

# Build a World-Class Manufacturing Organization with The Four Must-Have L&D Programs



For each type of program, we've outlined the skills (and subskills) your employees should be competent in to be the best well-rounded employee, whether they're on the floor or in the boardroom. If you notice your programs have gaps, don't worry, BizLibrary is here to help fill them in with our award-winning, expansive content library and innovative BizLMS features.



## 1) Compliance:

- **Occupational Safety and Health Administration (OSHA):**
  - OSHA Standards
  - Employee Rights and Employer Responsibilities
  - OSHA Reporting and Recordkeeping
- **Hazard Communication (HazCom):**
  - Understanding Safety Data Sheets (SDS)
  - Labeling of Hazardous Materials
  - Chemical Inventory Management
- **Environmental Regulations:**
  - EPA Compliance for Waste Handling and Emissions
  - Spill Prevention and Control Measures
  - Air/Water Quality Standards (if applicable)
- **Workplace Harassment and Discrimination:**
  - Anti-harassment policies
  - Reporting Procedures
- **Code of Conduct:**
  - Conflict of Interest
  - Confidentiality and Data Privacy
  - Anti-Corruption and Bribery Rules
- **Labor Laws:**
  - Fair Labor Standards Act (FLSA) Basics
  - Union-related training (if applicable)
  - Disciplinary Procedures and Documentation
- **Industry-Specific Regulations:**
  - FDA (for food/pharma manufacturing)
  - ISO 9001 / ISO 14001 Standards
  - DOT or FAA Regulations (for transportation or logistics)



## 2.) Safety:

- **Personal Protective Equipment:**
  - Selection and Proper Use
  - Maintenance and Storage
  - When PPE is Required
- **Lockout/Tagout (LOTO):**
  - Energy Control Procedures
  - Authorized vs. Affected Employees
  - Equipment Isolation Techniques

## 2. Safety Cont.

- **Machine Guarding**
  - Types of Guards and Safety Devices
  - Operator Responsibilities
  - Safe Operating Procedures
- **Fire Safety and Emergency Response:**
  - Evacuation Plans and Fire Extinguisher Use
  - First Aid/CPR Basics
  - Incident Reporting and Communication Protocols
- **Ergonomics:**
  - Safe Lifting Techniques
  - Workstation Setup and Repetitive Motion Risks
  - Preventing Musculoskeletal Injuries
- **Forklift and Powered Industrial Truck Safety:**
  - Certification Requirements:
  - Load Handling, Stability, and Pre-Shift Inspections
  - Pedestrian Safety Awareness
- **Slips, Trips, and Falls:**
  - Housekeeping Best Practices
  - Ladder Scaffolding Safety
  - Walking/Working Surface Hazards



## 3) Soft Skills:

- **Communication:**
  - Active Listening
  - Clear and Concise Communication
  - Non-verbal Communication
  - Communicating Upward
- **Teamwork and Collaboration:**
  - Working Across Departments
  - Conflict Resolution
  - Accountability and Dependability
- **Critical Thinking:**
  - Root Cause Analysis Basics
  - Decision-Making Under Pressure
  - Adaptability and Dependability
  - Situational Awareness
- **Workplace Productivity:**
  - Time Management
  - Reliability and Punctuality
  - Work Ethic and Attitude
  - Digital Literacy (basic)



## 4) Leadership

- **Giving and Receiving Feedback**
- **Coaching and Mentoring**
- **Leading by Example**
- **Delegation and Task Ownership**

**Disclaimer:** Depending on your local and state government guidelines, your programs may need further considerations than what's outlined in this document

[Learn how BizLibrary supports manufacturing organizations build world-class programs by scheduling a demo.](#)