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1. Introduction

1.1 Background

This information has been developed to assist federal agencies in the development of safety and health training and is intended to assist Federal Agencies as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics or hazards, it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a document of this nature. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive statement of an employer’s legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent that this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Finally, over time, OSHA may modify rules and interpretations in light of new technology, information, or circumstances; to keep apprised of such developments, or to review information on a wide range of occupational safety and health topics, you can visit OSHA’s website at www.osha.gov.

This Standard Operating Procedure (SOP) is intended as a template that Federal Agencies can use to improve their safety and health training. It may be useful for Federal Agencies to develop other policy and procedures as a companion to this SOP. Furthermore, the appendices contain references and documents that do not apply universally to all Federal Agencies. The intent of this document is to provide research that can be tailored to the specific agency so that the training developed can promote safe and healthy workplaces.

1.2 Purpose

This document establishes procedures that govern safety and occupational health (OSH) training, including training management, development, delivery, evaluation, and record keeping for personnel working at {organization}. This training standard operating procedure (SOP) is intended to document the {organization’s} commitment to provide not only training that is required by regulation (federal, state, local) or policy but also to affirm the {organization’s} commitment to continued OSH excellence. At stake are injuries and illnesses that occur to our personnel because personnel are not properly trained to do the jobs assigned to them.

This SOP fulfills the requirements of {name of Safety and Health Management System (SHMS), e.g. OHSAS 18001:2007 or ANSI/AIHA Z-10:2012} for identification of competency requirements associated with those personnel who work in jobs that involve implementing, maintaining and/or improving Safety and Health Management System

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(SHMS) components; and/or apply OSH operational controls. This SOP was also adapted from ANSI/ASSE Z490.1 (2009) as it relates to consensus criteria for accepted practices in safety and health training. This SOP also aligns with [{other orders or guidelines related to activities associated with training requirements}](#).

1.3 Objectives

The following objectives will be addressed in this SOP:

- Presentation of unambiguous and relevant safety and health training requirements appropriate for each position and individual;
- Criteria used to establish relevance of proposed training to required competencies;
- Compliance with federal, state and local regulatory safety and health training requirements as well as agency/regional policy;
- Clear roles and responsibilities for management and staff charged with providing safety and health training;
- Factors that shall be considered when choosing training coursework/providers to help assure training is of high quality;
- Documentation and tracking that is readily accessible and allows the safety and health professionals, employees and their managers to access the status of an individual's training in real time.
- Documentation and tracking that allows management to assess the effectiveness of the training program.

1.4 Scope

This procedure applies to any kind of training completed by personnel employed at [{organization}](#) where work performance includes training required by regulation or statute, or training helps ensure the fulfillment of OSH and/or SHMS-related duties, responsibilities and competence of personnel.

2. Activities Affected

All operations within [{Organization's}](#) SHMS scope.

3. Related Documents and Forms

3.1 [{Organization's}](#) SHMS Manual, Section [{#.#}](#)

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- 3.2 Relevant clauses of SHMS standard (e.g. OHSAS 18001:2007 clause 4.4.2, *Competence, Training and Awareness*, ANSI/AIHA Z-10:2012 clause 5.2 *Education, Training, Awareness and Competence*)
- 3.3 Safety and Health Management Plans
- 3.4 *Work Control Plan Review Form*
- 3.5 {Organization's} *Safety and Health Program Guideline (Date)*
- 3.6 {Organization's} *Safety and Health Guideline for Job Hazards Analyses (Date)*
- 3.7 Code of Federal Regulations, Title 29, Parts 1910, 1926, and 1960
- 3.8 {Organization's} *Order #####.#, Safety and Health Management Program*
- 3.9 OSHA Publication 2254, *Training Requirements in OSHA Standards and Training Guidelines*
- 3.10 ANSI/ASSE Z490.1 (2009) *Criteria for Accepted Practices in Safety, Health, and Environmental Training*
- 3.11 *Designing and Delivering Effective Training*, Susan M. McMaster, CIT, National Environmental, Safety and Health Training Association, 2004.

4. Definitions

- 4.1 **Competency:** Capability to minimize the risk to safety and health through system effectiveness and individual performance.
- 4.2 **Control:** Physical or administrative action, or a combination of these, applied to a given operation or activity that reduces the actual or potential risks associated with identified hazards of that activity or operation. A control is applied to eliminate and/or reduce risks to acceptable levels, if possible and practical. Training is considered an administrative control.
- 4.3 **Formative assessment:** Assessment techniques used by training providers during learning activities to improve learning content and trainee performance.
- 4.4 **Hazard:** Source, situation or act with a potential for OSH consequence in terms of human injury or ill health/illness, or a combination of these. It also applies to the potential for damages to or destruction of {organization} property or other assets.
- 4.5 **Health training:** Any activity provided to personnel to gain, improve, or retain knowledge, skills, or abilities related to the adaptation of work to the worker and/or the worker to the job, e.g. ergonomics training and wellness training; or, training related to health hazards.

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- 4.6 **Ill health or illness:** Identifiable, adverse physical or mental condition arising from and/or made worse by a work action, activity and/or work-related situation.

- 4.7 **Learning objective:** A statement in specific and measurable terms that describes what the learner will know or be able to do as a result of engaging in the learning activity.

- 4.8 **Personnel:** All managers, employees, contractors and subcontractors, grantees, interns, volunteers or others who may be involved with any of the work actions performed in or on the facilities or involved with the organizations managed field work.

- 4.9 **Risk:** Combination of the probability of an occurrence of an OSH consequence and the severity of that consequence that can be caused by a hazard.

- 4.10 **OSH Management Plans (SHMPs):** Written plans which guide achievement of established objectives and targets, and are directly linked to them. SHMPs contain details on the resources (e.g., financial, human, and technological) and timeframes to accomplish the objectives and targets. They also contain information describing the approaches and strategies for achieving objectives and targets, as well as performance indicators, applicable operational controls, roles and responsibilities to accomplish tasks, and competency requirements for individuals to accomplish those tasks. The SHMP ties many elements of the SHMS together (e.g., priority hazards and risks, objectives and targets, resources, responsibilities, and capabilities) and provides an integrated view of the disparate requirements in the SHMS.

- 4.11 **Safety training:** Any activity provided to personnel to gain, improve, or retain knowledge, skills, or abilities related to helping them to become more safety-conscious in aspects of safety.

- 4.12 **OSH consequence:** Any adverse change to an employee’s, grantee’s, student’s, contractor’s or visitor’s health or well-being resulting from the organization’s facilities, operations, activities, products and/or services.

- 4.13 **Summative assessment:** The trainee is administered a test which is designed to summarize what has been learned.

- 4.14 **Work control plan (WCP):** A document that includes detailed information about particular work actions (recurring or non-recurring), and provides

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identification of the hazards and risks associated with those work actions. Additionally, the document will include or reference controls that define the necessary actions that will be taken during conduct of the work actions to eliminate, avoid and/or minimize the identified hazards and risks. The WCP requires preparation, review, approval, maintenance and/or closure according to this procedure.

- 4.15 **Workplace:** Any physical location in which work-related activities of the organization are performed under the control of the organization. This includes those activities involved with field work, personnel in transit (plane, train, automobile) or other non-traditional locations or situations in which the {organization} employees, or those working on the {organization's} behalf, complete work actions.

5. Roles and Responsibilities

5.1 Managers and Supervisors

- 5.1.1 Are ultimately responsible for assuring that an appropriate level of effective health and safety training is occurring within or originating from their organizations.
- 5.1.2 Supervisors shall assure that an employee does not perform work prior to receiving appropriate work-related training.
- 5.1.3 Supervisors shall assure that changes in methods or introduction of new analyses are evaluated for changes in training requirements and that any changes are included in the Work Control Plan and communicated to the Health and Safety Manager.
- 5.1.4 Management shall review the results of safety audits for site compliance.

5.2 Safety and Health Managers shall:

- 5.2.1 Ensure that sources of training are of high quality and appropriately address training needs;
- 5.2.2 Monitor training records to make certain that the type of training and training frequency required by statute/regulation is occurring;
- 5.2.3 Conduct/oversee training as appropriate;
- 5.2.4 Update training requirements per job hazard analyses and work control plans or as mandated by regulation or statute;
- 5.2.5 Maintain documentation of training records.

5.3 Site Employees:

- 5.3.1 Shall comply with training requirements by attending training germane to their job assignment.

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- 5.3.2 Should be pro-active in identifying areas for which they believe training should be enhanced/upgraded to allow them to understand and manage the risks associated with their job assignment.
- 5.3.3 Shall check their on-line training records for accuracy.

6. Planning for Training

Fundamental in planning for training is the identification of competency requirements and methods (including training) which may be used to obtain competency. As training is coordinated and implemented, competency can be reassessed from lessons learned throughout the process and a focused evaluation of the effectiveness of completed training. The following figure portrays this management system approach for ensuring competency and effective training, and identifies corresponding sections/paragraphs in this SOP.

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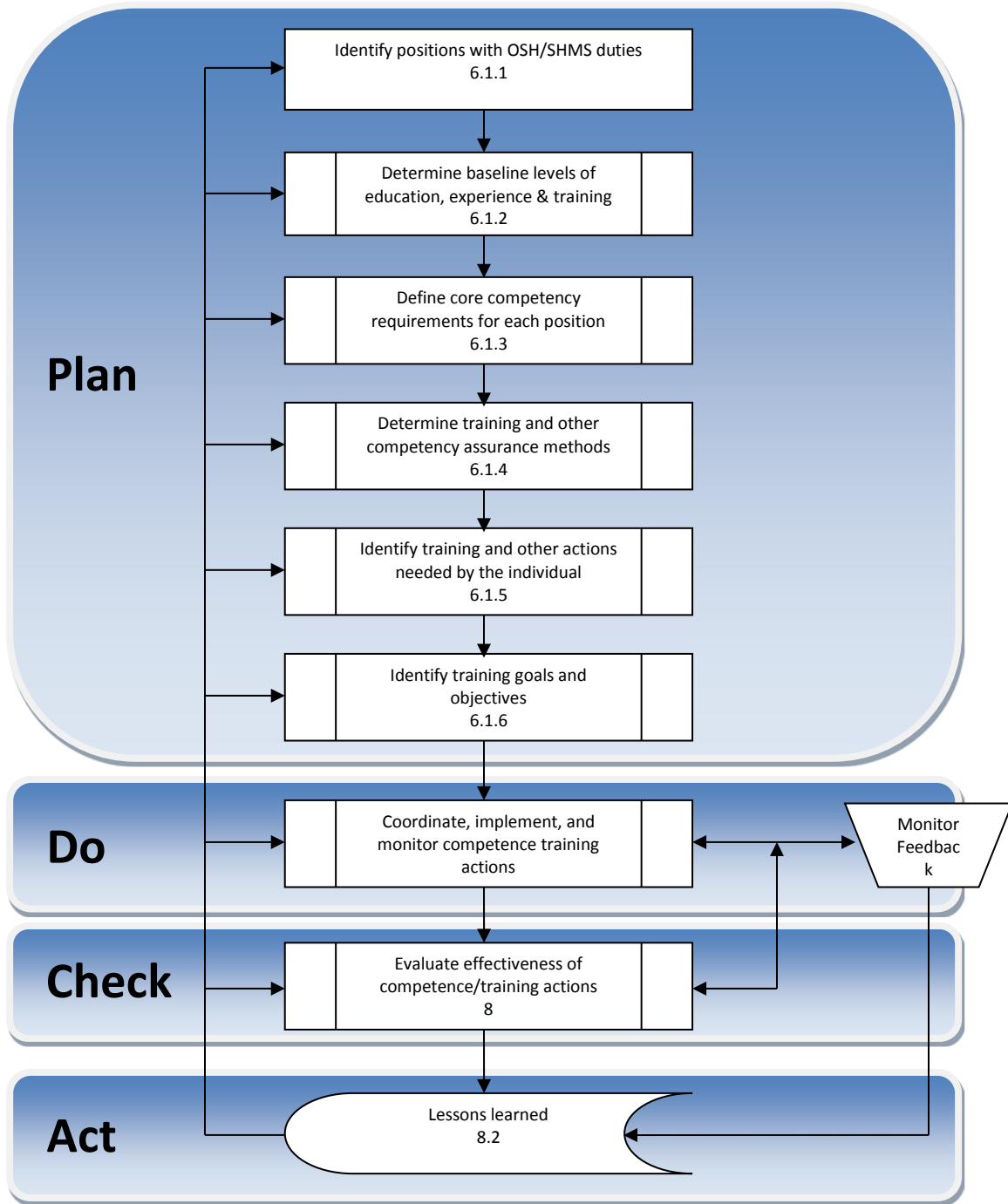


Figure 01: Ensuring Competency

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- 6.1 The following process shall be used to determine what training or other actions are needed:
- 6.1.1 Identify all positions (not individuals) in the organization with OSH/SHMS duties and responsibilities. There are many sources for identifying these positions, e.g., position descriptions, knowledge among supervisors or other management personnel, OSH/SHMS procedures, and SHMPs among others.
 - 6.1.2 Determine relevant and necessary baseline levels of education, experience and training that help define competence for each of these identified positions, i.e. baseline competency requirements for a given position. This step should include an analysis of an appropriate progression in levels of education, experience and training according to grade/pay bands and for supervisory/non-supervisory positions. Sources of information include those listed in paragraph 6.1.1; review of job vacancy announcements; documented roles, responsibilities, authorities and accountabilities; discussions with supervisors, managers and others with extensive experience; official career maps and ladders; OSHA regulations; OPM qualification standards, Department of Defense resources, American National Standards Institute (ANSI) and American Society of Safety Engineers (ASSE) standards and resources, National Fire Protection Association guidance, National Electrical Code guidance, and the Board of Certified Safety Professionals resources.
 - 6.1.3 Define the core competence requirements for each identified position. An example of the competency requirements developed for a specific position is provided at Appendix A, OSH Core Competencies for Facility Manager. This form or a similar form should be used to identify core competencies for each identified position.
 - 6.1.4 Identify training or other types of competence-assurance materials or action options that are available – create new materials or relevant actions, if necessary. Some training may be specified by regulation, other types of training may be considered necessary according to the local OSH program/SHMS. Appendix B lists categories of federal employees and their OSH training requirements according to 29 CFR 1960. Appendix C provides a list of training courses for a national organization. Mentoring, cross-training, temporary assignments, formal education or career development programs are other available action options. Professional associations and their certification programs may be appropriate means of assuring competency for certain positions such as in the Safety and Occupational Health Management series, GS- 0018:
 - Board of Certified Safety Professionals (BCSP) – www.bcsp.org

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- CSP – Certified Safety Professional
- American Board of Industrial Hygiene (ABIH) – www.abih.org
 - CIH - Certified Industrial Hygienist
- American Board of Health Physics (ABHP)
 - CHP - Certified Health Physicist

Lists should be developed of training and competency requirements for specific positions and for groups of employees. Examples of these lists are provided at Appendix D. Ultimately, a master training plan that identifies competencies, knowledge, skills, and abilities, recommended education, training, assignments, and self development opportunities should be developed for each position.

6.1.5 Determine training or other appropriate actions that are needed by the individual to fulfill the duties and responsibilities and ensure personnel competence.

- A skills assessment based on criteria in master training or career plans should be conducted for new job assignments.
- New employees typically must complete training requirements before performing related work tasks, and an initial safety and health training course covering baseline 29 CFR 1960 elements (as listed in Appendix E) should be provided within the first 2 weeks of employment.
- Associated actions such as medical surveillance and respirator fit testing should also be identified based on regulatory requirements, WCPs, job hazard analyses, work site characteristics, etc. These associated actions should be listed on work-specific forms such as the WCP provided at Appendix F.
- Previous training or experience should be considered. For example, the type and amount of HAZWOPER training is dependent upon what training and experience has already occurred. Some types of refresher training may not be required if an appropriate understanding of the learning objectives can be demonstrated.
- Perspectives of employees, their supervisors/managers, and subordinates are helpful in determining what training or other actions are appropriate. For example, discussions with those involved with permit-required confined space entry can provide information as to whether there continues to be an effective understanding of each team member's roles and responsibilities, whether specific procedures are reasonable for the team, whether proper equipment is available, and whether previous training has been valuable. Observation of unsafe behavior may initiate on-the-job training for vehicle operator. Training may be required to ensure OSH requirements are communicated as

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intended for some unique cultures or languages. Some employees may have special abilities or disabilities, or motivational issues which may affect the amount and type of training required. Where feasible training should take into consideration these factors.

- Systems for career/developmental tracking (including supervisor and mentor recommendations and corresponding employee actions) are recommended to assure appropriate progression in safety and health assignments and responsibilities.

6.1.6 Identify relevant training goals and objectives. This may require modifications to Individual Development Plans, prioritizing training according to regulatory and professional requirements, and the availability of personnel and suitable providers. Sources of information are communications from supervisors/employees, previous training reports, skill assessment forms, existing systems for career tracking, policy and procedures for competency development, and competency-based human capital strategic plans. Summary reports such as one at Appendix G should be developed to assist supervisors and employees in completing requirements during the calendar year.

