

# **Congratulations, You're the Collateral Duty Safety Officer!**

## **Participant Guide**

TELNPS Interactive Television Workshop  
Revised November 29, 2006

## How to Interact with the Instructor

We encourage you to ask questions and share your comments with the instructors throughout this TELNPS course.

If you were physically in the classroom with the instructor, you would raise your hand to let him know you had a question or comment. Then you would wait for the instructor to recognize you and ask for your question. We are all familiar with that “protocol” for asking questions or making comments.

With TELNPS courses there is also a “protocol” to follow to ensure you can easily ask questions and others can participate as well. It may seem a little strange at first asking a question of a TV monitor. Remember, it is the instructor you are interacting with and not the monitor. As you ask more questions and participate in more TELNPS courses, you will soon be focusing only on the content of your question and not the equipment you are using to ask it.

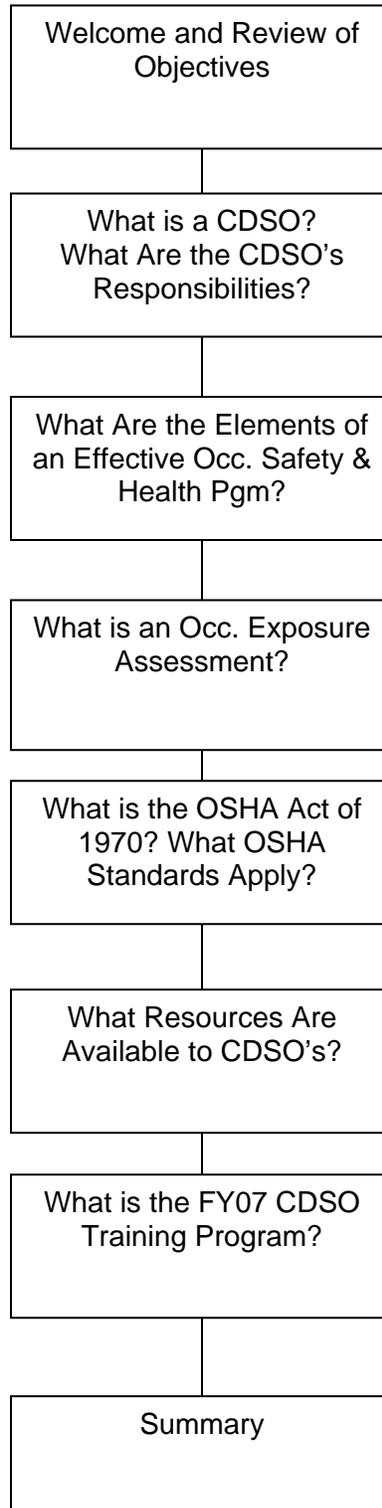
As part of the TEL station equipment at your location, there are several push to talk microphones. Depending on the number of students at your location, you may have one directly in front of you or you may be sharing one with other students at your table.

*When you have a question, press the push to talk button and say,  
“Excuse me [instructor’s first name], this is [your first name]  
at [your location]. I have a question (or I have a comment).”  
Then release the push to talk button. This is important.  
Until you release the button, you will not be able to hear the instructor.*

The instructor will acknowledge you and then ask for your question or comment. Stating your name and location not only helps the instructor, but also helps other students who are participating at different locations to get to know their classmates.

PLEASE NOTE: When you speak into the microphone, keep a distance of 12 –15 inches for the best clarity. If you are closer than this, the audio quality is decreased significantly.

## **Congratulations, You're the Collateral Duty Safety Officer (CDSO) Course Map**



**Course Objectives****Notes**

At the conclusion of the workshop, you should be able to:

1. Define what a CDSO is.
2. Understand the roles and responsibility of the CDSO for your facility.
3. List the elements of an effective occupational safety and health program.
4. Understand the concept of the Occupational Exposure assessment and how it enables the CDSO to recognize basic safety and health hazards in your workplace.
5. Describe the Occupational Safety and Health Act of 1970.
6. Understand which OSHA Standards apply to your workplace.
7. Define the role of the competent person as defined by OSHA
8. Identify/utilize internal and external resources to address safety and health issues
9. Explain the course offerings for the FY07 CDSO training program.

## **What Is A Collateral Duty Safety Officer (CDSO)?**

## **Notes**

The collateral safety officer's function is to recognize hazards in the workplace, report the hazards, and abate these hazards with appropriate professional safety assistance.

