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

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