6.2 Training shall be conducted by qualified provider(s) that meet at least one of the following conditions:

- Nationally recognized source of training such as the National Safety Council;
- An industry recognized training source;
- Third-party accredited training source which is accredited by an organization that offers certification or approval, for example, a training provider for first aid training which is certified by the American Red Cross, the American Heart Association, American Safety and Health Institute; or a federal or state approved training provider for an asbestos training program, as defined in the revised Model Accreditation Plan (40 CFR, Part 763);
- Training product provided by a federal, state or local governmental agency such as EPA's power points developed to train employees about chemical warfare agents;
- Training product provided by an accredited college or university;
- Trainer who is considered qualified by the safety and health manager as a result of education, training or experience that demonstrates current subject matter expertise and competency in delivery skills appropriate to adult learning (training materials can be in-house or commercial products).

6.3 Trainers shall develop written lesson plans or course guides which meet the minimum requirements identified on the lesson plan form (including comments) at Appendix H.

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- Learning objectives shall consider the training background and experience of the trainee and be SMART (Specific, Measureable, Achievable, Reasonable, and Timely)
- 6.4 Appropriate individuals in the organization (e.g. the safety and health manager or training coordinator) shall identify the evaluation method(s) to be used, e.g. perspectives from the trainee, trainer, workplace, and/or organization prior to training delivery using a form such as the one provided at Appendix I.
- 6.5 The {organization} shall provide sufficient resources for training for each fiscal year.
- 6.6 When relevant, training hours completed in the last quarter of the year may be forwarded to the next year's training requirements if total required hours of training for the current year have been completed.

7. Conducting Training

- 7.1 Training shall be conducted in a timely manner based on regulatory and agency requirements, and organizational priorities.
- 7.2 Competency must be assured. Each new hire must complete those training requirements identified by their position description before performing a task associated with a training requirement.
- 7.3 Training delivery requirements are identified on the delivery record form at Appendix J. Trainers and/or training coordinators may use this form or a similar form at least meeting these requirements.

8. Evaluating Training

- 8.1 Training management/administration, methods, and results shall be evaluated.
- 8.1.1 Management /Administration
- {Frequency (e.g. quarterly or annual)} internal audits shall be used to evaluate this SOP for the adequacy of the written accountability system and the training processes. The following parameters will be part of this assessment:
 - Training type and frequency are on track for required training to be complete in the FY for which it is scheduled (80% on time +/- 2 month window).
 - 10% of tracked employees are at least 95% accurately recorded as verified by employee concurrence with training manager records.
 - All site employees have met at least the FY 8.0 hour site health and safety training requirement as verified through training database/spreadsheet.

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- {Frequency (e.g. quarterly or annual)} internal audits shall also include an evaluation of the adequacy of the training resources, facilities, equipment, and records through discussions with management and training providers, and review of training evaluation records.

8.1.2 Methods

Learning objectives, content, and effectiveness shall be evaluated after each training event, by the safety and health manager/training coordinator and the training provider.

8.1.3 Results

Competence, needs assessment, professional/career development, annual, long-term (vision focus), and strategic (strategy focus) training plans, overall effectiveness.

- Survey (SF-003 Employee Safety Training Survey) of all site employees between June and October to assess if they believed that training was adequate for their needs and to solicit suggestions for training needs in the coming FY.
- Review of WCP's/JHA's generated in the FY shows 100% update of training requirements by job description identified in these documents.
- Recommendations of the Health and Safety Committee;
- Management requests/responses to the {organization's} changing mission.
- A key measure of the effectiveness of the Training Program will be the number of work-related accidents, illnesses and near misses. The {organization} goal is zero work-related accidents and illnesses.
- {Frequency (e.g. quarterly or annual)} internal audits shall be used to evaluate the overall effectiveness of the training curriculum/program and reasonableness of future plans.
- Annual SHMS management reviews will include audit findings of the training program, including the adequacy of the training resources, facility, equipment, and future plans taking into consideration changing missions and competing priorities.

8.2 Continuous Improvement/Updates to Program Requirements

The following resources will be used to assure continuous improvements and updates to the Health and Safety Training Program.

- {Organization} issued updates for federal rules and regulations;
- {Other, e.g. State} issued updates for rules and regulations;
- Employee Safety Training Surveys;
- Information from training evaluations;
- Recommendations of the Health and Safety Committee;

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- Management requests/responses to the {organization's} changing mission.

9. Documentation and Record Keeping

9.1 Ensure training and competency requirements are documented and records are kept.

- As the competence requirements and training needs are determined they must also be recorded in position descriptions, procedures, plans, manuals, etc.
- Records must be maintained that demonstrate each individual assigned to a specific position that includes OSH/SHMS responsibilities fulfills the necessary competence requirements on initial assignment to the position.
- Training records shall use the standardized course titles at Appendix C. The {organization} training manager shall be contacted to add new course titles to the list.
- All competence and training records shall be maintained and protected in accordance with {organization's} records management procedure for meeting regulatory requirements for availability, disclosure, confidentiality, and protection of trade secrets.

9.2 Training certificates shall meet the minimal information requirements shown on the sample training certificate at Appendix L.

9.3 Personnel responsible for the development of training records must have a clear understanding of the requirements for the record and record retention skills. They must also possess technical expertise and direct experience related to the record, or ensures the record is reviewed by those that have relevant expertise or experience. These qualifications must be verified by management representatives that oversee record development before record development begins and during program assessments.

9.4 The records generated by this SOP include the following.

- 9.4.1 Job-Specific OSH Core Competencies (Example: Appendix A)
- 9.4.2 List of training courses (Example: Appendix C)
- 9.4.3 Training/Competency Lists for specific positions/groups of employees (Examples: Appendix D)
- 9.4.4 Training portion of Work Control Plans (Example: Appendix F)
- 9.4.5 Annual Training Summary Report (Example: Appendix G)
- 9.4.6 Lesson Plan (Appendix H)
- 9.4.7 Training Delivery Record (Appendix I)
- 9.4.8 Training Evaluation Record (Appendix J)
- 9.4.9 Training Certificate (Appendix K)

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Document Change History					
Version #	Status (I, R, C)	Date Approved	Location of Change History	Name & Title	
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1	I	{Date}	N/A	Last, First Name OSH Manager	Reviewer(s): Health and Safety Committee Members Approver: Last, First OSH Management Representative

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– Appendix A –

Safety and Occupational Health Core Competencies for: FACILITY MANAGER <i>Competencies based on a notional description of Facility Manager Responsibilities</i>			
Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
SAFETY COMPETENCIES			
Lockout/tag out (LOTO) (Awareness and ability to use LOTO)	Safe work: LOTO is mentioned in the following: {Reference to specific paragraphs in PD, JHA, etc.}	1910.147 Control of Hazardous Energy Training requirement at 1910.47(c)(7)	
Safe work at heights (Ladder safety, scaffold safety, roof safety, aerial lifts, use of harnesses and lifelines)	Safe work: Ladder use is mentioned in the following: {Reference to specific paragraphs in PD, JHA, etc.}	1910.25 Portable wooden ladders 1910.26 Portable metal ladders 1926.1053 Ladders 1910.28 Safety requirements for scaffolding 1926 Subpart L Scaffolds 1910.23 Walking Working Surfaces 1926.104 Safety Belts, lifelines, and lanyards 1910.67 Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms	1926 Subpart M Fall Protection NFPA 780: Standard for Installation of Lightning Protection Systems

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Safety and Occupational Health Core Competencies for: FACILITY MANAGER			
<i>Competencies based on a notional description of Facility Manager Responsibilities</i>			
Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
		1926.453 Aerial Lifts	
Machine injury awareness (Machinery hazards, burns, belt guards and precautions for removing guards and working around machinery)	Safe work: Tasks suggesting the need for this include: {Reference to specific paragraphs in PD, JHA, etc.}	1910.212 General machine guarding requirements	
Electrical Safety (Including hazardous (classified) locations)	Safe work and safe facility: Tasks suggesting the need for this include {Reference to specific items in PD, JHA, etc.}	1910 Subpart S Electrical	Other NEC or NFPA consensus standards in effect such as NFPA 70E arc flash code
Confined Space Safety (Hazards and precautions for safe entry)	Safe work: {Reference to various tasks in PD, JHA, etc. Also, provide reference to documents which describe work in permit-required confined spaces}	1910.146 Permit-required confined spaces	
HEALTH HAZARD COMPETENCIES			
Noise and Hearing Protection (Including use of	Safe work: Various throughout Refers to work in noisy places, 85 decibels or higher with ear protection	1910.95 Occupational Noise Exposure	

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Safety and Occupational Health Core Competencies for: FACILITY MANAGER			
<i>Competencies based on a notional description of Facility Manager Responsibilities</i>			
Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
controls and PPE)			
Personal Protective Equipment including Respirators (selection, use, fit, maintenance)	Safe work: PPE mentioned in {Reference to various tasks in PD, JHA, etc... Provide reference to other documents which describe work requiring PPE, and associated programs such as the local respirator program, or polices for work in dusts, oils, fumes, and hood use etc.}	1910.132 PPE General Requirements 1910.135-138 1910.134 Respiratory Protection	
Hazard Communication (Chemical hazards, including H2S from sewage injectors, and use of MSDS and SDS)	Safe work and Safe facility: MSDS's mentioned in {reference to specific locations of MSDS's and Hazardous Communication Program}	1910.1200 Hazard Communication	
Mold awareness (Health effects, precautions and controls to protect O&M workers and occupants)	Safe work and Safe facility: Tasks suggesting the need for this include: {Reference to specific items in PD, JHA, etc.}		-NIOSH Guidance: Preventing Occupational Respiratory Disease from Exposures caused by Dampness in Office Buildings, Schools, and Other Nonindustrial Buildings. http://www.cdc.gov/niosh/docket/review/docket238/pdfs/05-IEQ-ALERT-3-30-11.pdf -EPA Guidance: Mold Remediation in Schools and

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<i>Competencies based on a notional description of Facility Manager Responsibilities</i>			
Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
			Commercial Buildings http://www.epa.gov/mold/pdfs/moldremediation.pdf
Legionella awareness (Health effects, precautions and measures to protect building technicians and occupants)	Safe work and Safe Facility: Tasks suggesting the need for this include {Reference to specific items in PD, JHA, etc.}		-The American Society of Heating, Refrigerating and Air-Conditioning Engineers' ASHRAE Guideline 12-2000, Minimizing the Risk of Legionellosis Associated with Building Water Systems -ASHRAE Standard 188: Prevention of Legionellosis Associated with Building Water Systems (to be released in summer of 2012)
Spill Clean up (Serving as "first responder" for chemical spills - Knowledge of counter spill & clean-up operations, including for diesel fuel)	Safe work and Safe facility: Tasks suggesting the need for this include: {Reference to specific items in PD, JHA, etc.}	1910.120 (e) Hazardous Waste Operations and Emergency Response	
Refrigerant (CFC) awareness (Refrigerant hazards and procedures)	Safe work and Safe facility	EPA CFR 82.161 certification for technicians.	

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<i>Competencies based on a notional description of Facility Manager Responsibilities</i>			
Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
Heat and Cold stress awareness	Safe work: Various tasks. {Reference to specific items in PD, JHA, etc. for tasks that include work in high temperatures (85-130F) and low temperatures (0-45F) }		See NIOSH heat stress guidance at http://www.cdc.gov/niosh/topics/heatstress/ and OSHA cold stress guidance at http://www.osha.gov/SLTC/emergencypreparedness/guides/cold.html
Lead awareness (Lead in old solder, other uses of lead in buildings; non-lead solder alternatives)	Safe work and safe facility: Various repair tasks {Reference to specific items in PD, JHA, etc., or, e.g., a list of brazing and soldering equipment}	1910.1025 Lead	1926.62 Lead (Potential upcoming requirements related to EPA Renovation, Repair, and Painting Program for Public and Commercial Buildings: see http://www.regulations.gov/#!documentDetail;D=EPA-HQ-OPPT-2010-0173-0001;oldLink=false
PCB awareness (Presence in old ballasts, transformers, and window caulks)	Safe work and Safe facility: Tasks suggesting the need for this include: {reference(s)}	See EPA PCB spill and disposal regulations at http://www.epa.gov/epawaste/hazard/tsd/pcbs/pubs/laws.htm	EPA Proper Maintenance, Removal, and Disposal of PCB-Containing Fluorescent Light Ballasts http://www.epa.gov/osw/hazard/tsd/pcbs/pubs/ballasts.htm EPA PCBs in Caulk in Older Buildings http://www.epa.gov/pcbsincaulk/ EPA Contractors: Handling PCBs in Caulk During Renovation http://www.epa.gov/pcbsincaulk/caulkcontractors.htm
Asbestos awareness (Health effects and	Safe work and Safe facility: Tasks suggesting the need for this include:	1910.1001 Training requirements at	1926.1101 Asbestos EPA Managing Asbestos in Place: How to Develop

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presence in older building components such as boiler and pipe insulation, gaskets, floor tiles, and sound and heat proofing materials. Understanding how disturbance can occur and safe work procedures.)	{reference(s)}	1910.1001(i)(7)	and Maintain a Building Asbestos Operations and Maintenance (O&M) Program http://www.epa.gov/asbestos/pubs/mangement_in_place.html
Musculoskeletal Disorder awareness	Safe work: Various tasks. (e.g., {JHA, or other reference} mentions lifting 100 pounds maximum and working with hands and arms over head level.)		OSHA 2250: Principles of Ergonomics applied to Work-Related Musculoskeletal and Nerve Disorders
LIFE SAFETY AND SECURITY COMPETENCIES			
Management of Fire Protection and Life Safety (Hazards, systems, maintenance, testing. Hot work (e.g. use of	Management and safe facility: Duties related to management include, e.g.: Access Control Fire and Life Safety Systems Preventive Maintenance Building Systems	All of Subpart L: Fire Protection (e.g. Fire detection systems, employee alarm systems, automatic sprinkler systems)	NFPA 72: National Fire Alarm & Signaling code NFPA 20: Standard for the Installation of Stationary Pumps for Fire Protection NFPA 25: Standard for Inspection, Testing & Maintenance of Water-Based Fire Protection Systems.

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Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
torches), flammable storage, and fire watch.)		1910.106(b) Flammable and Combustible liquids	NFPA 13; Standard for Installation of Sprinkler Systems. NFPA 80: Standard for Fire Doors and Other Opening Protectives NFPA 102: Standard for Smoke Door Assemblies and other Opening Protectives NFPA 22: Standard for Water Tanks for Private Fire Protection NFPA 101: Life Safety Code Test procedures/protocol as determined by local Authority Having Jurisdiction. Local Building and Fire Prevention Codes
Occupant Emergency Plans and Continuity of Operations Plans (Developing, implementing, and maintaining emergency plans)	Management and safe facility. Tasks suggesting the need for this include: a) "Manage Security Systems"	National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20)	GSA Guide: Occupant Emergency Plans: Development, Implementation, and Maintenance http://www.gsa.gov/graphics/pbs/OEP_Guide.pdf FEMA Continuity of Operations webpage guidance http://www.fema.gov/about/org/ncp/coop/index.shtm
SAFETY AND HEALTH MANAGEMENT COMPETENCIES			
General Facility Occupational Safety and	Management and safe facility. Tasks suggesting the need for this include,	Part 1904- Recording and Reporting Occupational	

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Health Management: -Safety and health hazards faced by building operations and maintenance employees -OSH management -Accident investigation and basic hazard and risk evaluation -How to develop basic health and safety procedures -OSHA recordkeeping forms -Federal Safety and Health professional resources -Safety training topics -Workers Compensation requirements -OSH program requirements (hearing protection, respiratory protection, fall	e.g.: a) "Safety Requirements" b) "Conduct a job/hazard assessment for the task" c) "Manage Safety Programs" d) "Develop a HAZMAT reduction strategy" e) Also, lists of "training skills"	Injuries and Illness Part 1960 – Basic Program Elements for Federal Employees	

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Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
protection, etc.)			
Building Services hazards, safe practices, and management (-Landscaping hazards -Janitorial hazards and cleaning chemicals. Effects on workers and IAQ -Pesticide hazards and effects on applicators and IAQ -Motor vehicle hazards and safe practices)	Management and safe facility. The tasks suggesting the need for this include: a) "Manage landscaping (and grounds) program" b) "Manage janitorial program" c) "Manage Pest Control program" d) "Manage Facility fleet"	See EPA http://www.epa.gov/oppfead1/safety/applicators/privcom.htm for rules and references to state laws for pesticide applicators	NIOSH: Fatal Injuries among Landscape Services Workers http://www.cdc.gov/niosh/docs/2008-144/http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6017a3.htm?s_cid=mm6017a3_w See OSHA Topic page http://www.osha.gov/dcsp/products/topics/cleaningindustry/standards.html See EPA guidance: Greening your purchase of Cleaning products http://www.epa.gov/epp/pubs/cleaning.htm
Construction and Renovation hazards and safe practices (-Knowledge on how to plan a safe renovation. -Knowledge on renovation-related "Prevention through Design" (e.g. using roof	Management and safe facility. The following tasks suggesting the need for this include: a) "Managing tenant build outs" b) "Initiating a facility project", or c) "Managing impacts of project on existing facility".	1926 standards for Construction	Building Air Quality A Guide for Building Owners and Facility Managers http://www.epa.gov/iaq/largebldgs/baq_page.htm

