

**SECTION 5:**  
**SAFETY TRAINING**

**5.0 OCCUPATIONAL SAFETY AND HEALTH TRAINING**

**Purpose**

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To specify the minimum Occupational Safety and Health (OSH) program requirements for safety and health training for National Park Service:

- Managers.
- Supervisors.
- Safety and health committee members.
- Occupational safety and health personnel.
- Collateral duty safety personnel.
- Employees.
- Employee representatives.
- Volunteers.

**References**

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1. 29 CFR, Part 1960, "Elements for Federal Employee Occupational Safety and Health Programs," Subpart H.
2. Departmental Manual (DM), Part 485, "Safety and Health Handbook," Chapter 13, "Safety and Health Training."

**Safety Training Requirements**

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The OSH training program is designed to: (1) provide employees with the skills and knowledge to perform their work in a safe and healthful manner; (2) provide sufficient information for managers and supervisors to recognize and perform their responsibilities; and (3) provide the capabilities for personnel with OSH responsibilities to perform their duties effectively.

1. Employee Orientation

An orientation program should be available to each new employee (including volunteers) whether at the manager, supervisor or worker level. A key issue in the orientation of new employees is instruction timeliness. Managers must be aware of the organization's policies and mission statements concerning employee safety and health prior to making decisions that affect work processes. Similarly, new workers must have an early understanding of the organization's safety and health policies and procedures that safeguard them in the performance of their assigned tasks. Topics for employee orientation largely depend on the audience. The following topics are examples of items that could be covered:

- a. Safety and health program and policies.
- b. Employee rights and responsibilities.
- c. Applicable OSHA regulations.
- d. Hazard reporting process.
- e. Incident reporting procedures.
- f. Emergency response procedures, such as fire and spill.

## 2. Management Safety Training

Management must receive appropriate training to enable them to actively and effectively support OSH programs in their specific areas of responsibility. Training for management officials should emphasize implementing and visibly supporting the following safety management systems:

- a. Management commitment.
- b. Employee involvement.
- c. Accountability.
- d. Hazard identification and control.
- e. Accident investigation.
- f. Education and training.
- g. Program evaluation.

Additionally, management-level training should include a review of local policies on all relevant aspects of the OSH program and a comprehensive examination and analysis of the facility's OSH policies, goals and objectives, as well as:

- a. Compliance procedures.
- b. Accident and injury reporting procedures.
- c. Investigation and inspection techniques.
- d. Planning and budget process elements that affect the OSH program.
- e. Program overview to control and manage hazardous materials.
- f. Education and training.
- g. Hazard identification, evaluation and control.

## 3. Supervisory Safety Training

Supervisors must be trained to analyze the work under their management, maintain OSH hazard controls, reinforce employee training and motivate employees to follow safe work practices. Training should also include introductory and specialized courses and materials, which will enable them to recognize unsafe/unhealthy working conditions and practices in the workplace. Training for supervisors should occur within three months of their initial assignments, and refresher training should follow every two years. Supervisory training should include:

- a. Applicable OSH standards.
- b. Methods for establishing and maintaining safe and healthful working conditions.
- c. Communication.
- d. Techniques to train and motivate employees to comply with safe work practices.
- e. Incident investigation.
- f. Hazard identification, evaluation and control.
- g. Employee safety training.

Employees must have ongoing training to safely, efficiently and effectively perform their jobs. Also safety training is required whenever new equipment or processes are introduced or when procedures are revised or updated. Training can range from formal classroom training to simple one-on-one instruction between a worker and a supervisor. Comprehensive employee safety and health training includes:

- a. Information on the agency's OSH program.
- b. Employee rights and responsibilities.
- c. Job-specific training on existing and potential hazards.
- d. Hazard identification and associated emergency actions.
- e. Hazard prevention.
- f. Employee certification or qualification for certain job assignments.
- g. Collateral Duty Safety Personnel and Safety Committee Members.

Collateral Duty Personnel should receive training necessary for the performance of duties within the nature and scope of the unit's operations. Training may be accomplished by attending the OSHA Training Institute course for Federal Agency Collateral Duty Safety Personnel or an equivalent course of instruction that encompasses the same curriculum.

#### 4. Occupational Safety and Health Professionals

Occupational Safety and Health Professionals are qualified by Office of Personnel Management standards for series and grade. Individual Development Plans can be useful in customizing skills to local work activities. The scope of the IDP will vary depending on what knowledge and skills the employee currently possesses and what safety and health work he or she will be performing. The IDP should be developed jointly by the supervisor and employee.

Formal training is needed in hazard recognition and control; safety and health evaluation; techniques and procedures; and application of standards. In addition to this minimal training, involvement with professional safety and health organizations is advisable. Professional certification and licensing training may be included on the IDP.

Involvement in professional organizations and trade shows is helpful in keeping safety and health professionals up to date on industry changes.

## **Documentation of Employee Training**

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To ensure that new and existing employees receive appropriate training and additional instruction when required, adequate employee records must be maintained. If an employee is injured, accurate records may provide valuable information to the safety and health professional as to whether or not the element of training contributed to the cause of the incident. Employee training records should include the following information:

1. Course title.
2. Location of training sessions (in-house/external).
3. Purpose of training (initial, refresher, remedial).
4. Course objectives.
5. Training methods (seminar, on-the-job training, home study).
6. Training aids or course materials used.
7. Methods of evaluation (written tests, performance).
8. Name of instructor and qualifications.

## **Partial List of Training Sources (Note: Many other sources are available)**

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1. Risk Management Career Field Training: Contact Training Manager.
2. Risk Management Program Office Safety and Health Training. Contact Safety Specialist, WASO Risk Management, Washington, D.C.
3. OSHA Training Institutes. Institutes are listed at [www.osha.gov](http://www.osha.gov).
4. Web-Based Training Modules.
5. Fundamentals Module IV, "Safety" at <http://fundamentals.nps.gov>.
6. Department of Interior Safety and Health Web-based training at: <http://www.doi.gov/training/safety>.
7. TELNPS Training Courses.  
Consult the "Learning Place" on NPS Web site, "Inside NPS" for current training listings.
8. CD-ROM Safety Training Modules produced by the OSHA Office of Training and Education. Contact OSHA Training Institutes.

## **Professional Qualification and Certification**

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Certification of OSH professionals in their professional specialties is highly desirable. Managers of local operating units should encourage personnel to obtain professional certification, such as certified safety professional (CSP), certified industrial hygienist (CIH) and certified occupational health and safety technologist (OHST). Operating units shall support efforts (within funding capabilities) for the certification of their staff by providing funding for preparatory courses and attendance at meetings/courses for the purpose of maintaining certification.