The requirement for collateral-duty safety officers is listed in DOI's Departmental Manual.

It is a requirement that Bureaus "...establish and maintain a staff of safety and occupational health professionals, both on a full-time and collateral-duty basis, at appropriate levels, to advise management in the development and implementation of an effective safety and occupational health program."  
(DM Part 485, Chap 28, Para 28.3.A)

CDSOs "...will devote a minimum of 10 percent of duty time to Safety and Occupational Health Program responsibilities. However, if local safety and health program needs require additional time to achieve Program compliance, managers must ensure that CDSOs are authorized necessary duty time for that purpose.  
(DM Part 485, Chap 28, Para 28.3.C)

### **CDSO Self-Assessment**

On the next page, you will see a list of CDSO responsibilities.

Rate yourself for each responsibility in terms of proficiency with 1 being "Needs Considerable Improvement" and 5 being "Excellent."

## What Are A CDSO's Responsibilities?

<b>Self Rating</b>	<b>#</b>	<b>Responsibility</b>
	1	Assists managers, supervisors, and the Safety and Occupational Health Manager/Regional Risk Manager in implementing the Safety and Occupational Health Program and NPSafe in the Park.
	2	Assists supervisors in assuring that all accidents/incidents are investigated and reported in a timely manner into the SMIS database in accordance with National Park Service and Department of the Interior policy.
	3	Is familiar with and maintains a working knowledge of OSHA, DOI, and NPS safety and health standards, regulations, and policies. Maintains a list of technical contacts and websites.
	4	Applies the necessary skills to implement the basic elements of organizing, planning, and managing the NPS safety and health program at the park.
	5	Conducts routine or recurring facility inspections as required under OSHA regulations and National Park Service/Department of the Interior policy and/or special initiatives in accordance with the level of training and/or certification received. Is skilled in the knowledge necessary to conduct a thorough inspection of all employee work sites and employee hazard exposures.
	6	Initiates appropriate actions to correct deficiencies based on inspection findings. Provides information to the superintendent and park management team so they can initiate appropriate action to correct safety deficiencies.
	7	Serves as a member of the Park Safety and Health Committee and attends Park Management meetings where appropriate.
	8	Conducts and/or coordinates safety and health training at the park. This training is in accordance with the Park NPSafe Action Plan and other training necessary to address potential employee hazards exposure.
	9	Attends safety and health management and technical training as necessary to remain proficient in assigned Collateral Duty Safety Officer responsibilities, including attendance at any scheduled Department of Interior/National Park Service annual safety and health seminars.
	10	Develops a system to ensure timely distribution of safety materials such as posters, safety bulletins, etc., which are received from the Regional Risk manager.
	11	Provides a channel of communication between employees and management to assist management in providing a safe and healthful work place.
	12	Performs work in accordance with guidelines and direction from the Regional Risk Manager or Safety and Occupational Health Manager.
	13	Participates in a periodic meetings and calls with the Regional Risk Manager.
	14	Ensures by communication with the Regional Risk Manager is following the direction of the Regional and Park NPSafe Action.
	15	Assists the Park Management Team in the development of the NPSafe Action Plan.

## **What Are the Elements of an Effective Occupational Safety and Health Program?**

Notes

An effective occupational safety and health program is not just a function of having the right elements in place. It is also a matter of the degree to which an organization has truly mastered each of the elements.

### Employee Involvement

- Form a safety committee

### Management Commitment

- Have management communicate safety commitment (policy letter/guidance)

### Accident Investigation

- Review historical data on accidents, injuries and near misses.
- Accident investigation program.

### Hazard Recognition and Control

- Establish an inspection program (ongoing, routine)
- Establish hazard prevention and control program.

### Training

- Identify employee training requirements.
- Record Keeping

## **What is Occupational Safety and Health Programs Do You Need?**

**Notes**

It's important to think about this seriously because there can be repercussions for you and the Park Service if you don't have the proper programs in place.

### **Required Program Elements for Bloodborne Pathogens**

OSHA requires that we address 13 BBP issues before we can say we have done our work as managers:

1. Employee Exposure Determination
2. Exposure Control Plan
3. Universal Precautions
4. Engineering Controls
5. Work Practice and Other Controls
6. Labeling
7. Personal Protective Equipment
8. Hepatitis B Vaccination
9. Post-Exposure Incident Follow-up
10. Reporting
11. Employee Training
12. Record Keeping
13. Waste Management

You may feel that you don't have enough time to implement programs such as the one in our example, but the repercussions of NOT implementing them can have serious consequences.