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Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
repair to have permanent anchors for fall prevention installed) -Knowledge on how to monitor project safety and health -Knowledge on potential for renovation to affect indoor air quality and practices to minimize this.)			
Sustainable Program Management Extent of responsibility depends on how much is shared with Sustainability Manager	Management and safe facility. The tasks suggesting the need for this relate to managing sustainable programs, includes the following: a) Develop green procurement program b) Develop HAZMAT reduction strategy c) Develop a green cleaning program		
IAQ awareness (A variety of building operations and maintenance practices	Relates to management of mechanical systems (HVAC, plumbing, etc.)		Building Air Quality A Guide for Building Owners and Facility Managers http://www.epa.gov/iaq/largebldgs/baq_page.htm

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Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
and conditions can adversely affect IAQ for building occupants)			
SPECIALIZED COMPETENCIES			
Laboratories (Facilities that include labs will require additional specialty competencies related to common lab safety issues such as: mercury, radionuclides, maintenance of safety showers, lab hoods, and toxicants that could be introduced into the ventilation system from lab operations.)	Safe work, management, and safe facility. Lab operations affect numerous building systems and maintenance issues.	1910.1450 Occupational Exposure to Hazardous Chemicals in Laboratories	<i>ANSI Z358.1-2004</i> , Emergency Eyewash and Shower Equipment <i>ANSI Z9.5-2003</i> , Laboratory Ventilation NFPA 45: Standard on Fire Protection for Laboratories Using Chemicals OSHA Laboratory Safety Guidance http://www.osha.gov/Publications/laboratory/OSHA3404laboratory-safety-guidance.pdf
Green and Vegetated roofs (Facilities that include green and vegetated roofs involve additional	Safe work, management, and safe facility. Green and vegetated roofs require maintenance. Fall prevention arrangements and procedures are	1910.23 Walking Working surfaces 1926 Subpart M Fall Protection	

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Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
safety management duties to assure safe access and arrangements for fall prevention.)	needed to assure safe access and safe work. <i>(NOTE: Vegetated roof maintenance may be contracted out)</i>		
Solar installations (Facilities that include solar installations involve additional safety management duties to assure safe access, safe electrical work, and arrangements for fall prevention.)	Safe work, management, and safe facility. Solar installations require maintenance. Fall prevention and electrical safety procedures and arrangements are needed to assure safe access and safe work <i>(NOTE: Solar installation maintenance may be contracted out)</i>	1910.23 Walking Working Surfaces 1926 Subpart M Fall Protection 1910 Subpart S Electrical 1926 Subpart K Electrical	
Wind power installation (Facilities that include wind power installation involve additional safety management duties to assure safe	Safe work, management, and safe facility. Wind power installations require maintenance. Fall prevention, and safe electrical and confined space procedures and	1910.23 Walking Working Surfaces 1926 Subpart M Fall Protection 1910 Subpart S Electrical 1926 Subpart K Electrical	

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Specialized Safety & Health knowledge needed	Relevant to these Duties/Task/Steps	Relevant Federal Regulations	Other relevant Best Practice or Consensus or Agency Standard
access, safe electrical and confined space work, and arrangements for fall prevention.)	arrangements are needed to assure safe access and safe work <i>(NOTE: wind power maintenance likely to be contracted out)</i>		
Forklifts (Facilities that use forklifts involve additional safety management duties to assure safe use.)	Management Ensure forklift driver training every 3 years	1910.178	

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– Appendix B –

Training Required by 29 CFR 1960 Listed by Employee Category or Group	
Employee Category/Group	Required Training
“top management officials” - 1960.54	Four (4) basic items: <ol style="list-style-type: none"> 1. Sec. 19 of the OSH Act, 2. E.O. 12196, 3. 29 CFR Part 1960, and 4. Their Agency’s Safety & Health program.
“supervisory employees” - 1960.55	In addition to the 4 basic items ¹ <i>“supervisory employees”</i> must receive training on: <ul style="list-style-type: none"> • Supervisory responsibility for safety & health • Applicable OSH standards • Procedures for reporting hazards • Procedures for investigating allegations of reprisal • Procedures for hazard abatement. • Training on motivation of subordinates.
“safety and health specialists” - 1960.56	In addition to the 4 basic items ¹ <i>“safety and health specialists”</i> must receive training on: <ul style="list-style-type: none"> • Technical monitoring, testing, sampling, testing, design, etc. • Hazard recognition, evaluation and control • Equipment and facility design • Analysis of accident, injury and illness data • Career development plan/program
“safety and health inspectors” - 1960.57	In addition to the 4 basic items ¹ <i>“safety and health inspectors”</i> must receive training on: <ul style="list-style-type: none"> • preparation of reports and findings
“collateral duty safety and health personnel and committee members” - 1960.58	In addition to the 4 basic items ¹ <i>“collateral duty safety & health personnel”</i> must receive training on: <ul style="list-style-type: none"> • Procedures for reporting, evaluating and abating hazards; • Procedures for investigating allegations of reprisal; • Hazard recognition; and • Identification and use of OSH standards.
“employees and employee representatives” - 1960.59	In addition to the 4 basic items ¹ <i>“employees”</i> must receive training which is: <u>“appropriate to the work performed.”</u> In addition to the 4 basic items ¹ <i>“employee representatives”</i> must receive <u>“specialized training”</u> in hazard recognition and in workplace inspections.

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– Appendix C –

Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
13 Carcinogens 29 CFR 1910.1003 29 CFR 1926.1103	Any employee who works in an area where the following 13 carcinogens are manufactured, processed, repackaged, released, handled, or stored. Access to these areas should be restricted to authorized employees. 1) 4-Nitrobiphenyl, 2) alpha-Naphthyl amine 3) methyl chloromethyl ether 4) 3'-Dichlorobenzidine (and its salts) 5) bis-Chloromethyl ether 6) beta-Naphthylamine, 7) Benzidine 8) 4-Aminodiphenyl 9) Ethyleneimine 10) beta-Propiolactone 11) 2-Acetylamino fluorene 12) 4-Dimethylamino azo-benzene, 13) N-Nitrosodimethyl amine	General awareness training and more advanced training specific to the health hazards encountered, first aid and emergency procedures. See 1910.1003(5).	Prior to employee entry into any area containing these materials Annual refresher	1-2 hours	
Access to Employee Exposure and	All employees	Employees shall be informed of rights to	Upon initial employment	15-30 minutes	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Medical Records 29 CFR 1910.1020		exposure and medical records as described in the regulation.	Annual refresher		
Acrylonitrile 29 CFR 1910.1045 29 CFR 1926.1145	Each employee potentially exposed to acrylonitrile above the action level. Each employee whose exposures are maintained below the action level by engineering and work practice controls. Each employee subject to potential skin or eye contact with liquid AN.	Training specific to the manner of use, protective clothing, hazards and medical surveillance.	Upon initial assignment to duties Annual refresher	1 hour	
Air Monitoring For Field Activities	Field Safety and Health - General Awareness - elective course	General Awareness	Upon initial assignment to field activities	1 hour	
Air Monitoring For Laboratory Activities	Laboratory Safety and Health - General Awareness – required course	General Awareness	Upon initial assignment to laboratory activities	1 hour	
Aircraft Safety Awareness	Field Safety and Health - General Awareness – elective course	General Awareness	Upon initial assignment to field activities	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Altitude Safety Awareness	Emergency Responders and their supervisors. Employees working at altitudes of 8,000 feet or higher [according to organization-specific policy]	General Awareness {Organization-specific} OSH Manual, Physical Stress Management	Upon initial assignment	1 hour	
Arc Welding & Cutting 29 CFR 1910.254	Any employee who performs arc welding and/or cutting.	General competency training ensuring that the operator is properly instructed and qualified to operate the equipment. Also knowledge of the requirements of the standard.	Upon initial assignment to duties and as needed	1-2 hours depending upon operator qualifications	
Arsenic - Inorganic 29 CFR 1910.1018 29 CFR 1926.1118	Any worker potentially exposed to inorganic arsenic above the action level or for whom there is the possibility of skin or eye irritation from inorganic arsenic.	General awareness training and more advanced training specific to the health hazards encountered, first aid and medical surveillance. Also operations which could result in exposure.	Upon initial assignment to duties Annual refresher	1-2 hours	
Asbestos - Construction 29 CFR 1926.1101	Any employee who is potentially exposed in excess of a PEL, and each employee	Varies with duties and types of work. See regulation.	Upon initial assignment to duties	8-40 hours	The employer shall maintain all employee training records for one

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	who performs Class I through IV asbestos operations.				year beyond the last date of employment by that employer.
Asbestos - Construction Annual Refresher 29 CFR 1926.1101	Any employee who is potentially exposed in excess of a PEL, and each employee who performs Class I through IV asbestos operations.	Varies with duties and types of work. See regulation.	Annual refresher	3-4 hours	The employer shall maintain all employee training records for one year beyond the last date of employment by that employer.
Asbestos Awareness 29 CFR 1910.1001(j)(7)(iv)	Employees who perform housekeeping or similar operations in areas with ACM or PACM.	Health effects of asbestos, locations of ACM and PACM in the building/facility, recognition of ACM and PACM damage and deterioration, requirements in this standard relating to housekeeping, and proper response to fiber release episodes	Upon initial assignment to duties and as needed	30 min – 1 hour	
Asbestos Awareness – Annual Refresher 29 CFR 1910.1001(j)(7)(iv)	Employees who perform housekeeping or similar operations in areas with ACM or PACM.	Health effects of asbestos, locations of ACM and PACM in the building/facility, recognition of ACM and PACM damage and deterioration, requirements in this	Annual refresher	30 min – 1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		standard relating to housekeeping, and proper response to fiber release episodes			
Asbestos Worker – Annual Refresher 29 CFR 1910.1001(j)(7)(i)	Any employee with potential for asbestos exposure in excess of the PEL or Excursion Limit.	Training is specific to the hazard and includes health effects, smoking cessation, PPE and engineering control requirements. General awareness.	Upon initial assignment to duties and as needed	1-2 hours	
Asbestos Worker- General Industry Initial Training 29 CFR 1910.1001(j)(7)(i)	Any employee with potential for asbestos exposure in excess of the PEL or Excursion Limit.	Training is specific to the hazard and includes health effects, smoking cessation, PPE and engineering control requirements. General awareness.	Upon initial assignment to duties	3-4 hours	
Automated External Defibrillators (AED)- Certification Source – Guidelines for Public Access Defibrillation Programs in Federal Facilities – Office of Public Health and	Voluntary training for employees wishing to learn use of on-site AEDs	Lay Responder/Rescuer (LRR) Training Per FOH guidance, even in the case where large facilities have self-contained emergency medical services systems, it is still advisable to devise	As requested	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Science, Office of the Secretary, HHS and Office of Government-wide Policy, GSA.		a training program for LRRs. LRRs may include security personnel and other staff which may render assistance during a cardiac arrest.			
Basic Program Elements for Federal Employees 29 CFR 1960	This applies to all Federal Workers who have specific safety and health functions within their respective agencies. Collateral Duty Health and Safety Employee – required course	Training of safety & health specialists. Training of safety & health inspectors. Training of collateral duty safety & health officers/safety committee members. Training of employees.	Upon initial assignment to duties	Various	
Basic Toxicology 1926.21(b)(2) {Organization-specific order}	Employees working with toxic or other hazardous materials in the laboratory or field operations. Field Safety and Health - General Awareness – required course	General Awareness	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Laboratory Safety and Health - General Awareness– required course				
Benzene 29 CFR 1910.1028 29 CFR 1926.1128	Any employee who works in an area with benzene present in that area. (Example – in a laboratory.)	General training and training specific to the hazards associated with benzene, and the contents of the standard.	Upon initial assignment to duties Annual refresher only if exposures above the action level are present	1-2 hours	
Biological Safety Awareness	Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness– required course	General Awareness	Upon initial assignment to duties	1 hour	
Bloodborne Pathogens (BBPs) 29 CFR 1910.1030	Employees with potential occupational exposure to human blood or other potentially infectious materials. Field Safety and Health -	Awareness training which also covers in depth the BBPs, modes of transmission, decon, recognizing tasks with exposure and the Hepatitis B vaccine.	At time of initial assignment to tasks where exposure to bloodborne pathogens is likely	1-2 hours	Training records shall be maintained for 3 years from the date on which the training occurred.

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	<p>General Awareness - elective course</p> <p>Laboratory Safety and Health - General Awareness– elective course</p> <p>Collateral Duty Health and Safety Employees – elective course</p>	Must have opportunity for interactive questions.	Upon changes such as modification of tasks or procedures or institution of new tasks or procedures affecting the employee’s occupational exposure		
Bloodborne Pathogens (BBPs) Annual Refresher 29 CFR 1910.1030	Employees with potential occupational exposure to human blood or other potentially infectious materials.	See BBP initial training.	Annual refresher	1-2 hours	
Boating Safety Awareness	Field Safety and Health - General Awareness - elective course	General Awareness	Upon initial assignment to field activities	1 hour	
Boating Safety Certification Course	Employees operating watercraft as part of their assigned duties.	Boating Education Course provided by US Coast Guard or equivalent training	Upon initial assignment as a boat operator	24-40 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Course requirements vary by State. OSH managers should contact appropriate state agencies.	such as National Association of State Boating Law Administrators (NABSLA). Additional information available through {Organization-specific} Vessel Safety Manual.			
Boating Safety for Class A Vessel Operation	Captains/masters of Class A vessels who are {Organization} employees or contractors	Approval by the VMO (or appropriate designee) for the operation of the specific type of vessel for which he or she is to be the captain/master. The approval process must consider total boating experience and required knowledge of the specific craft and the waters involved.	Initial upon hire or assignment to Recommend triennial competency/practical	8-16 hours	
Butadiene 29 CFR 1910.1051	Any employee who is potentially exposed to 1,3 Butadiene at or above the action level or the STEL	In addition to general awareness training (Hazard Communication) the	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		employer must address specific hazards and medical surveillance.	Annual refresher		
Cadmium 29 CFR 1910.1027	Any employee potentially exposed to cadmium.	General awareness training and advanced training specific to the hazards associated with cadmium, medical surveillance, PPE.	Upon initial assignment to duties involving potential exposure to cadmium Annual refresher	1-2 hours	The employer shall certify that employees have been trained by preparing a certification record which includes the identity of the person trained, the signature of the employer or the person who conducted the training, and the date the training was completed. The certification records shall be prepared at the completion of training and shall be maintained on file for one (1) year beyond the date of training of that employee.
Cardiopulmonary Resuscitation (CPR) Certification 29 CFR 1910.151 29 CFR 1926.21(b)(4)	Any employee who is responsible for rendering CPR in the absence of a nearby infirmary, clinic or hospital.	Training provided by certified instructor on CPR techniques. Should meet {recognized organization}	Upon assignment of duties Refresher training as recommended by the American	4 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		standards.	Red Cross		
Chemical Hazard Communication Compliance	Collateral Duty Health and Safety Employees – required course	General training covering regulations and requirements to provide hazard communication information to employees	Upon initial assignment to duties	1 hour	
Chemical Hazards and Reactions	Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness– required course	General Awareness	Upon initial assignment to duties	1 hour	
Chemical Hygiene Plan – Site Specific Training 29 CFR 1910.1450	Employees engaged in the laboratory use of hazardous chemicals. Laboratory Safety and Health - General Awareness– required course	General training and specific training related to the chemical in use, PPE required, engineering controls, measures employees can take to protect themselves, and provisions of the Chemical Hygiene Plan.	Upon initial assignment to duties Recommended annual refresher	1-2 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Chemical Warfare Agent Lab Basic Awareness	Employees handling known chemical warfare agents	Training on CWAs must be in accordance with the OSHA hazard communication standard (29 CFR 1910.1200) and the laboratory standard (29 CFR 1910.1450).	Upon initial assignment to CWA handling and whenever a new physical or health hazard is introduced into their work area	1-2 hours	
Chemical Warfare Agent Lab Chemical Agent Operator Training	Employees titled as a chemical agent operator	Training on CWAs must be in accordance with the OSHA hazard communication standard (29 CFR 1910.1200) and the laboratory standard (29 CFR 1910.1450).	Upon initial CWA assignment and whenever a new physical or health hazard is introduced into their work area	1-2 hours	
Chemical Warfare Agent Lab Emergency Responder and Medical Personnel	Any Employees designated as CWA Lab Emergency Responder and Medical Personnel	Training on CWAs must be in accordance with the OSHA hazard communication standard (29 CFR 1910.1200) and the laboratory standard (29 CFR 1910.1450).	Upon initial hire or assignment to CWA Lab Emergency Responder and Medical Personnel	1-2 hours	
Chemical Warfare Agent Lab Facility Service Staff Training	Any Employees designated as service staff and may be exposed to, handling, storing or using chemical warfare	Training on CWAs must be in accordance with the OSHA hazard communication	Upon initial hire or assignment to the facility service staff	1-2 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	agents in the lab.	standard (29 CFR 1910.1200) and the laboratory standard (29 CFR 1910.1450).	training		
Chemical Warfare Agent Lab Visitor Training	Visitors handling, storing, or using chemical warfare agents in the lab	Training on CWAs must be in accordance with the OSHA hazard communication standard (29 CFR 1910.1200) and the laboratory standard (29 CFR 1910.1450).	Upon initial CWA handling and whenever a new physical or health hazard is introduced into their work area	1-2 hours	
Chromium (VI) 29 CFR 1910.1026	Any employee with the potential for occupational exposures to chromium (VI) in all forms and compounds	General awareness training, in addition to Hazard Communication and hazards specific to Chrome VI	Upon initial assignment and as needed	1-2 hours	
Collateral Duty Safety and Health Training (OSHA)	Employees working in the safety/health role in addition to other administrative or scientific roles.	Brief overview of core concept of safety and health standards, regulations and recommendations	Upon initial assignment to duties	30 hours	
Confined Space Awareness	Field Safety and Health - General Awareness– elective course	General Awareness course to introduce employees to	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Collateral Duty Health and Safety Employees – elective course	situations which require full training under Confined Space standards.	As needed		
Confined Space Permit Required – Entry Supervisor Certification 29 CFR 1910.146	The person (such as the employer, foreman, or crew chief) responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section.	Training equivalent to Entrant/Attendant plus additional training in hazard recognition and employer specific confined space program.	Upon initial assignment to duties Before there is a change in assigned duties.	1 day	The employer shall certify that the training has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives
Confined Space Permit Required – Rescue Team Annual Refresher 29 CFR 1910.146	The personnel designated to rescue employees from permit spaces.	Each member of the rescue service shall practice making permit space rescues Members of the rescue team shall be trained in CPR and first aid	At least once every 12 months.	1 day	The employer shall certify that the training has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives
Confined Space Permit Required –	The personnel designated to rescue employees from	Each member of the confined space rescue	Upon initial assignment to	1 day	The employer shall certify that the training has been

