

SAFE T. SAM TRAINING PROGRAM CERTIFICATION

The National Auto Auction Association is committed to workplace safety at all our member auctions. Because we understand busy auto auctions have the potential for work-related hazards, we created this safety program kit for you to easily train and certify your entire full- and part-time staff.



Providing a safer workplace for everyone requires a team effort and applies to all aspects of the auction operation — in the lanes, the shop or front office — so NAAA urges you to have your workforce complete our industry recognized training program based on proven best practices and risk reduction initiatives.

Enclosed you'll find straightforward materials and simple step-by-step instructions on how to use the series on the DVD or flash drive.

In the NAAA Auction Safety Certification course, staff members view 12 short videos and answer brief review questions at the end of each one. The entire course can be completed in about an hour. Temporary Agency Drivers view 5 videos in the 20-minute NAAA Lane Safety Training session, which is then followed by a quiz. **Certifications must be renewed annually.**

The Safe T. Sam training program can help reduce the number of injuries and deaths, property damage, legal liability, illnesses, workers' compensation claims, insurance costs and missed time from work. Proactive training establishes a safety culture in which employees themselves help promote proper safety procedures while on the job.

Thank you for participating in our program to become a 100 percent safety certified NAAA member auction and joining our ongoing efforts to improve safe practices in our industry.

Step-by-step instructions are on the reverse side. >>

For more information or questions contact: safety@naaa.com or (301) 696-0400

PROGRAM INSTRUCTIONS:

10 Easy Steps

to Achieve 100 Percent Safety Certification

- 1.** Appoint a Safety Administrator. The person in this position will organize the training sessions, conduct the class, and manage the auction's safety certification records.
- 2.** Schedule onsite-training sessions in a designated classroom space with equipment to play the Safe T. Sam instructional DVD or flash drive.
- 3.** Schedule and track all full- and part-time staff for their respective training sessions.
- 4.** Copy the enclosed question sheet and assemble them into packets for distribution in the classroom. Direct the trainees to write their names and date on their packets.
- 5.** Show one training video and then pause to allow the class to complete the accompanying question sheet before showing the next video. Continue this procedure until the course is finished.
- 6.** When all the videos have been watched and the review sheets are completed, collect all the packets from the trainees. Make sure each packet has a trainee name and is dated. Keep these forms on file for reference.
- 7.** Use the supplied record sheet to record the names of all those who have completed the training program, including their designation as either an auction employee or temporary driver.
- 8.** The kit includes a copy of the official certification certificate and card for each course. Make additional copies for your trained team and write their names and certification date on those copies for their use and reference.
- 9.** Once the entire auction staff has completed the program and has been recorded in your documentations, please notify NAAA by email at safety@naaa.com or phone at 301-696-0400 to have your auction recognized with a "100% Safety Certification Award" and posted on the association's website.
- 10.** Safety certification requires renewing annually, so be sure to maintain the 100 percent certification status by tracking and notifying employees annually to take the Safe T. Sam course again.

Contact Info: safety@naaa.com or (301) 696-0400

CONGRATULATIONS

for achieving total staff certification, making your auction a safer place to work and do business!