
Participant Guide

September 2026: Workplace Safety

Network to Work Lessons & Materials
are on the Participant Portal at:
A4td.org/resources

Meeting Ground Rules:

- Silence your phones
- Maintain confidentiality
- Listen to others
- Participate
- Use the “Parking Lot”

Today’s Agenda:

1. Materials

- Welcome! Please sign in.
- Your **Career Navigator** (CN) and **Case Management Participant Assistant** (CMPA) have your meeting agenda and various program materials available for you on the table.
- Please be sure to provide us with any changes in your address, phone or email.

2. Welcome and Opening Remarks

- **Introductions: Introduce yourself:**
 - What you learned in the past month
 - Job goal
 - Host Agency
- “What do you hope to take away from or learn at today’s meeting?”

3. We Celebrate You! Participant Success

- Achievements are discussed.

4. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Workplace Safety”

NOTES: _____

5. Job Readiness: Workplace Safety

Safety Videos

Slips, Trips and Falls (5:40)
<https://www.youtube.com/watch?v=PIFOC8d8tOk>

Electrical Hazards (6:10)
<https://www.youtube.com/watch?v=R5KgyLdCmPg>

Using Chairs (3:14)
<https://www.youtube.com/watch?v=d5VKVI-BtcY>

NOTES: _____

6. Workplace Safety Quiz Challenge:

- **Activity/Discussion – “Workplace Safety Quiz Challenge”**
- **Questions are at the end of this packet. Circle the correct answer during the activity.**

NOTES:

7. Miscellaneous Matters

- **Additional information**

NOTES:

8. Jobs in the Area / Peer to Peer Support and Sharing

- **Staff will share job contacts / potential opportunities** that you should apply for when the opportunity matches your job goal.
- **Participants:**
 - Share job contacts and opportunities you know about.
 - Share any wisdom or insight you have gained from your own job search.
 - Share any challenges you are facing for which you’d like group support or input.

NOTES:

9. A4TD News & Notes

a. **Jobs, Jobs, Jobs!**

- i. American Job Centers (AJC)/CareerOneStop: It is a SCSEP requirement that participants use the American Job Centers/ CareerOneStop board as part of their job search. Please keep your resume updated.
- ii. Job Search: As a SCSEP participant, you have agreed to actively learn skills and participate in a job-search. Complete your Job Search Activity Log (JSAL) monthly. Log in to the CareerOneStop/AJC job site twice per month.
- iii. Do you have family or friends that could benefit from the SCSEP Program? Take a flyer, have them apply on our website, or contact your CN/CPMA!

b. **All A4TD Training Centers will be closed** on Monday, September 7, in observance of Labor Day, and Monday, October 12 in observance of Columbus Day. Your Host Agency may be closed on those days. If so, please make plans with your CMA and your Host Agency supervisor to make up your hours **during the same pay period**.

c. You must notify your local A4TD training center staff / Case Management Participant Assistant office:

- i. If your personal information changes (address, phone #, etc.)
- ii. If there are any changes to your family size, income, or employment status.
- iii. If during training, you become the relative or domestic partner of another participant or of a staff member at your host agency.

d. **Timesheet Reminders:**

- Names, Places, Dates, Signatures: all must be filled out!
- Do not forget to total the right-hand column and at the bottom.
- Offsite training must be explained with the hours breakdown and name of the provider (organization, school, or online platform).
- It is your responsibility to save your paystubs.
- For today's meeting in the "Explanation of Offsite Training Activities column", write "Network to Work meeting".
- You cannot train more than 8 hours on any single day, even a day with a Network to Work meeting.
- We pay for training activities only, not job search activities, such as searching, applying for jobs, writing cover letters, completing JSALs.

10. Conclusion of the Meeting

Next Meeting:

a. _____day, October _____, 2026 at _____

b. The **October** meeting topic is **Interviewing**.

- All Participants are required to complete a **Job Search Activity (JSAL)**. Bring your Job Search Activity Log (JSAL) to the next meeting.

Workplace Safety Quiz Challenge

(Circle Correct Answers during activity)

Question 1

If you notice a spill on the floor, it's best to leave it for the cleaning staff to handle.

- A. True
- B. False

Question 2

Which of the following is one of the most common causes of workplace injuries?

- A. Slips, trips, and falls
- B. Computer updates
- C. Office meetings
- D. Printing documents

Question 3

You should report a safety hazard even if no one has been injured.

- A. True
- B. False

Question 4

What should you do first if you discover a damaged electrical cord?

- A. Tape it yourself and continue using it
- B. Report it and stop using it
- C. Throw it in the trash

Question 5

Good housekeeping helps reduce workplace accidents.

- A. True
- B. False

Question 6

Walkways and exit routes should be kept clear of boxes, supplies, and other obstructions at all times.
Boxes or supplies

- A. True
- B. False

Question 7

If a task seems unsafe, employees should speak up and ask questions.

- A. True
- B. False

Question 8

What is the safest way to lift a moderately heavy object?

- A. Bend at the waist
- B. Lift quickly
- C. Bend your knees and lift with your legs
- D. Twist while lifting

Question 9

In an emergency, where can you typically find evacuation route information?

- A. Office supply catalogs
- B. Safety postings or emergency plans
- C. Breakroom menus
- D. Payroll reports

Question 10

Wearing required Personal Protective Equipment (PPE) is optional if you have done the task many times before.

- A. True
- B. False

Question 11

Which action helps prevent trips and falls?

- A. Walking while looking at your phone
- B. Carrying more than you can see
- C. Leaving cords across walkways
- D. Keeping walkways clear of clutter

Question 12

Which color is most commonly used on safety signs to indicate a warning or caution?

- A. Blue
- B. Purple
- C. Yellow
- D. Brown

Question 13

What should you do if you see a coworker performing a task unsafely?

- A. Ignore it
- B. Post about it online
- C. Alert them respectfully or report the concern
- D. Wait until someone gets hurt

Question 14

Emergency exits should remain accessible and free from obstructions at all times.

- A. True
- B. False

Question 15

Which is an example of good ergonomics?

Hint: Ergonomics means fitting a job, tool, or workspace to a person's body, rather than forcing the person to adapt to the design

- A. Sitting in the same position all day
- B. Adjusting your chair and monitor for comfort and posture
- C. Keyboard on lap
- D. Excessive reaching

Question 16

If you hear a fire alarm, what should you do?

- A. Finish your email
- B. Wait and see
- C. Ignore it
- D. Follow your organization's evacuation procedures

Question 17

Rushing to complete a task can increase the risk of accidents.

- A. True
- B. False

Question 18

Which behavior best supports a strong safety culture?

- A. Assuming someone else will report issues
- B. Taking shortcuts
- C. Speaking up about hazards and concerns
- D. Keeping concerns to yourself

Question 19

It's okay to use a rolling office chair as a step stool if you are careful.

- A. True
- B. False

Question 20

Which is the best reason to participate in workplace safety programs?

- A. To avoid meetings
- B. To help create a safer work environment for everyone
- C. Reduce office supply costs
- D. Get out of work