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Rescue Team Certification 29 CFR 1910.146	permit spaces.	team must be trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit required confined spaces and to perform the assigned rescue duties. Each member of the rescue service shall also receive the training required of authorized entrants. Members of the rescue team shall be trained in CPR and first aid	duties Before there is a change in assigned duties.		accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives
Confined Space Permit Required Entrant - Attendant Certification 29 CFR 1910.146	Any employee, who during the course of their job, needs to enter a confined space with unknown or known hazards. "Authorized entrant" means an employee who is authorized by the employer to enter a permit space.	Authorized entrance and attendance receive specific training on the hazards of the confined space.	Upon initial assignment to duties Before there is a change in assigned duties. Whenever there is a change in	2-3 days	The employer shall certify that the training has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Attendant - an individual stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.		<p>permit space operations that presents a hazard about which an employee has not previously been trained.</p> <p>Whenever the employer has reason to believe either that there are deviations from the permit space entry procedures or that there are inadequacies in the employees' knowledge.</p>		representatives.
Construction - Safety Training and Education 29 CFR 1926.21(b)	All employees engaged in construction, alteration, and/or repair, including painting and decorating.	Recognition and avoidance of unsafe conditions and the regulations applicable to the work environment to control	<p>Upon initial assignment duties</p> <p>Refresher every</p>	1-2 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		or eliminate any hazards or other exposure to illness or injury. Employees required to handle or use poisons, caustics, and other harmful substances shall be instructed regarding the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required.	12 months		
Construction Safety and Health (OSHA 10-hour Certification) {Organization-specific order}	Employees serving as IMT as Safety Officers	Training for general employees on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in construction. Must be delivered by an OSHA authorized trainer.	Upon initial hire or assignment	10 hours	
Construction Safety and Health 30-hour	General Safety Training to supervisors/safety	Training for workers and employers on the	As necessary	30 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Occupational Safety and Health Training Course	representatives needing advanced safety training on construction activities.	recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in construction. Must be delivered by an OSHA authorized trainer.			
Controlled Substances Act Awareness	Employees working with or in an area with any of these substances as listed by the DEA under the Controlled Substances Act	General Awareness	Upon initial assignment to duties	1 hour	
Cranes, Derricks, Hoists, Elevators, and Conveyors 29 CFR 1926 Subpart N	Employees involved in construction use of these materials.	Awareness	Upon initial assignment to duties and as needed to maintain proficiency	4-8 hours	
Decontamination Awareness (Personnel)	Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness—required course	General Awareness	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Dibromochloro-propane 29 CFR 1910.1044 29 CFR 1926.1144	Employees with potential exposure to 1,2-dibromochloro-3- propane (with the exception of its application and use as a pesticide)	General awareness training which covers manner of use, medical surveillance and PPE.	Upon initial assignment to duties and as needed	1 hour	
Diver Basic SCUBA Certification Agency Dive Safety Manual {Date} 29 CFR 1910.410 29 CFR 1926.1071	For those approved applicants with no previous training, initial diver training	See {Organization-specific} Dive Safety Manual	Upon hire or assignment	Varies	
Diver Certification – Dive Master Agency Dive Safety Manual {Date} 29 CFR 1910.410 29 CFR 1926.1071	Successfully completed the requirements for an {Organization} Scientific Diver (above).	See {Organization-specific} Dive Safety Manual	Upon hire or assignment	Varies	
Diver Certification – Scientific Diver Agency Dive Safety Manual {Date} 29 CFR 1910.410 29 CFR 1926.1071	Trainee Diver- who has completed a minimum of 25 logged dives	See {Organization-specific} Dive Safety Manual	Upon hire or assignment	Varies	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Diver Certification – Trainee Diver Agency Dive Safety Manual {Date} 29 CFR 1910.410 29 CFR 1926.1071	Basic Diver. An {Organization} employee with initial diver training by a recognized training agency and has logged less than 25 dives.	See {Organization- specific} Dive Safety Manual	Upon hire or assignment	Varies	
Diver Oxygen Administration Agency Dive Safety Manual {Date} 29 CFR 1910.410 29 CFR 1926.1071	All {Organization} certified divers	See {Organization- specific} Dive Safety Manual	Every 2 years	1-2 hours	
Driver Safety – Commercial Driver’s License - Annual Refresher	Need determined by OSH manager. Employees who operate vehicles that require a commercial driver’s license	Course reviews specific vehicle operating characteristics and commercial driver’s license requirements.	Annual refresher	1-4 hours	
Driver Safety – Commercial License Driver	Employees who operate vehicles that require a commercial driver’s license.	Course reviews specific vehicle operating characteristics and commercial driver’s license requirements.	Upon initial assignment to duties	Initial 4-8 hours	
Driver Safety - Defensive Driving	Optional course for employees wishing more advanced training in	NSC course providing training certificate in defensive driving.	Varies	2 – 6 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Defensive driving.				
Driver Safety – Field Activities	Field Safety and Health - General Awareness - required course	General Awareness	Upon initial assignment to duties Annual refresher	1 hour	
Driver Safety Training Program	Employees who drive for {Organization-specific} business an average of two or more times per week must complete the training		Upon initial assignment to duties	1.5 hours	
Driver Safety Training Program – Annual Refresher	Employees who drive for {Organization-specific} business an average of two or more times per week must complete the training		Annual refresher	1 hour	
Drum Handling Awareness	Employees involved in drum opening, movement or content transfer operations.	Awareness	Upon initial assignment to duties	1 hour	
Electrical Safety Design	Collateral Duty Health and Safety personnel – required course	General Awareness	Upon initial assignment to duties	1 hour	
Electrical Training 29 CFR 1910.332	Employees who face a risk of electric shock that is not reduced to a safe level by the electrical system installation requirements	Type of training. The training required by this section shall be of the classroom or on-the-job type. The	Upon initial assignment to duties Refresher – as	4-5 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Examples include: <ul style="list-style-type: none"> • Blue collar supervisors. • Electrical and electronic engineers. • Electrical and electronic equipment assemblers. • Electrical and electronic technicians. • Electricians. • Industrial machine operators. • Material handling equipment operators. • Mechanics and repairers. • Painters. • Riggers and roustabouts. • Stationary engineers. • Welders. <p>Workers in these groups do not need to be trained if their work or the work of those they supervise does not bring them or the employees they supervise close enough to exposed parts of electric circuits operating at 50 volts</p>	degree of training provided shall be determined by the risk to the employee.	needed depending upon competencies		

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	or more to ground for a hazard to exist.				
Electrical Work Practices	Collateral Duty Health and Safety personnel – required course	General Awareness	Upon initial assignment to duties	1 hour	
Emergency Action Plans 29 CFR 1910.38 29 CFR 1926.35	All Employees	General Awareness Training to facilitate and organize employer and employee actions during workplace emergencies.	Upon employment Whenever the employee’s responsibilities or designated actions under the plan change Whenever the plan is changed	< 1 hour	
Emergency Eyewashes and Showers Awareness	Laboratory Safety and Health - General Awareness– required course	General Awareness	Upon initial assignment to duties	1 hour	
Emergency Planning and Community Right to Know – EPCRA	Laboratory Safety and Health - General Awareness– elective course	General Awareness	Upon initial assignment to duties	1 hour	
Engineering and Administrative Controls –	Laboratory Safety and Health - General Awareness– required course	General Awareness	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Laboratories					
Environmental Management System Employee Awareness	All employees	<p>Awareness training to all employees describing program and its objectives.</p> <p>Additional competency training may need to be provided to employees that are associated with significant environmental aspects such as program leads (EMP leads). Such training is indicated when the employee is not considered competent on the basis of previous training, education, or experience, to address the responsibilities he/she has been assigned relative to an identified significant environmental aspect.</p>	Annual	<p>1 hour</p> <p>As needed</p>	Retention dates and disposition assigned by the organization.
{Organization-	Field Safety and Health -	General Awareness	Upon initial	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
specific Occupational Health and Safety Program – Field Activities Awareness	General Awareness– required course	course to introduce the OSH program to new field employees.	assignment to duties		
{Organization-specific} Occupational Health and Safety Program – Laboratory Activities Awareness	Laboratory Safety and Health - General Awareness– required course	General Awareness course to introduce the OSH program to new laboratory employees.	Upon initial assignment to duties	1 hour	
Ergonomics (Human Factors) Awareness	Field Safety and Health - General Awareness - elective course Laboratory Safety and Health - General Awareness– elective course Collateral Duty Health and Safety Employees – elective course	General Awareness	Upon initial assignment to duties	1 hour	
Ethylene Oxide 29 CFR 1910.1047 29 CFR 1926.1147	Any employee potentially exposed to EtO at or above the action level or above the excursion limit	Training is specific to the health and physical hazards, protective methods, PPE and contents of this	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		standard.			
Excavation/Trenching and Shoring 29 CFR 1926 Subpart P	Employees working with excavations and trenches Field Safety and Health - General Awareness - elective course	General Awareness	Prior to participating in excavation activities or working in a trench	3 hours	
Explosives & Blasting Agents 29 CFR 1910.109	Any employee required to operate or attend a vehicle that will transport explosives or blasting agents	General Awareness and specific training to the hazards associated with the explosive and/or blasting agent, and what precautions they can take for protection.	Upon initial assignment to duties As needed to maintain proficiency	1 hour	
Fall Protection Awareness 29 CFR 1926.Subpart M	Employees that might be exposed to fall hazards. Fall protection must be provided at four feet in general industry, five feet in maritime and six feet in construction. However, regardless of the fall distance, fall protection must be provided when working over dangerous equipment and machinery.	Awareness and knowledge for those personnel using it	Upon initial assignment to duties As needed to maintain proficiency	2-4 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Field Safety and Health - General Awareness - elective course				
Fatigue Awareness	General Employees, and employee demonstration sign and symptoms of fatigue	General Safety Awareness {Task-specific} OSH Manual, Physical Stress Management	As need	1 hour	
Field Safety - Annual Refresher (8 hours) {Organization- specific Order}	Employees participating in field activities as defined by {Organization-specific Order}	Review of field Safety hazards , concepts and standards. May be broken into smaller training components throughout the year or taken as one complete course.	Annual Refresher (8 hours)	8 hours	
Field Safety and Health - General Awareness (24 Hour Initial) {Organization- specific Order}	Employees participating in field activities as defined by {Organization-specific Order}	Required field experience training (3 days) should enable employees to familiarize themselves with the equipment	Upon initial assignment to duties	Initial 24 hours + 3 days actual field experience under supervision within 6 months of classroom training.	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		<p>and field conditions they will be expected to work under.</p> <p>The field experience may be completed at any site that is directly related to the type of work the employee will be expected to perform, and that is under the supervision of a trained supervisor.</p> <p>When employees begin work at a new site they are not required to repeat the three days of supervised field experience, although they would need to be made aware of site-specific hazards.</p>			
Field Safety and Health - On-the-job Training (3 days) {Organization-specific Order}	Employees participating in field activities as defined by {Organization-specific Order}	Required field experience training (3 days) should enable employees to familiarize themselves	Upon initial assignment to duties	3 days within 6 months of classroom training.	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		with the equipment and field conditions they will be expected to work under.			
Field Sampling Hazards Awareness	Field Safety and Health - General Awareness - elective course	General Awareness	Upon initial assignment to duties	1 hour	
Fire Brigades 29 CFR 1910.156	Any employee who is part of an established facility fire brigade	Specific training related to fire brigade duties that are commensurate with the duties to be performed. In addition to this, specialized training related to the chemical and radiological hazards on-site	Upon initial assignment to duties Annual refresher	The length and quality of the training must be similar to that conducted in established fire training schools; see the main body of the regulation.	
Fire Prevention Plans 29 CFR 1910.39	All Employees	General Awareness for employees upon initial assignment to a job of the fire hazards to which they are exposed and those parts of the fire prevention plan necessary for self-protection.	Upon employment	< 1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Fire Protection and Prevention 29 CFR 1926 Subpart F	Employees involved in fire prevention and planning activities of construction projects. Collateral Duty Health and Safety Employees – required course	Awareness	Upon initial assignment to duties	1 hour	
Firearm Safety OCEFT Interim Use of Force Training Policy	Employees whose duties require the carrying of firearms	Hazards and precautions for the safe use of firearms.	Initial training prior to authorization to carry. Refresher as needed.	Varies by firearm.	
First Aid Certification 29 CFR 1910.151 29 CFR 1926.21(b)(4)	Any employee who is responsible for rendering first aid in the absence of a nearby infirmary, clinic or hospital. Based upon OSHA guidance, at field sites without medical service availability at least one person shall be trained in first aid.	Specific training: First Aid facilities shall be in charge of a person trained to administer first aid and shall be readily accessible for use at all times. Note: OSHA guidance letters state “in workplaces where serious accidents such	Upon initial assignment to duties Refresher training as recommended by the American Red Cross	4 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		as those involving falls, suffocation, electrocution, or amputation are possible, emergency medical services must be available within 3-4 minutes, if there is no employee on the site who is trained to render first aid. OSHA recognizes that in workplaces, such as offices, where the possibility of such serious work-related injuries is less likely, a longer response time of up to 15 minutes may be reasonable. ”			
Fixed Extinguishing Systems 29 CFR 1910.160	Any employee who is required to inspect, maintain, operate or repair fixed extinguishing systems.	Level of training to ensure competency in these systems.	Upon initial assignment to duties Employer must annually review their training and retrain	1-4 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
			employees if necessary to keep them up-to-date in the functions they are to perform		
Flammable and Combustible Liquids – General Industry 29 CFR 1910.106	Where a tank is located in an area that may be subjected to flooding.	That station operators and other employees depended upon to carry out flood emergency actions are thoroughly informed as to the location and operation of such valves and other equipment necessary to perform these actions.	Upon initial assignment to duties As needed	30 minutes	
Flammable and Combustible Liquids Awareness	Collateral Duty Health and Safety Employees – required course	General Awareness	Upon initial assignment to duties	1 hour	
Formaldehyde 29 CFR 1910.1048 29 CFR 1926.1148	All employees who are assigned to workplaces where there is potential exposure to formaldehyde, except where it can be shown, using objective data,	Training is specific to the processes where formaldehyde is found, health effects, PPE and medical surveillance.	Upon initial assignment to duties Whenever a	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	that employees are not exposed to formaldehyde at or above 0.1 ppm.		potential exposure to formaldehyde is introduced Annual refresher		
Gas Cylinder/ Cryogenic Liquids Handling Awareness	Employees handling and/or working with compressed gas cylinders or cryogenic liquids. Laboratory Safety and Health - General Awareness- elective course	General Awareness training of safe use and handling procedures.	Prior to use or handling	1 hour	
General Industry Safety and Health 30-hour Occupational Safety and Health Training Course	Recommended for supervisors and employees with specific safety responsibilities. May be used as training to meet Collateral Duty Safety training requirements.	Advanced training on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in construction. Must be delivered by an OSHA authorized trainer.	As needed	30 hours	
General Industry Safety and Health 10-hour	Incident Management Team Safety Officer	Training for general employees on the recognition, avoidance,	As needed	10 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Occupational Safety and Health Training Course	General Employees	abatement, and prevention of safety and health hazards in workplaces in general industry. Must be delivered by an OSHA authorized trainer.			
Handling Flammable Liquids & Gases – Construction 29 CFR 1926.21(b)(5)	Employees required to use these materials in a construction workplace.	Awareness	Upon initial assignment to duties Upon change in materials or processes used	1 hour	
Hazard Communication 29 CFR 1910.1200 29 CFR 1926.59	All employees who handle chemicals in the course of their assigned duties. Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness– required course	General training regarding the standard to all employees who use chemicals in the workplace and chemical specific training.	Upon initial assignment to duties Whenever a new health or physical hazard is introduced into the workplace	1-2 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Collateral Duty Health and Safety Employees – required course				
Hazard Communication – Refresher 29 CFR 1910.1200 29 CFR 1926.59	All employees who handle chemicals in the course of their assigned duties.	General training regarding the standard to all employees who use chemicals in the workplace and chemical specific training.	General Employees – as needed or upon new chemical hazards Field Safety and Health - General Awareness – annual refresher required Laboratory Safety and Health - General Awareness– annual refresher required or chemical hygiene plan annual refresher	1 hour	
Hazardous Energy	Field Safety and Health -	General Awareness	Upon initial	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Sources and Mechanical Hazards Awareness	General Awareness - required course		assignment to duties		
Hazardous Locations	Collateral Duty Health and Safety Employees – required course	General Awareness	Upon initial assignment to duties.	1 hour	
Hazardous Materials Transportation – DOT Shipper 49 CFR 172.704 (Subpart H)	All employees involved in any portion of the preparation of hazardous materials for shipment off-site including packaging, loading, unloading, paperwork preparation, emergency response, and vehicle placarding, or operates a vehicle used to transport hazardous materials.	Hazmat employees must be trained on the specific functions they are required to perform, the hazards presented by hazardous materials, and emergency response information. Also see other required security training listed separately.	Within 90 days of the first day of employment or the first day of a change in job function requiring the employee to prepare or ship hazardous materials	24 hours	Regulation required: Records must be kept for the duration of the three-year training cycle while the hazmat employee is employed and for 90 days after the employee leaves employment. Training records must include the following: <ul style="list-style-type: none"> • The hazmat employee’s name • The most recent training completion date • A description of, copy of, or reference to training materials used to meet the training requirements • The name and address of the person providing the training A certification that the

