

## CASE STUDY

### RYT-WAY INDUSTRIES, INC.

#### OPPORTUNITY OVERVIEW

Create an effective program to train all new employees on Right-to-Know (MN OSHA requirements), Good Manufacturing Practices (GMPs), and Allergens. In addition, provide retraining on these areas to all employees on an annual basis. Ryt-way wished to present this required information using a Computer-Based Interactive Training program.

#### CLIENT OBJECTIVE

Insure that every employee has sufficient information and knowledge on potential hazards and how to prevent incidents, injury, and contamination. For new hires, the goal is to train the employees on Right-to-Know, GMPs, and Allergens prior to starting their job duties.

- Right-to-Know
  - Summary of law, requirements, employer/employee rights
  - Hazard Awareness
  - Safety awareness, PPE, product labels, MSDS
  - Locating MSDS within Ryt-way
- Good Manufacturing Practices (GMP)
  - Intentions of requirements and regulations
  - Personal hygiene, health, housekeeping, dress, equipment/supplies
- Food Allergens
  - Definition and brief explanation
  - Products/ingredients that can cause a severe reaction
  - Facts vs. myths
  - Knowing what and where allergen-containing products are produced within Ryt-way

#### TARGET AUDIENCE

- New Employees
- Existing Employees

#### RUSSELL ASSOCIATES' SOLUTION

Russell Associates proposed that content covering New Employee Orientation, Right-to-Know, GMPs, and Allergens be presented as Computer-Based Interactive Training (CBIT). This CBIT program trains new employees and is used as a resource and tool for retraining Ryt-way employees. This program:

- Reduces the training time on Right-to-Know, Good Manufacturing Practices, and Allergens
- Increases retention of the material using audio, text, graphics, and animation
- Provides consistent, effective training to employees
- Allows training to be delivered on any shift, any time of the day or night
- Trains new employees prior to starting their position/responsibilities
- Provides interactive retraining for employees
- Eliminates the need for an instructor to present the material
- Eliminates travel expenses for trainers and students
- Tracks employee performance and documents training for personnel and/or safety records

## **TRAINING METHOD**

- Computer-Based Interactive Training (CBIT)

## **PROGRAM LENGTH**

- Training Time – Approximately 75 Minutes
- Program Use – Ongoing

## **ADMINISTRATION**

Incorporated in the CBIT program is a system that tracks individual students through the training. It is also available to management for viewing and printing student records and/or for downloading onto the client's server where it can be stored, viewed, and incorporated in employee training files. This system tracks the exercises, which include matching, fill-in-the-blank, true/false, and multiple-choice questions.

## **PROGRAM RESULTS**

Cost savings of CBIT versus traditional training. This approach to training resulted in significant cost savings over traditional methods.