

## CHAPTER 7 STAFF TRAINING

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### 7-1. Introduction

This chapter provides staff training recommendations for the CDC play area inspection and maintenance program. The primary focus of this chapter is the training of CDC staff. It is important that a hands-on training program be conducted to provide CDC staff with direct experience in inspection techniques. In addition, all key staff involved in the inspection and maintenance of the outdoor play area must be trained to ensure the success of this program. These staff include CDS Coordinators, CDC Directors, Installation Safety Officers, and DPW. This chapter describes the training video *Playing It Safe* which provides training recommendations for key staff, and outlines a detailed training program for CDC staff.

### 7-2. The training video

The *Playing It Safe* video can be used in training sessions for key staff as well as in CDC staff training. It should be obtained from the CDC Director or CDS Coordinator. It consists of three parts which can be individually selected, as appropriate, for the audience and training topic. Part one provides an overview of the inspection and maintenance program and emphasizes the importance of play area safety. It is suitable for many audiences, including CDS Coordinator, CDC Directors, Installation Safety Officers, DPW, and CDC staff. Part two explains how to customize the inspection and maintenance program for each age appropriate play area at the CDC. It is intended for key staff, including CDS Coordinators, CDC Directors, installation Safety Officers, and DPW. Part three is intended for CDC staff and provides training in conducting daily visual inspections of the play area.

### 7-3. Key staff training needs

Training is required to help key staff successfully establish and manage the inspection and maintenance program. Training topics for key staff should include: customizing the inspection and maintenance program at the CDC; organizing the play area record keeping system; performing baseline inspections, daily visual inspections, periodic inspections, and annual inspections; hazard management; inspection reporting; training CDC staff; and using the video which accompanies this manual,

### 7-4. The CDC staff training session

The CDC staff training program uses the video and a hands-on training program to train staff to conduct daily

visual play area inspections. The training sessions are conducted by the CDC Director and the Installation Safety Officer, who must also be trained to effectively conduct these sessions. As the staff person responsible for play area safety, the Installation Safety Officer participates in the training program to ensure that CDC staff correctly perform inspection procedures.

### 7-5. Training goals and objectives

The goals of the CDC staff training program are to train staff to conduct daily visual inspections of the play area and to understand the importance of play area inspection and maintenance to child health and safety. This knowledge will increase staff motivation to conduct thorough inspections and to carefully follow procedures for eliminating play area hazards. The objectives of the training include the following:

- a. *Know the Rationale for the CDC Play Area Inspection and Maintenance Program.*
- b. *Identify Elements Within the Play Area.*
- c. *Know How to Use the Daily Visual Inspection Tools.*
- d. *Recognize Common Play Area Hazards.*
- e. *Complete an On-site Daily Visual Inspection.*
- f. *Know Procedures for Reporting Hazards.*

### 7-6. Preparing for the CDC staff training program

To prepare for the training session, the CDC Director should:

- a. *Assemble the Supplies Needed,* The CDC Director should photocopy the daily visual inspection tools and the Child Development Center (CDC) Play Area Safety Inspection Summary, DA form 7308-R, for use by staff during the training session.
- b. *Schedule the Training,* The CDC Director schedules the time and date of the training and notifies the Installation Safety Officer and CDC staff.
- c. *Pre-training Play Area Inspection.* Prior to the staff training program, the CDC Director should complete a daily visual inspection of all play areas which will be used during the training program using the procedures describe in this manual. By completing the same inspection that will be performed during the training program, the CDC Director will become familiar with any hazards present in the play area, be prepared to answer staff questions, and be able to assess the accuracy of CDC staff inspections during the training, If desired, the CDC Director can set-up "hazards" in the play area

just prior to the training program which CDC staff can discover during a play area inspection.

### 7-7. Training agenda

The following is a recommended CDC staff training program agenda:

*a. Introduction.* The CDC Director and Installation Safety Officer should provide an overview of the CDC play area inspection and maintenance program.

*b. Training Video.* The participants will view part one and part three of the training video.

*c. Hands-on Daily Visual Play Area Inspection.* After viewing the video, the CDC Director and installa-

tion Safety Officer should prepare the staff for a hands-on daily visual inspection of the play area. The CDC staff will conduct the inspection. The staff will complete daily visual inspection logs and CDC Play Area Safety Inspection Summary, DA Form 7308-R, as required.

*d. Inspection Debriefing.* When the hands-on inspection is completed, the training program should reconvene and inspection findings should be summarized.

*e. Staff Inspection Assignments.* The CDC Director should assign staff to conduct daily visual play area inspections.

*f. Next Steps.* Plans for additional or annual staff training sessions should be discussed.