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
					person has been trained and tested as required
Hazardous Materials Transportation Awareness	Any employee potentially involved in the shipment or receiving of chemicals or samples, or requiring the shipment or receiving of chemicals. Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness- required course Collateral Duty Health and Safety Employees – elective course	Training that provides familiarity with the general requirements of the HMR and enables the employee to recognize and identify hazardous materials and seek personnel trained and qualified under DOT/IATA regulations to complete the shipment. This is not DOT/IATA training and recipients are not qualified to ship hazardous materials.	Upon initial assignment to duties	1-2 hours	
Hazardous Materials Transportation – DOT Security Awareness 49 CFR 172.704 (Subpart H)	All employees involved in any portion of the preparation of hazardous materials for shipment off-site including packaging, loading, unloading, paperwork preparation, emergency	Training that provides a general understanding of the security risks associated with hazardous materials transportation and the methods designed to	Within 90 days of the first day of employment or the first day of a change in job function requiring the	30 minutes – 1 hour	Same as DOT Certified

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	response, and vehicle placarding, or operates a vehicle used to transport hazardous materials	enhance transportation security. This training should include methods on how to recognize and respond to possible security threats.	employee to prepare or ship hazardous materials Refresher – every 3 years		
Hazardous Materials Transportation – DOT Shipper Triennial Refresher 49 CFR 172.704 (Subpart H)	See initial training description	Review of initial training materials and any changes in regulatory requirements.	Every 3 years	8 hours	See initial training description
Hazardous Materials Transportation – IATA Biennial Refresher	See initial training description	Dangerous goods shipment training to meet IATA requirements.	Every 2 years	8 hours	Same as DOT Shipper
Hazardous Materials Transportation – IATA Certified Shipper	All {Organization} employees involved in the preparation of hazardous materials/waste for international shipment via air transport. May also be used for domestic air transportation.	Dangerous goods shipment training to meet IATA requirements.	Within 90 days of the first day of employment or the first day of a change in job function	24 hours	Same as DOT Shipper
Hazardous Materials Transportation –	Hazmat employees who handle or perform regulated	Training that provides a detailed understanding	Within 90 days of the first day of	30 minutes – 1 hour	Same as DOT Certified

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
DOT In Depth Security Training 49 CFR 172.704 (Subpart H)	functions related to the transportation of the materials covered by the security plan or who are responsible for implementing the security plan.	of an organization's security plan including security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach and the organizational security structure.	employment or the first day of a change in job function requiring the employee to prepare or ship hazardous materials Refresher - every 3 years		
Hazardous Waste Operations and Emergency Response Awareness	Field Safety and Health - General Awareness-- elective course Collateral Duty Health and Safety Employees – elective course	General Awareness course to introduce employees to situations which require full training under HAZWOPER standards.	As needed Upon initial assignment to duties	1 hour	
Hazardous Waste Operations and Emergency Response – (16-hour Additional Training for Workers with 24-hours of Initial Training who Become General	Workers with 24 hours of training as Occasional Site Workers or Regular Workers in Characterized Sites who become general site workers or who are required to wear respirators, shall have the additional 16 hours and two days of training necessary to	Understand how hazardous materials are handled, identified, and human responses to exposure; Learn the importance of the Health and Safety Plan (HSP); Incorporate the	Upon conversion to general site worker	16 additional hours classroom training.	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Site Workers) 29 CFR1910.120(e)(3)(i v)	total the training specified in paragraph (e)(3)(i).	knowledge of what to do in case of site emergencies; Use appropriate safety methods and work practice controls; Recognize signs and labels that are used to alert personnel of danger involving hazardous material			
Hazardous Waste Operations and Emergency Response – (24-hour Initial Training for Occasional Site Worker) 29 CFR 1910.120(e)(3)(ii)	Employees on site only occasionally for a specific limited task (such as, but not limited to, ground water monitoring, land surveying, or geophysical surveying) and who are unlikely to be exposed over permissible exposure limits at the following sites: Clean-up operations -- required by a governmental body, whether federal, state, local, or other involving hazardous substances -- that	Field Workers at Haz Waste Sites: Training dependent upon the level of involvement at the uncontrolled hazardous waste site. Those intimately involved in the clean-up receive more in depth training. And, those only occasionally on site for specific tasks, less training.	Upon initial assignment to duties involving hazardous substances cleanup sites as listed in Applicability. See refresher requirements listed at: Hazardous Waste Operations and Emergency Response –	24 hours of initial training See also: Hazardous Waste Operations and Emergency Response – (One Day Field Experience for Occasional Site Worker)	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	<p>are conducted at uncontrolled hazardous waste sites; Corrective actions involving clean-up operations at sites covered by the Resource Conservation and Recovery Act of 1976 (RCRA) as amended (42 U.S.C. 6901 et seq.); Voluntary clean-up operations at sites recognized by federal, state, local, or other governmental bodies as uncontrolled hazardous waste sites;</p> <p>Cleanup site general workers, TSD workers, and emergency response workers are described in separate listings.</p>		(Eight-hour Refresher Training for Hazardous Waste Site Workers)		
Hazardous Waste Operations and Emergency Response – (24-hour Initial Training for Regular Site Worker	Employees involved in sites as with General Site workers for which sites have been monitored and exposure is not likely.	Understand how hazardous materials are handled, identified, and human responses to exposure; Learn the importance of the	Upon initial assignment to duties involving hazardous substances cleanup sites as	24 hours See also: Hazardous Waste Operations and Emergency	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
on Fully Monitored and Characterized Site) 29 CFR 1910.120(e)(3)(iii)	Cleanup site general workers, occasional workers, TSD workers, and emergency response workers are described in separate listings.	Health and Safety Plan (HSP); Incorporate the knowledge of what to do in case of site emergencies; Use appropriate safety methods and work practice controls; Recognize signs and labels that are used to alert personnel of danger involving hazardous material	listed in Applicability. See refresher requirements listed at: Hazardous Waste Operations and Emergency Response – (Eight-hour Refresher Training for Hazardous Waste Site Workers)	Response – (One Day Field Experience for Regular Site Worker on Fully Monitored and Characterized Site)	
Hazardous Waste Operations and Emergency Response – (24-hour Initial Training for TSD Facility Employees) 29 CFR 1910.120(p)(7)(i)	Employees at operations involving hazardous wastes that are conducted at treatment, storage, and disposal facilities regulated by Title 40 Code of Federal Regulations Parts 264 and 265 pursuant to RCRA, or by agencies under agreement with U.S. Environmental	For Workers at TSD Facilities: Training is specific to the hazards encountered.	Initial training prior to assuming duties. See refresher requirements at: Hazardous Waste Operations and Emergency Response –	24 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	<p>Protection Agency to implement RCRA regulations.</p> <p>Cleanup site general and occasional workers and emergency response workers are described in separate listings.</p>		(Eight-hour Refresher Training for Employee at a TSD Facility)		
Hazardous Waste Operations and Emergency Response – (24-hour Initial Training for Hazardous Materials Technician) 29 CFR 1910.120(q)(6)(iii)	Hazardous materials technicians (respond to stop the release) must have 24 hours of training equal to the “operations level” and know how to implement the employer’s plan and carry out decontamination	Hazardous materials technicians shall have received at least <u>24 hours of training</u> equal to the first responder operations level and <u>in addition have competency</u> in the following areas and the employer shall so certify: (A) Know how to implement the employer's emergency response plan. (B) Know the classification,	Initial training See refresher requirements at: Hazardous Waste Operations and Emergency Response – (Annual Refresher Training and/or Demonstration of Competency by Employees Engaged in Hazardous Substance	24 - 40 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		identification and verification of known and unknown materials by using field survey instruments and equipment. (C) Be able to function within an assigned role in the Incident Command System. (D) Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician. (E) Understand hazard and risk assessment techniques. (F) Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment	Releases) 29 CFR 1910.120(q)(8)		

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		available with the unit. (G) Understand and implement decontamination procedures. (H) Understand termination procedures. (I) Understand basic chemical and toxicological terminology and behavior.			
Hazardous Waste Operations and Emergency Response – (24-hour Initial Training for Hazardous Materials Specialist) 29 CFR 1910.120(q)(6)(iv)	Hazardous materials specialists (require specific knowledge of the substances to be contained) must have 24 hours of training equal to the “technical level” and act as liaison with all government authorities.	Hazardous materials specialists shall have received at least <u>24 hours of training</u> equal to the technician level and <u>in addition have competency</u> in the following areas and the employer shall so certify: (A) Know how to implement the local emergency response plan.	Initial training See refresher requirements at: Hazardous Waste Operations and Emergency Response – (Annual Refresher Training and/or Demonstration of Competency by Employees	24 – 40 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		(B) Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment. (C) Know the state emergency response plan. (D) Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist. (E) Understand in-depth hazard and risk techniques. (F) Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal	Engaged in Hazardous Substance Releases) 29 CFR 1910.120(q)(8)		

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		protective equipment available. (G) Be able to determine and implement decontamination procedures. (H) Have the ability to develop a site safety and control plan. (I) Understand chemical, radiological and toxicological terminology and behavior.			
Hazardous Waste Operations and Emergency Response – (24-hour Initial Training for On Scene Incident Commander) 29 CFR 1910.120(q)(6)(v)	On-scene incident commanders (assume control of the scene) must have 24 hours of training equal to the “operations level” and demonstrate competence in implementing the incident command system, the employer’s plan and the state and local emergency response plans.	shall receive at least <u>24 hours of training</u> equal to the first responder operations level and <u>in addition have competency</u> in the following areas and the employer shall so certify: (A) Know and be able to implement the employer's incident	Initial training See refresher requirements at: Hazardous Waste Operations and Emergency Response – (Annual Refresher Training and/or Demonstration of	24 – 40 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		<p>command system.</p> <p>(B) Know how to implement the employer's emergency response plan.</p> <p>(C) Know and understand the hazards and risks associated with employees working in chemical protective clothing.</p> <p>(D) Know how to implement the local emergency response plan.</p> <p>(E) Know of the state emergency response plan and of the Federal Regional Response Team.</p> <p>(F) Know and understand the importance of decontamination procedures.</p>	Competency by Employees Engaged in Hazardous Substance Releases) 29 CFR 1910.120(q)(8)		
Hazardous Waste Operations and	Annual refresher training is required for each level of	Sufficient content and duration to maintain	Annual Refresher	8 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Emergency Response – (Annual Refresher Training and/or Demonstration of Competency by Employees Engaged in Hazardous Substance Releases) 29 CFR 1910.120(q)(8)	response.	their competencies, or shall demonstrate competency in those areas at least yearly.			
Hazardous Waste Operations and Emergency Response – (Eight-hour Initial Training for First Responder Operations Level) 29 CFR 1910.120(q)(6)(ii)	First responders at the “operations level” (respond to prevent the spread, exposures to and the further release of hazardous materials) must have 8 hours of training plus awareness level” competency.	First responders at the operational level shall have received at least <u>eight hours of training</u> or have had sufficient experience to objectively demonstrate competency in the following areas <u>in addition</u> to those listed for the awareness level and the employer shall so certify: (A) Knowledge of the basic hazard and risk assessment techniques.	Initial training. See refresher requirements at: Hazardous Waste Operations and Emergency Response – (Annual Refresher Training and/or Demonstration of Competency by Employees Engaged in Hazardous Substance	8- 16 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		(B) Know how to select and use proper personal protective equipment provided to the first responder operational level. (C) An understanding of basic hazardous materials terms. (D) Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit. (E) Know how to implement basic decontamination procedures. (F) An understanding of the relevant standard operating procedures and termination procedures.	Releases) 29 CFR 1910.120(q)(8)		

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Hazardous Waste Operations and Emergency Response – (Eight-hour Refresher Training for Hazardous Waste Site Workers) 29 CFR 1910.120(e)(8)	All employees required to have training per the HAZWOPER General, Occasional, Regular, and Supervisor Training.	A review of topics as listed in 29 CFR 1910.120 paragraph (e)(2) and/or (e)(4) and any incidents in the past year, and other relevant topics.	Annual refresher	8 hours	
Hazardous Waste Operations and Emergency Response – (Eight-hour Refresher Training for Employee at a TSD Facility) 29 CFR 1910.120(p)(7)(i)	All employees required to have training per the HAZWOPER TSD requirements.	For Workers at TSD Facilities: Training is specific to the hazards encountered.	Annual Refresher	8 hours	
Hazardous Waste Operations and Emergency Response – (Eight-	On-site management and supervisors directly responsible for, or who supervise employees	Specialized training at the time of job assignment on such topics as, but not	Initial training upon assumption of supervisory duties.	8 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
hour Training for On-Site Management and Supervisors) 29 CFR 1910.120(e)(4)	engaged in, hazardous waste operations	limited to, the employer's safety and health program and the associated employee training program, personal protective equipment program, spill containment program, and health hazard monitoring procedure and techniques.			
Hazardous Waste Operations and Emergency Response – (First Responder Awareness Level) 29 CFR 1910.120(q)(6)(i)	First responders at the “Awareness level” (witness or discover a hazardous substance release and initiate the emergency response) must demonstrate competency in areas such as recognizing the presence of hazardous materials in an emergency, the risks involved and the role they play in their employer’s plan.	The awareness level shall have <u>sufficient training</u> or have had sufficient experience to objectively demonstrate competency in the following areas: (A) An understanding of what hazardous substances are, and the risks associated with them in an incident. (B) An understanding of the potential outcomes associated	Initial training	8 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		with an emergency created when hazardous substances are present. (C) The ability to recognize the presence of hazardous substances in an emergency. (D) The ability to identify the hazardous substances, if possible. (E) An understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the U.S. Department of Transportation's Emergency Response Guidebook. (F) The ability to realize the need for additional resources, and to make appropriate			

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		notifications to the communication center.			
Hazardous Waste Operations and Emergency Response – (One Day Field Experience for Occasional Site Worker) 29 CFR 1910.120(e)(3)(ii)	Required for employees following HAZWOPER 24 Hour Initial Training for Occasional Site Worker.	The field experience may be completed at any site that is directly related to the type of work the employee will be expected to perform, and that is under the supervision of a trained supervisor.	Upon initial assignment to duties involving hazardous substances cleanup sites as listed in Applicability, but following initial 24 hour training.	1 day of actual field experience. Experience must include supervised performance of actual field duties and should not be solely observation.	
Hazardous Waste Operations and Emergency Response – (One Day Field Experience for Regular Site Worker on Fully Monitored and Characterized Site) 29 CFR 1910.120(e)(3)(iii)	Required for employees following HAZWOPER 24 Hour Initial Training for Regular Site Worker.	Understand how hazardous materials are handled, identified, and human responses to exposure; Learn the importance of the Health and Safety Plan (HSP); Incorporate the knowledge of what to do in case of site emergencies; Use appropriate safety methods and work	Upon initial assignment to duties involving hazardous substances cleanup sites as listed in Applicability, but following initial 24 hour training.	1 day of actual field experience. Experience must include supervised performance of actual field duties and should not be solely observation.	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		practice controls; Recognize signs and labels that are used to alert personnel of danger involving hazardous material			
Hazardous Waste Operations and Emergency Response – (Response to Hazardous Emergency Situations at Hazardous Waste Clean-Up Sites) 29 CFR 1910.120(e)(7)	Employees who are engaged in responding to hazardous emergency situations at hazardous waste clean-up sites that may expose them to hazardous substances	Train on how to respond to such Hazardous Emergency, atmospheric monitoring, proper PPE selection, and clean-up methodology.	Initial training upon assignment to emergency response duties.	4 – 8 hours	
Hazardous Waste Operations and Emergency Response – (Three Days Field Experience for General Site Worker)	Required for employees following HAZWOPER 40 Hour Initial Training for General Site Worker.	Required Field experience training (3 day or 1 day) should enable employees to familiarize themselves with the equipment and field conditions they will be expected	Upon initial assignment to duties involving hazardous substances cleanup sites as listed in Applicability, but	3 days of actual field experience. Experience must include supervised performance of actual field duties and should not be	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
29 CFR 1910.120(e)(3)(i)		<p>to work under.</p> <p>The field experience may be completed at any site that is directly related to the type of work the employee will be expected to perform, and that is under the supervision of a trained supervisor.</p> <p>When employees begin work at a new site they would not be required to repeat the three days of supervised field experience, although they would need to be made aware of site-specific hazards.</p>	following initial 40 hour training.	solely observation.	
Hazardous Waste Operations and Emergency Response – (Training for Emergency Response)	Training for emergency response employees shall be completed before they are called upon to perform in real emergencies.	Such <u>training</u> shall include the elements of the emergency response plan, standard operating procedures the employer has	Initial upon assignment to emergency response duties.	4 – 8 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Employees at a TSD Facility) 29 CFR 1910.120(p)(8)(iii)		established for the job, the personal protective equipment to be worn and procedures for handling emergency incidents			
Hazardous Waste Operations and Emergency Response – (Two-days Additional Field Experience for Workers who Become General Site Workers) 29 CFR 1910.120(e)(3)(iv)	Employees involved in Clean-up operations with one day of field experience and who need to acquire more to become a general site worker	Training should focus on strengthening the employee on identifying hazards and how to respond to hazardous exposure as well as permissible limit of exposure.	Upon conversion to general site worker	2 days field experience Experience must include supervised performance of actual field duties and should not be solely observation.	
Hazardous Waste Operations and Emergency Response- (40 hour Initial Training For General Site Worker)	General site workers regularly onsite of the following operations: Clean-up operations -- required by a governmental body, whether federal, state, local, or other involving	Field Workers at Haz Waste Sites: Training dependent upon the level of involvement at the uncontrolled hazardous waste site. Those intimately involved in the clean-up receive more in	Upon initial assignment to duties involving hazardous substances cleanup sites as listed in Applicability.	40 hours of initial training See Also: Hazardous Waste Operations and Emergency Response – (Three Days	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
29 CFR 1910.120(e)(3)(i)	<p>hazardous substances -- that are conducted at uncontrolled hazardous waste sites;</p> <p>Corrective actions involving clean-up operations at sites covered by the Resource Conservation and Recovery Act of 1976 (RCRA) as amended (42 U.S.C. 6901 et seq.);</p> <p>Voluntary clean-up operations at sites recognized by federal, state, local, or other governmental bodies as uncontrolled hazardous waste sites;</p> <p>Occasional site workers, TSD workers, and emergency response personnel are described in separate listings.</p>	depth training. And, those only occasionally on site for specific tasks, less training.	<p>See refresher requirements listed at:</p> <p>Hazardous Waste Operations and Emergency Response – (Eight-hour Refresher Training for Hazardous Waste Site Workers)</p>	Field Experience for General Site Worker)	
Health and Safety Plan Development	Employees responsible for development of written	Introduction to the writing and	Annual	1-2 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Training	Health and Safety Plans.	development of Health & Safety Plans including Job Hazard Analysis.			
Hearing Conservation Awareness	Collateral Duty Health and Safety Employees – required course. OSCs.	General Awareness OSC OSH Manual, Physical Stress Management	Upon initial assignment to duties	1 hour	
Heat and Cold Stress Awareness 29 CFR 1926.21(b)(4) {Organization-specific guideline}	Employees working in environments of potential elevated or suppressed temperatures. Field Safety and Health - General Awareness - required course OSCs.	Awareness OSC OSH Manual, Physical Stress Management	Upon initial assignment to duties Upon identification of potential hazard to employees	1 hour	
Hoisting and Lifting Awareness	Field Safety and Health - General Awareness - elective course	General Awareness	Upon initial assignment to duties	1 hour	
ICS-300: Intermediate ICS for Expanding Incidents	Personnel who will be serving in the following positions: command or general staff in an ICS	Not a safety course. Included for informational purposes.	Upon identification as a member or potential	1-2 hours	Upon completion, provide certificate to {Organization-specific training coordinator} for entry in training

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers.	General Awareness training provided by FEMA to supervisory personnel who may be involved in an incident response.	member of an ICS in the described roles		database.
ICS-400 - Advanced ICS, Command and General Staff-Complex Incidents	Personnel who will be serving in the following positions: command or general staff in an ICS organization, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers.	Not a safety course. Included for informational purposes. General Awareness training provided by FEMA to supervisory personnel who may be involved in an incident response.	Upon identification as a member or potential member of an ICS command or general staff	1-2 hours	Upon completion, provide certificate to {Organization-specific training coordinator} for entry in training database.
Illness, Injury and Near Miss Reporting	All employees	Employees shall be informed of procedures and requirements for accident and injury reporting.	Upon initial employment	10-30 minutes	
Industrial Plants-	Field Safety and Health -	General Awareness	Upon initial	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Awareness	General Awareness - elective course		assignment to duties		
Introduction to Accident and Incident Investigations	Optional training for employees at the supervisory and managerial level	Introducing accident investigation techniques and concepts at a beginners or novice level	As requested	1-2 hours	
Introduction to Occupational Health	Collateral Duty Health and Safety Employees – required course.	General Awareness	Upon initial assignment to duties	1 hour	
Introduction to OSHA Standards	Collateral Duty Health and Safety Employees – required course.	General Awareness	Upon initial assignment to duties	1 hour	
IS-100.b - Introduction to Incident Command System, ICS-100 {Organization- specific Order}	{Organization} Response Support Corps Members	Not a safety course. Included for informational purposes. General Awareness training provided by FEMA to personnel who may be involved in an incident response.	Upon enrollment in {Organization} RSC	1-2 hours	Upon completion, provide certificate to {Organization-specific training coordinator} for entry in training database.
IS-200.b - ICS for Single Resources and Initial Action	{Organization} Response Support Corps Members	Not a safety course. Included for informational	Upon enrollment in {Organization} RSC	1-2 hours	Upon completion, provide certificate to {Organization-specific training coordinator} for

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Incidents {Organization-specific Order}		purposes. General Awareness training provided by FEMA to personnel who may be involved in an incident response.			entry in training database.
IS-700.a - National Incident Management System (NIMS) An Introduction {Organization-specific Order}	{Organization} Response Support Corps Members	Not a safety course. Included for informational purposes. Optional training for response support corps personnel. General Awareness training provided by FEMA to personnel who may be involved in an incident response.	One time – optional	1-2 hours	Upon completion, provide certificate to {Organization-specific training coordinator} for entry in training database.
IS-800.b -National Response Framework, An Introduction	{Organization} Response Support Corps Members	Not a safety course. Included for informational purposes. Optional training for	One time – optional	1-2 hours	Upon completion, provide certificate to {Organization-specific training coordinator} for entry in training database.

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		response support corps personnel. General Awareness training provided by FEMA to personnel who may be involved in an incident response.			
Job Hazard Analysis (Preparation) {Organization-specific guideline} {Organization-specific Order}	All supervisors and employees involved in the JHA process including employees conducting JHAs and performing work under written JHA's.	Purpose and benefits of performing a JHA Nine steps in completing JHAs Usage/communication of JHA hazard identifications and safe work procedures and controls Maintenance of JHAs.	Initial upon assignment to the task.	1 hour	All training records shall include the name of employee trained, the date(s) of training, the subject of the training, what was covered or course outline, and the name of the trainer.
Job Hazard Analysis (Supervisor) {Organization-specific guideline and/or Order}	All supervisors involved in the JHA process	Supervisor responsibilities under JHAs.	Initial upon assignment to the task.	1 hour	All training records shall include the name of employee trained, the date(s) of training, the subject of the training, what was covered or course outline, and the name of the trainer

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Laboratory Chemical Management – Site Specific Training	Employees engaged in the laboratory use of hazardous chemicals.	Specific training related to chemical safety or specific chemical handling as needed	Upon initial assignment to duties	30 min – 1 hour	
Laboratory Safety and Health - Annual Refresher (4 Hour Minimum) {Organization-specific Order}	Employees participating in laboratory activities as defined by {Organization-specific Order}		Annual refresher	Minimum of 4 hours of laboratory safety training annually thereafter	
Laboratory Safety and Health (On-the-job Training) {Organization-specific Order}	Employees participating in laboratory activities as defined by {Organization-specific Order}		Upon initial assignment to duties following classroom training	3 days Supervised, hands on laboratory work.	
Laboratory Safety and Health -General Awareness (24 hour Initial) {Organization-specific order}	Employees participating in laboratory activities as defined by {Organization-specific Order}		Upon initial assignment to duties	24-hour initial See refresher requirements at: Laboratory Safety and Health - Annual Refresher (4 Hour Minimum) {Organization-specific Order}	
Laboratory Safety	Field Safety and Health -	General Awareness	Upon initial	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Awareness for Field Personnel	General Awareness - elective course		assignment to duties		
Laboratory Waste Management Awareness	Laboratory Safety and Health - General Awareness– required course Collateral Duty Health and Safety Employees – elective course	General Awareness training on wastes typically generated by laboratory operations Depending upon RCRA generator status, further initial and refresher training may be necessary. See Large Quantity Generator Hazardous Waste Management or Small Quantity Generator Hazardous Waste Management	Upon initial assignment to duties	1 hour	
Ladders 29 CFR 1926 Subpart X (1050-1060)	Employees utilizing ladders as part of their job duties. Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness– elective course	The program shall enable each employee to recognize hazards related to ladders and stairways, and shall train each employee in the procedures to be followed to minimize these hazards.	Upon initial assignment to duties As needed based on deficient worker performance and knowledge	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Large Quantity Generator - Emergency Preparedness Training 40 CFR 262.34(a)(4) / 40 CFR 265.16	Employees of a large quantity generator assigned duties under the Emergency Preparedness/ Contingency Plan	The training program must be designed to ensure that facility personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems. OSHA 29 CFR 1910.120(p)(8) and 1910.120(q) may be used to meet this requirement provided that the overall facility training meets all the requirements of this section.	Initial – within 6 months of employment Annual refresher	4-8 hours	The owner or operator must maintain the following documents and records at the facility: The job title for each position at the facility related to hazardous waste management, and the name of the employee filling each job; A written job description for each position; A written description of the type and amount of both introductory and continuing training that will be given to each person; Records that document that the training or job experience required by regulation; Training records on current personnel must be kept until closure of the facility.
Large Quantity Generator - Emergency Preparedness Training (Annual)	Employees of a large quantity generator assigned duties under the Emergency Preparedness/ Contingency Plan	The training program must be designed to ensure that facility personnel are able to respond effectively to	Annual refresher	1 hour	Training records on former employees must be kept for at least three years from the date the employee last worked at the facility.

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Refresher) 40 CFR 262.34(a)(4) /40 CFR 265.16		emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems. OSHA 29 CFR 1910.120(p)(8) and 1910.120(q) may be used to meet this requirement provided that the overall facility training meets all the requirements of this section.			
Large Quantity Generator Hazardous Waste Management 40 CFR 262.34(a)(4) / 40 CFR 265.16	All employees involved in hazardous waste generation, identification, handling or disposal, of a large quantity generator.	General Awareness – Identification of hazardous waste, satellite accumulation area requirements, hazardous waste program elements.	Initial – within 6 months of employment See refresher requirements at: Large Quantity Generator Hazardous Waste Management (Annual Refresher)	General Awareness: 1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
			40 CFR 262.34(a)(4) / 40 CFR 265.16		
Large Quantity Generator Hazardous Waste Management (Annual Refresher) 40 CFR 262.34(a)(4) / 40 CFR 265.16	All employees involved in hazardous waste generation, identification, handling or disposal, of a large quantity generator.	General Awareness – Identification of hazardous waste, satellite accumulation area requirements, hazardous waste program elements	Annual refresher	1 hour	
Laser Safety ANSI Z136.1	Persons authorized to use class 3b or class 4 lasers with potential open beam paths or who frequent areas where such laser equipment and applications occur. Also class 3b or class 4 lasers embedded as a component inside lab equipment where manual internal beam alignment may be necessary and performed by lab personnel.	Training in principles and practices of the safe use of lasers – consensus standard driven – ANSI Z136.1 states level is commensurate with degree of potential laser hazards both from laser radiation and non-beam hazards.	Dependent on facility written laser safety program (note: few states have written laser safety regulations so must also consult with those state program requirements). ANSI Z136.1 states degree of refresher training is dependent on degree of laser hazards present.	Dependent on facility written laser safety program (ANSI Z136.1 does not specify the number of hours of training needed).	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Laser Safety Officer	Employees serving as facility Laser Safety Officers	Optional training on the management and supervision of a Laser Safety Program.	Upon assuming duties.	40 hours	
Lead – Construction Standard 29 CFR 1926.62	Employees who are subject to potential exposure to lead at or above the action level on any day, or subject to exposure to lead compounds which may cause skin or eye irritation (e.g., lead arsenate, lead azide).	Topics as outlined in regulations	Upon initial assignment to duties Annual refresher for each employee who is subject to potential lead exposure at or above the action level on any day	1-2 hours	
Lead – General Industry 29 CFR 1910.1025	Each employee who is subject to potential exposure to lead at or above the action level, or for whom the possibility of skin or eye irritation exists All employees where there is a potential exposure to airborne lead at any level shall inform employees of the content of Appendices A and	Requirements described in the regulation.	Upon initial assignment to duties Annual refresher	1-2 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	B of the regulation.				
Lockout/Tagout Program - The Control of Hazardous Energy 29 CFR 1910.147	Any employee, who during the course of their job is or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.	Type and level of training is dependent upon whether the employee is an “authorized” employee, an “affected employee” or other.	Initial training upon employment or change in duties Additional training required with change in procedure or process, equipment, or if a deficiency in knowledge is observed.	1-4 hours	
Lockout/Tagout Program Administrator	Employees serving as facility Lockout/Tagout program administrators	Optional training on LOTO requirements and administrative practices.	Upon assuming duties.	16 hours	
Lockout/Tagout Program Awareness	Collateral Duty Health and Safety personnel – required course	General Awareness	Upon initial assignment to duties	1 hour	
Machine Guarding Awareness	Collateral Duty Health and Safety Employees – required course	General Awareness	Upon initial assignment to duties	1 hour	
Machine	Collateral Duty Health and	General Awareness	Upon initial	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Safeguarding Awareness	Safety Employees – required course		assignment to duties		
Manlifts 29 CFR 1910.68	All employees who may be engaged in utilizing these platforms for building maintenance.	General Awareness and specific provisions as outlined in the Standard. Must be provided by powered platform competent person.	Prior to use and as needed	1-8 hours	The certification record shall be prepared at the completion of the training required and shall be maintained in a file for the duration of the employee's employment.
Materials Handling, Storage, Use and Disposal Awareness 29 CFR 1926 Subpart H 29 CFR 1910.176	Employees who handle, transport, and store materials. They may do so by hand, manually operated equipment, or power operated equipment. Collateral Duty Health and Safety Employees – required course	General Awareness	Upon initial assignment to duties	1 hour	
Means of Egress Awareness	Collateral Duty Health and Safety Employees – required course	General Awareness	Upon initial assignment to duties	1 hour	
Medical Emergencies in Field Activities Awareness	Field Safety and Health - General Awareness - required course	General Awareness	Upon initial assignment to duties	1 hour	
Medical Emergencies in	Laboratory Safety and Health - General Awareness–	General Awareness	Upon initial assignment to	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Laboratory Activities Awareness	required course		duties		
Medical Surveillance Awareness {Organization-specific Order}	All employees with the potential for exposure to occupational hazards (i.e., chemical, radiological, and/or biological agents) and/or physical stressors. Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness—required course	Awareness/User Advise personnel of the process and requirements.	Initial – provided to each worker before, or at the time of, his or her enrollment into the medical surveillance program) Upon any changes to the program	1 hour	
Medical Training - Annual EMT Certification	Employees required to provide first aid at a level greater than general first aid.	Licensing and certification requirements vary by state. See State regulations for details.	Annual	Varies by State	See state regulatory requirements.
Methylene Chloride 29 CFR 1910.1052	Each employee whose job involves potential exposure to methylene chloride.	In addition to general awareness training (Haz Com), the employer must address specific hazards and medical surveillance	Upon initial assignment to duties As needed dependent upon	1 hour	

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			the employee's understanding of the material If there is a change in process		
Methylenedianiline 29 CFR 1910.1050	Any employee involved in the processing, use, and handling of products containing MDA. See regulation for exemptions.	In addition to general awareness training (Haz Com), the employer must address specific hazards and medical surveillance.	Upon initial assignment to duties Annual refresher	1 hour	
Microbiological Laboratory Safety Training	Optional course as determined by OSH manager. Laboratory employees that have exposure to microbiological hazards	Content to be determined by OSH manager.	Varies	Varies	
Mine Safety Awareness	Field Safety and Health - General Awareness - elective course	General Awareness	Upon initial assignment to duties.	1 hour	
Motor Vehicles, Mechanized Equipment and Marine Operations 29 CFR 1926 Subpart O	Any employee whose duties require operation of earthmoving equipment, pile driving equipment, vehicles that operate within an off-highway jobsite, not open to	Awareness	Upon initial assignment to duties As needed to maintain	4-8 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	public traffic, and some marine applications.		proficiency		
Motorized Utility Vehicle Operator Training {Organization-specific Order}	Any employee whose duties require operation of Motorized Utility Vehicle - Off-road, self-propelled, all terrain vehicle (ATV) operations	Awareness	Upon initial assignment to duties As needed to maintain proficiency	2-4 hours	
Multi-Piece & Single Piece Rim Wheels 29 CFR 1910.177	Any employee who services either multi piece or single piece rim wheels.	Level of training to ensure competency and understanding of applicable data and safety information.	Upon initial assignment to duties As needed to ensure competency	1-2 hours	
Nanomaterials Awareness	Employees with the potential for exposure to nanomaterials Laboratory Safety and Health - General Awareness- elective course	General Awareness	Prior to use or potential exposure to nanomaterials	1 hour	
Natural Hazards Awareness 29 CFR 1926.21(b)(4)	Field Safety and Health - General Awareness - required course	General Awareness training on hazardous plants, insects, animals, and weather	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		conditions.			
Nerve Agent Antidotes Kit-User Training OSWER Directive 9200.51	OSCs	Special training for {Organization-specific Professionals and Volunteers} (as needed)	Initial and periodically thereafter	1 hour	
New Employee General Safety and Health Orientation 29 CFR 1960 {Organization-specific Order}	All Employees	General Awareness training for all new employees	Within 2 weeks of employment	1-2 hours	
Non-ionizing Radiation	Any personnel potentially exposed to non-ionizing radiation other than laser radiation and request training in such hazards recognition and mitigation. Ex. UV, IR, MRI, Microwave	Refer to ACGIH TLVs for recommended exposure levels (note: OSHA at 29 CFR 1910.97 has exposure limits for microwave radiation)	As needed	As needed	
Occupant Emergency Plan Annual Area Warden Training	Employees designated as Area Wardens for OEPs.	Training on specific duties during workplace emergencies.	Annual	1 hour	
Occupant Emergency Plan Awareness Training	All Employees Note: Equivalent to	Training to facilitate and organize employer and employee actions	Upon employment	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Emergency Action Plan Training. GSA owned facilities use OEPs instead of EAPs.	during workplace emergencies.	Whenever the employee's responsibilities or designated actions under the plan change Whenever the plan is changed		
Occupant Emergency Plan Team Training - Annual	Employees serving as OEP team members.	Training on specific duties during workplace emergencies.	Annual	1 hour	
Occupational Noise Exposure 29 CFR 1910.95 29 CFR 1926.52	Each employee who is exposed to noise at or above an 8-hour time weighted average of 85 decibels. Note: Exposure levels differ for construction employees. Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness- elective course	General Awareness and specific provisions as outlined in the standard. Training in the use and care of all hearing protectors provided to employees in the Hearing Conservation Program.	Initial – prior to any known high noise exposure or enrollment in the hearing conservation program Annually – for each employee included in the hearing conservation program	30-45 minutes	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Office Safety Awareness	Collateral Duty Health and Safety Employees – required course	General Awareness	Upon initial assignment to duties	1 hour	
OSH Act and OSHA Standards Awareness	Collateral Duty Health and Safety Employees– required course	General Awareness	Upon initial assignment to duties	1 hour	
Overexertion Injuries Awareness	Field employees OSCs	OSC OSH Manual, Physical Stress Management	Initial then as needed	1 hour	
Overhead & Gantry Cranes 29 CFR 1910.179	Any employee who operates an overhead or gantry crane. (Defined as a machine for lifting or lowering a load and moving it.)	Training specific to lifting the load and to the fire extinguishers that may be on site.	Upon initial assignment to duties As needed Fire extinguisher training is required annually	1-2 hours depending upon operator qualifications	
Oxygen-fuel Gas Welding & Cutting 29 CFR 1910.253	Any employee who performs oxygen-fuel gas welding and/or cutting.	General competency training required in the rules and the operation of the covered equipment.	Initially and as needed	1-2 hours depending upon operator qualifications	
Personal Protective Equipment 29 CFR 1910.132 29 CFR 1926	Employees who are required to don personal protective equipment as part of their assigned duties.	General Awareness	Initial training prior to donning PPE	45 minutes – 1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Subpart E	<p>Field Safety and Health - General Awareness - required course</p> <p>Laboratory Safety and Health - General Awareness—required course</p> <p>Collateral Duty Health and Safety Employees – required course</p>		<p>Additional training required for change in PPE</p> <p>Change in process</p> <p>If employee understanding is in question.</p> <p>Field Safety and Health - General Awareness – annual refresher course required</p> <p>Laboratory Safety and Health - General Awareness—annual refresher course required</p>		
Pesticides Safety Awareness	Employees using or potentially exposed to pesticides, herbicides,	General Awareness	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	rodenticides, etc. Field Safety and Health - General Awareness - elective course		Upon identification of potential exposure to pesticides		
Physical Hazards – Manual Labor Awareness	Employees performing manual labor. OSCs	{Task-specific} OSH Manual, Physical Stress Management Program <ul style="list-style-type: none"> • How overexertion injuries occur. • Symptoms and consequences of overexertion injuries. • Job tasks which cause injuries. • Methods to minimize injury. • Reporting injuries. 	Initial then as needed	1 hour	
Physical Hazards – Vibrational Stress Awareness	Initial training upon employment and as needed thereafter	OSC OSH Manual, Physical Stress Management Program Training on identification and minimizing vibration	Initial then as needed	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		hazards.			
Physical Hazards Awareness	General Awareness OSCs	General Awareness OSC OSH Manual, Physical Stress Management	Varies	1 hour	
Planning and Preparation for Field Activities	Field Safety and Health - General Awareness– required course	General Awareness	Upon initial assignment to duties	1 hour	
Planning and Preparation for Laboratory Activities	Laboratory Safety and Health - General Awareness– required course	General Awareness	Upon initial assignment to duties	1 hour	
Portable Fire Extinguishers 29 CFR 1910.157	All employees of facilities that provide portable fire extinguisher access to employees. Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness– required course	For employees with access, provides an educational program to familiarize workers with the general principles of fire extinguisher use. If employees are expected to use portable fire extinguishers, must provide hands-on training in using this equipment. The level of training	Upon employment Annually thereafter for employees designated to use firefighting equipment.	1-4 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		must be specific to the extinguisher in use in incipient stage fire-fighting. Users training should include a 'hands on' demonstration.			
Powder Activated Tool Safety Awareness {Organization-specific Order}	Employees utilizing powder activated tools	General Safety Awareness of the hazards and safe use of powder activated tools.	Upon initial assignment and as needed.	1 to 3 hours	
Powered Industrial Trucks 29 CFR 1910.178	Any employee, who during the course of their employment drives or uses any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by a walking operator.	Level of training is determined by operator proficiency.	Upon initial assignment to duties See refresher requirements at: Powered Industrial Trucks – Triennial Refresher	4-5 hours	
Powered Industrial Trucks – Triennial Refresher	Any employee, who during the course of their employment drives or uses	Level of training is determined by operator proficiency.	Refresher: At least every 3	4-5 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
29 CFR 1910.178	any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by a walking operator		<p>years and:</p> <p>If the operator has been observed to operate the vehicle in an unsafe manner.</p> <p>If the operator has been involved in an accident or near-miss incident.</p> <p>If the operator has received an evaluation that reveals that the operator is not operating the truck safely</p> <p>If the operator is assigned to drive a different type of truck.</p>		

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
			If a condition in the workplace changes in a manner that could affect safety operation of the truck.		
Powered Platforms for Building Maintenance 29 CFR 1910.66	All employees who may be engaged in utilizing powered platforms for building maintenance.	General Awareness and specific provisions as outlined in the Standard. Must be provided by powered platform competent person.	Upon initial assignment to duties and as needed	1-8 hours	The certification record shall be prepared at the completion of the training required and shall be maintained in a file for the duration of the employee's employment.
Process Safety Management of Highly Hazardous Chemicals 29 CFR 1910.119 29 CFR 1926.64	Employees working in operations which involve a chemical at or above the specified threshold quantities.	Initial training involves an overview of the process and shall include emphasis on the specific safety and health hazards, emergency operations including shutdown, and safe work practices applicable to the employee's job tasks.	Initial training prior to being involved in operating procedures See refresher requirements at: Process Safety Management of	Varies	The employer shall prepare a record which contains the identity of the employee, the date of training, and the means used to verify that the employee understood the training.

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
			Highly Hazardous Chemicals – Triennial Refresher 29 CFR 1910.119 29 CFR 1926.64		
Process Safety Management of Highly Hazardous Chemicals –Triennial Refresher 29 CFR 1910.119 29 CFR 1926.64	Employees working in operations which involve a chemical at or above the specified threshold quantities.	Initial training involves an overview of the process and shall include emphasis on the specific safety and health hazards, emergency operations including shutdown, and safe work practices applicable to the employee's job tasks.	At least every 3 years and: More often if necessary, to each employee involved in operating a process to assure that the employee understands and adheres to the current operating procedures of the process.	Varies	The employer shall prepare a record which contains the identity of the employee, the date of training, and the means used to verify that the employee understood the training.
Radiation Dosimetry Awareness	Employees participating in the radiation dosimetry program	General Awareness training on dosimetry requirements and proper wearing of assigned dosimetry	Upon enrollment in the program	30 min – 1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Radiation Safety Awareness 10 CFR 19 29 CFR 1910.1096 29 CFR 1926.53	<p>Any workers who frequent radiation areas or areas where radioactive materials are located or may be used, but do not use such materials in their occupation.</p> <p>Includes ancillary personnel (e.g., clerical, housekeeping, security) whose duties may require them to work in the vicinity of radioactive material.</p> <p>Field Safety and Health - General Awareness - elective course</p> <p>Laboratory Safety and Health - General Awareness- elective course</p> <p>Collateral Duty Health and Safety Employees – elective course</p>	General Awareness – Instruction provided in accordance with 10 CFR 19	<p>Dependent on specific licensee procedures</p> <p>Upon initial assignment to duties</p>	≤ 1 Hour estimated, but may be dependent on specific licensee procedures	<p>Life of license</p> <p>Radiation safety training records of employees shall be maintained by the local OSH manager. Duplicate individual training records are also to be provided to Human Resources for placement into the permanent personnel file of {Organization} employees.</p>
Radiation Safety Officer	Employees serving as Radiation Safety Officer for	Experience and training sufficient for the use of	Before assuming duties	40 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
10 CFR 30.33(a)(3)	their location.	the material for the purpose requested in such manner as to protect health and minimize danger to life or property;			
Radiation Worker – Advanced Biennial Refresher {Organization-specific guideline}	See listing - Radiation Worker – Advanced Training	See GL 38 and OSC OSH Manual, Radiation Safety Program	Refresher: every 2 years (biennial)	1-2 hours	
Radiation Worker Basic Training 10 CFR 19 10 CFR 30 {Organization-specific guideline}	Any workers who use radioactive materials in their occupation.	Training in principles and practices of radioactive material use and measuring/monitoring methods– per 10 CFR 19 & 10 CFR 30 - degree of training necessary is dependent on specific licensee procedures and types/quantities of radioactive materials and/or radiation	Dependent on specific licensee procedures See refresher requirements at: Radiation Worker – Biennial Refresher	Dependent on specific licensee procedures Minimum 4 hours (GL38)	Life of license Radiation safety training records of employees shall be maintained by the local OSH manager. Duplicate individual training records are also to be provided to Human Resources for placement into the permanent personnel file of {Organization} employees.

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		producing devices used at the facility.			
Radiation Worker – Biennial Refresher 10 CFR 19 10 CFR 30 {Organization-specific guideline} {Task-specific} OSH Manual, Radiation Safety Program	Any workers who use radioactive materials in their occupation. 10 CFR 19 10 CFR 30 {Organization-specific guideline}	Training in principles and practices of radioactive material use and measuring/monitoring methods– per 10 CFR 19 & 10 CFR 30 - degree of training necessary is dependent on specific licensee procedures and types/quantities of radioactive materials and/or radiation producing devices used at the facility.	Every 2 years (biennial) per {Organization-specific guideline}	1 hour	
Radiation Worker– Advanced Training {Organization-specific guideline}	Those who routinely engage in, or expect to routinely engage in, work assignments in the field where the potential for exposure to ionizing radiation exists Those who engage in emergency response activities where the potential	See {Organization-specific guideline and Task-specific OSH Manual}, Radiation Safety Program	Upon initial assignment to duties See refresher training requirements at: Radiation Worker – Advanced	Initial: 4-5 days (usually off-site)	Radiation safety training records of employees shall be maintained by the local OSH manager. Duplicate individual training records are also to be provided to Human Resources for placement into the permanent personnel file of {Organization}

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	for exposure to ionizing radiation exists Those who are responsible for recognizing the need for, and requesting, expert radiation safety or health physics support in laboratory or field settings OSH Managers, RSOs, and RPRs, when assuming appointed duties under this Program.		Biennial Refresher		employees.
RCRA Hazardous Waste Management Training Awareness	All employees involved in hazardous waste generation, identification, handling or disposal that are not covered by Large Quantity or Small Quantity Training Requirements. (Ex. Conditionally Exempt SQG employees)	General Awareness	Upon initial assignment then as needed.	1-4 hours	
Reproductive Hazards Awareness	Employees working with or in an area with any of these substances as listed under OSHA and other recognized standards as reproductive hazards.	General Awareness	Prior to use or potential exposure	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
	Laboratory Safety and Health - General Awareness– elective course				
Resistance Welding 29 CFR 1910.255	Any employee who performs resistance welding.	General competency training so that the employee is properly instructed & judged competent.	Upon initial assignment to duties and as needed	1-2 hours depending upon operator qualifications	
Respiratory Protection - Annual Refresher 29 CFR 1910.134 {Organization- specific order}	Employees wearing respiratory protection devices. Must be enrolled in the respiratory protection program to include medical exam and fit testing of respirator.	See 29 CFR 1910.134(k)	Every 12 months	1 hour	
Respiratory Protection – Fit Testing Operator Training	Personnel operation	Optional training to provide proficiency in administering respirator fit tests.	Upon assignment to fit testing duties	8 hours	
Respiratory Protection - User Training 29 CFR 1910.134 29 CFR 1926.103 {Organization- specific order}	Employees wearing respiratory protection devices. Must be enrolled in the respiratory protection program to include medical exam and fit testing of respirator.	See 29 CFR 1910.134(k)	Initial: prior to wearing any respirator See refresher requirements at: Respiratory Protection -	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
			Annual Refresher 29 CFR 1910.134 {Organization-specific order}		
Respiratory Protection Awareness 29 CFR 1910.134 29 CFR 1926.103	Employees who perform work that may require wearing respiratory protection devices. Field Safety and Health - General Awareness - required course Laboratory Safety and Health - General Awareness—required course Collateral Duty Health and Safety Employees – elective course	General Awareness/User	Initial upon assignment to field, laboratory, or collateral health & safety duties.	1-2 hours	
{Organization-specific Volunteer} Response Support Corps Orientation Deployment Awareness	{Organization} Response Support Corps Members	General Awareness training provided by FEMA to personnel who may be involved in an incident response.	Upon enrollment in {Organization-specific} Response Support Corp	1-2 hours	Upon completion, members should provide OSH manager a copy of certificate and enter completion in RSC database.
Safety & Health	All employees, whether or	General Awareness	Annual	1 hour	Retention dates and disposition assigned by

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Management System – Employee Awareness BSI-OHSAS 18001	not they are associated with hazards having unacceptable residual risks, shall receive general SHMS awareness training. Risk specific training is provided for those individuals that are associated with hazards having unacceptable residual risks that may not be competent on the basis of education, training or experience.	Competency		As needed	the organization
Safety Officer – {Agency} 404 {Organization-specific order}	Personnel who have completed Incident Command System I-100, 200, 300, 400 level courses and who have been identified to fill the Safety Officer or Assistant Safety Officer positions on an Incident Management Team	Specialized training to enable personnel to: <ul style="list-style-type: none"> • Arrive at the incident, properly equipped, gather information to assess the assignment, and begin initial planning activities of a Safety Officer • Identify, prioritize, and mitigate hazards and risks on the incident 	Initial training	40 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		<ul style="list-style-type: none"> Plan, staff, and manage the safety organization to meet the needs of the incident Coordinate and plan with the command and general staff to assist in safely accomplishing the overall incident objectives Ensure that the preparation of special reports for the final incident package and incident close out with agency administrator is completed 			
Scaffolding 29 CFR 1926 Subpart L (450-454)	Each employee who performs work while on a scaffold. Field Safety and Health - General Awareness - elective course	Enable employee to recognize the hazards associated with the type of scaffold being used and to understand the procedures to control or minimize those	Prior to use and as needed based on deficient worker performance and knowledge. Upon change in	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
		hazards.	scaffold type or other protective equipment used.		
Select Agents - CDC Registry Awareness	Employees working with or in an area with any of these substances as listed by the CDC under the National Select Agent Registry Laboratory Safety and Health - General Awareness– elective course	General Awareness	Prior to use or potential exposure	1 hour	
Signs, Signals and Barricades 29 CFR 1926 Subpart G	General Awareness	Awareness	As needed	1 hour	
Sling Safety Awareness	Employees utilizing slings in conjunction with cranes, derricks, and hoists to hold their suspended loads. Collateral Duty Health and Safety Employees – elective course.	General Awareness	Upon initial assignment to duties	1 hour	
Small Quantity Generator Hazardous Waste	All employees involved in hazardous waste generation, identification, handling or	General Awareness– Identification of hazardous waste,	Upon initial assignment to duties	Dependent on duties	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Management 40 CFR 262.34(d)(5)	disposal, and spill response of a small quantity generator.	satellite accumulation area requirements, hazardous waste program elements. Proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies.	See refresher requirements at: Small Quantity Generator Hazardous Waste Management (Annual Refresher) 40 CFR 262.34(d)(5)		
Small Quantity Generator Hazardous Waste Management (Annual Refresher) 40 CFR 262.34(d)(5)	All employees involved in hazardous waste generation, identification, handling or disposal, and spill response of a small quantity generator.	General Awareness– Identification of hazardous waste, satellite accumulation area requirements, hazardous waste program elements. Proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies.	Refresher as necessary, recommended annually	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Specifications for Accident Prevention Signs & Tags 29 CFR 1910.145	All employees	All employees must have general awareness training in danger, caution and safety signs in their work environment.	Upon employment and as needed	15-30 minutes	
Spill Prevention and Clean-up Laboratory Awareness	Laboratory Safety and Health - General Awareness—required course	General Awareness	Upon initial assignment to duties	1 hour	
Spill, Prevention, Control and Countermeasures (SPCC) Plan Training 40 CFR 112	Personnel involved in oil spill response activities / SPCC duties.	Training on SPCC plan and individual responsibilities. It is recommended that the training program be based on the USCG's Training Elements for Oil Spill Response, as applicable to facility operations. An alternative program can also be acceptable subject to approval by the Regional Administrator.	Upon initial assignment to duties	1 to 3 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Spray Finishing Safety Awareness	Collateral Duty Health and Safety Employees – Elective course	General Awareness	Upon initial assignment to duties	1 hour	
Stack Sampling Safety Awareness	Field Safety and Health - General Awareness - elective course	General Awareness	Upon initial assignment to duties	1 hour	
Storage and Handling of Liquefied Petroleum Gases (LPG) 29 CFR 1910.110	Any employee performing installation, removal, operation, and maintenance work involving LPG shall be properly trained in such functions.	General Awareness training and emergency training.	Upon initial assignment to duties and as needed	1 hour	
Subsurface Investigations Safety Awareness	Field Safety and Health - General Awareness - elective course	General Awareness	Upon initial assignment to duties	1 hour	
Temporary Labor Camps – First Aid 29 CFR 1910.142	Any employee manning a first aid station within a temporary labor camp.	Specific training: First Aid facilities shall be under the control of a person trained to administer first aid and shall be readily accessible for use at all times.	Upon initial assignment to duties Refresher – as recommended by the American Red Cross	4 hours	
Tools – Hand and Power 29 CFR 1926	Any employee utilizing hand and power tools.	General Awareness	Upon initial assignment to duties	1 hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Subpart I	Collateral Duty Health and Safety Employees – required course		As needed		
Toxic Substances Control Act Awareness	Employees working with and/or disposing polychlorinated biphenyl compounds (PCBs) or participating in other TSCA related activities. Laboratory Safety General Awareness Employees– elective course	General Awareness or Job Specific	Prior to use, handling, or exposure to TSCA regulated materials	1 hour	
Trailer Loading and Towing {Organization-specific order}	All employees who drive with trailers in tow for {Organization} business.	Awareness and practical application	Upon initial assignment to duties See refresher requirements at: Trailer Loading and Towing Triennial Refresher {Organization-specific order}	3 hours	
Trailer Loading and Towing Awareness	Employees whose duties may involve driving with trailers in	Awareness training – no practical driving. To	As needed	30 min – 1hour	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
{Organization-specific order}	tow.	make employees aware of need for possible further training.			
Trailer Loading and Towing Triennial Refresher {Organization-specific order}	All employees who drive with trailers in tow for {Organization} business.	Awareness and practical application	Recommend every 3 years	3 hours	
Vehicle-mounted Elevating and Rotating Work Platforms 29 CFR 1910.67	All employees who may be engaged in utilizing these platforms for building maintenance.	General Awareness and specific provisions as outlined in the Standard. Must be provided by powered platform competent person.	Upon initial assignment to duties and as needed	1-8 hours	The certification record shall be prepared at the completion of the training required and shall be maintained in a file for the duration of the employee's employment.
Vinyl Chloride 29 CFR 1910.1017 29 CFR 1926.1117	Each employee engaged in vinyl chloride or polyvinyl chloride use.	General Awareness training and more advanced training specific to the health hazards encountered, first aid and emergency procedures.	Upon initial assignment to duties Annual refresher	1-2 hours	
Walking & Working Surface Safety Awareness	Collateral Duty Health and Safety Employees – required course	General Awareness	Upon initial assignment to duties	1 hour	
Welding and Cutting 29 CFR 1926	Employees performing welding, cutting, or brazing	Awareness	Upon initial assignment to	2-4 hours	

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Course Title	Applicability	Description	Frequency	Training Hours	Records Comments
Subpart J	Collateral Duty Health and Safety Employees – elective course		duties and as needed		
Workers Compensation Awareness	All employees	Optional training to provide employees and the Federal Workers Compensation Program	N/A	20 min – 1 hour	
X-ray Safety Awareness	Employees whose duties require the use of x-ray producing equipment (XRD, XRF, XPS, medical x-rays, baggage scanners, etc.)	See individual state requirements and {Organization} document "Safety Guidelines for the Installation and Operation of X-Ray Generating Equipment at {Organization} Facilities"	Prior to use of x-ray generating equipment. Refresher as needed	1 to 4 hours	

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– Appendix D –

Training/Competence List for {Organization}			
Position Description: {Specific position}			
Training Description	Training Hours	Frequency of Training	Source of Requirement
<i>Ex: PPE</i>	<i>Ex: 1.0</i>	<i>Ex: Every 3 yrs</i>	<i>Ex: 29 CFR 1910.132 Subpart I</i>

Training/Competence List for {Organization}			
Position Description: {All Site Employees}			
Training Description	Training Hours	Frequency of Training	Source of Requirement
<i>Ex: Earthquake Drills</i>	<i>Ex: 0.5</i>	<i>Ex: Twice each year – 0.25 hr ea</i>	<i>Washington State and Kitsap Department of Emergency Management Recommendations</i>

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– Appendix E –

29 CFR 1960 Baseline Training Elements
<ol style="list-style-type: none"> 1. Section 19 of Public Law 91-596 (the OSH Act); 2. Presidential Executive Order 12196, (E.O. 12196); 3. 29 CFR 1960, Elements for Federal Employee Occupational Safety and Health Programs; 4. General awareness/orientation 5. Individual agency's safety & health (OSH) program; 6. How to identify applicable OSH standards; 7. Procedures for reporting, evaluating & abating hazards; 8. Procedures for reporting & investigating allegations of reprisal; 9. Evaluation and abatement of hazards.

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– Appendix G –

Example of Excel Spreadsheet Used to Track Training

Health and Safety Training - {Year}														
{Organization}														
Page 1 of 3														
	First Aid, CPR, AED Certifications	OSH for Committee Member	New Employee General Safety and Health Orientation	Fire and Earthquake Drill	Annual Refresher Training and/or Demonstration of Competency	Review of Annual Safety Audit Findings	Personal Protective Equipment	Chemical Fume Hood Safety	Life Support for Dive Professionals	Radiation Worker – Biennial Refresher	Radiation Worker – Advanced Biennial Refresher	Occupant Emergency Plan Annual Area Warden Training	Safety and Health Management System – Employee Awareness	(Continued on next pages)
Available dates	[hyperlink]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	[date 1] [date 2]	
Duration	8 hrs	2 hrs	8 hrs	1 hr	8 hr	1 hr	1 hr	1 hr	8 hrs	1 hr	1 hr	1 hr	0.75 hr	
{Organization} Employees														
Last, First Name	[date]			[date]		[date]	[date]	[date]				[date]	[date]	
Last, First Name	[date]			[date]	[date]		[date]	[date]			[date]	[date]	[date]	
Last, First Name	[date]	[date]		[date]			[date]	[date]					[date]	
Last, First Name	[date]			[date]			[date]						[date]	
Last, First Name	[date]			[date]			[date]	[date]					[date]	
Last, First Name	[date]			[date]	[date]		[date]	[date]				[date]	[date]	
Last, First Name (started 11/14)			[date]	[date]			[date]	[date]		[date]		[date]	[date]	
Last, First Name	[date]			[date]			[date]	[date]					[date]	
Last, First Name	[date]			[date]			[date]					[date]	[date]	
Last, First Name	[date]			[date]			[date]					[date]	[date]	
Last, First Name	[date]			[date]			[date]	[date]					[date]	
Last, First Name	[date]	[date]		[date]	[date]		[date]	[date]					[date]	
Last, First Name	[date]			[date]			[date]	[date]			[date]		[date]	
Last, First Name	[date]			[date]			[date]						[date]	

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– Appendix H –

Lesson Plan			
Course # <i>(Use course number in FRM, if available)</i>	Course Title: <i>Same title as "Training Name", "Course Name" or "Course Title" in Field Readiness Module, when available</i>		
Time required <i>Course:</i> <i>Topic 1:</i> <i>Topic 2:</i> <i>etc.</i>	<i>Hours for the course and each topic.</i>	Credits	<i>(when applicable)</i> <i>Must be in accordance with recognized and established standards, regulations, or industry protocols.</i>
Course Description	<i>Course description shall demonstrate in brief terms that content is appropriate according to learning objectives, current literature, recognized scientific principles, judgments of experts in the subject-matter area, site-specific requirements, the audience, and/or regulatory and agency requirements.</i> <i>Specify an appropriate delivery method(s) considering the audience and learning objectives, e.g. computer-based training, lecture, On-the-Job-Training (OJT), field exercises, webinars, and distance learning.</i> <i>A physically safe environment fitting for the audience, delivery method, and learning objective(s) shall be specified.</i>		
Course Outline	<i>Minimal requirement is a sequential list of topics with corresponding estimated completion times and times for questions and concerns from those receiving the training.</i>		
Prerequisites			
Intended audience	<i>The desired trainer-to trainee ratio shall also be identified here.</i>		
Learning objectives	<i>Learning objects shall identify:</i> <ul style="list-style-type: none"> • <i>under what conditions the knowledge, skill, or ability will be demonstrated</i> • <i>who is being trained</i> • <i>the knowledge, skill, or abilities that are to be learned</i> • <i>how to determine if the learning objective has been met</i> <i>Examples:</i> <ul style="list-style-type: none"> • <i>Given a NIOSH Pocket Guide to Chemical Hazards, new emergency</i> 		

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Lesson Plan	
	<p><i>response trainees will identify with 100% accuracy the PPE to be used when exposed to various chemicals.</i></p> <ul style="list-style-type: none"> • <i>While participating in an on-line course, trainees will chose the correct definition of "Environmental Aspect" from a list of 5 possible definitions with 100% accuracy.</i>
Designers/Developers Names & Qualifications	<i>(See paragraph 6.2)</i>
Training materials (aids & handouts)	<i>Materials appropriate to the audience, learning objectives, and delivery method, such as specific audiovisual aids, flow charts, field exercises, handouts, or equipment to be used during the course, shall be listed.</i>
Reference materials	
Requirements for training environment	<i>A physically safe environment fitting for the audience, delivery method, and learning objective(s) shall be specified.</i>
Emergency evacuation procedures	
Continuous improvement plan	<i>A review of the lesson plan shall be made when training evaluations indicate there may be a need, when training needs change, and at least bi-annually.</i>
Document Date Revision Date	
Attachments: 1. Training Evaluation Record (Evaluation criteria shall be specified on this form as part of lesson planning.)	

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– Appendix J –

Training Evaluation Record	
<p>() Individual evaluation record; name of trainee _____ <i>When checked, this form is used to compile evaluation results from different perspectives for the individual.</i></p> <p>() Summary evaluation record (all trainees) <i>When checked, this form is used to compile evaluation results for all course attendees.</i></p>	
Course #:	Course Title:
Names of training instructor(s), facilitator(s), or provider(s)	
Course Description	
Course Date:	Location:
trainee's perspective <i>A separate course specific form is provided to each trainee to comment on each trainer's presentation.</i>	
Course Outline	<ol style="list-style-type: none"> 1. How does the trainee rate the overall training event on a scale of 1 to 10, 10 being the highest rating. 2. What are the positive aspects of the training: 3. What are the negative aspects of the training: 4. Topic 1, time allotted for presentation, time allotted for questions & concerns. What is the trainee's opinion about the time allotted? 5. Additional topics What is the trainee's opinion about the time allotted? 6. What is the trainee's opinion about the training provider?

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Training Evaluation Record	
trainer's perspective	
Learning Objective 1	Summative assessment (check all that apply): <input type="checkbox"/> Pre-test <input type="checkbox"/> Post-test <input type="checkbox"/> Self-administered <input type="checkbox"/> Written <input type="checkbox"/> Oral Trainers' comment(s): Formative assessments (check all that apply): <input type="checkbox"/> Project <input type="checkbox"/> Skill shown in simulated environment <input type="checkbox"/> Skill shown to trainer in work environment Trainers' comment(s):
Additional Objectives ...	(Same as above)
<i>Note: items 1, 3, 5, & 6 below shall be completed before course delivery.</i>	
1. Min. required participation (e.g. hours) _____	2. _____ hours attended
3. Passing score (e.g. 70%) _____	4. Final score _____ %
5. Procedure for failure	
6. Management concurrence	_____ / ____ / ____ <div style="display: flex; justify-content: space-around; width: 100%;"> title signature date </div>
workplace perspective	
Learning Objective 1	Check all that apply: <input type="checkbox"/> Pre-training _____ Describe trainee's ability to perform learning objective _____ / ____ / ____ Assessor: (e.g. supervisor, coworker) Assessment Date

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Training Evaluation Record

	() Post-training _____ Describe trainee's ability to perform learning objective _____ New factors which contributed to success or deficiencies _____ / ____ / ____ Assessor: (e.g. supervisor, coworker) Assessment Date
--	--

Additional Objectives	<i>(same as above)</i>
-----------------------	------------------------

organization's perspective

Increase in safe work practices	Describe added value: _____ _____ _____ _____ <i>(Ensure non-training factors are considered, e.g. there should be a difference before and after training.)</i> Reported by: _____ Assessment Date ____/____/____
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Decrease in work-related accidents, illnesses and near misses	Describe added value: _____ _____ _____ _____ <i>(Ensure non-training factors are considered, e.g. reporting of work-related accidents, illness and near misses should <u>not</u> be inadvertently discouraged so the organization can obtain more favorable data.)</i>
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Training Evaluation Record	
	Reported by: _____ Assessment Date __/__/__ Describe added value: _____ _____ _____ _____ <i>(Ensure non-training factors are considered, e.g. there should be a difference before and after training.)</i> Reported by: _____ Assessment Date __/__/__
Improved environmental performance	
Additional organizational goals	<i>(same as above)</i>

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– Appendix K –

{Name of Trainee}
 {Unique trainee identification #}

has successfully completed:

{Title of Course}

Date of completion: {XX/XX/XX}
 Hours of instruction: {X.XX}

Provided by:
 {Name of training provider}
 {Address of training provider}

{Level of training or type of certificate (if applicable)}

{Other information required by regulation}
 {Credits: XX hrs (if issued)}

 {Signature}

 {Name of training provider}