### **Identifying Programs You Might Need to Implement**

Consider what programs you might need at your location. For example, do you have potential issues with Noise? Confined space? Bloodborne pathogens? Turn to Appendix F in your guide.

Please review the list and place a checkmark next to those that might be relevant to your workplace. Then, choose one or two that you believe are important to evaluate further.

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## **What is an Occupational Exposure Assessment?**

## **Notes**

Occupational Exposure Assessment is the qualitative or quantitative determination (area monitoring, modeling, objective data, personnel monitoring) made by an industrial hygienist or other appropriately trained individual, of an employee's exposure to a chemical biological or physical agent. An OEA provides environmental data with which to decide whether and how to reduce workplace exposures, and to define exposure-response relationships in epidemiologic studies.

Instrumentation is often used to measure and collect data. Typical types of instrumentation are personal sampling devices like air sampling pumps, noise dosimeters, heat stress monitors and direct measurement instrumentation. The data that is collected is then compared to an Occupational Exposure Limit (OEL).

After the data is analyzed by trained persons, usually Industrial Hygienists, recommendations can be made regarding processes, personal protective equipment, engineering changes to equipment, etc. Dependable data and effective intervention ensure that workplaces are safe for employees.

OSHA requires exposure assessments for specific hazards. These may be found in 29 CFR 1910.1000 Toxic and Hazardous Substances subpart Z, 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1926 .62 Lead Construction Standard, 29 CFR 1926.1101 Asbestos Standard.

## What is the OSHA Act of 1970?

## Notes

Prior to 1970, no uniform and \_\_\_\_\_ provisions existed to protect employees from workplace safety and health hazards.

In 1970, Congress considered annual figures such as these

- Job related accidents accounted for 14,000 worker deaths
- Nearly 2.5 million workers were disabled
- Estimated new cases of occupational disease totaled 300,000

So, Congress passed the Occupational Safety and Health Act of 1970. The purpose of the Act was:

“...to assure so far as possible every working man and woman in the Nation \_\_\_\_\_ and \_\_\_\_\_ working conditions and to preserve our human resources.”

The 1970 Act did not apply to federal agencies. In 1980, Presidential Executive Order 12196 was signed requiring that federal agency heads are responsible for providing safe and healthful working conditions for their employees. Federal agency heads are required to operate comprehensive occupational safety and health programs that include:

- Recording and analyzing injury/illness data
- Providing training to all personnel
- Conducting self inspections to ensure compliance with OSHA standards

## **What Are the Major OSHA Standards That Apply to the NPS?**

Notes

The National Park Service (NPS) will meet or exceed applicable safety, health, environmental, and related trade codes and standards.

Where conflicts arise between codes and standards, the more stringent requirement(s) will be used.

If codes, standards, procedures, and guidelines do not exist or those existing are not adequate, appropriate requirements will be developed.

The National Fire Protection Association's Life Safety Code, NFPA 101, will be used as the primary basis for evaluating structures and other facilities regarding property, environmental, employee, and visitor safety from fire hazards.

The following are federal regulations and national consensus standards to be used in NPS operations.

1. Occupational Safety and Health Administration
  - 29 CFR 1960 Federal Employee Occupational Safety and Health Programs
  - 29 CFR 1910 General Industry Standards
  - 29 CFR 1926 Construction Safety Standards
2. Environmental Protection Agency
  - 40 CFR 1-999 EPA Regulations
3. General Services Administration
  - 41 CFR 1-999 GSA Regulations
4. Department of Transportation
  - 49 CFR 1-999 Transportation Regulations
5. National Fire Protection Association Codes and Standards
6. American National Standards Institute (ANSI) Standards
7. Uniform Federal Accessibility Standards (UFAS, 1984)
8. American with Disabilities Act Architectural Guidelines, (ADAAG, 1990)

**What Resources Are Available to CDSOs?****Notes**

## Resources

- People
- Online Resources
- Printed Materials

## Who can help? (See Appendix C)

- Park Leadership and Management
- Regional Risk manager
- Regional Designated Safety and Health Official (DSHO)
- WASO Risk Management
- Peer Networking

## What resources are available online?

- NPS Risk Management Website  
Go to [inside.nps.gov](http://inside.nps.gov)  
Scroll down to bottom right  
Click on the NPSafe logo
- National Safety Council (<http://www.nsc.org>)
- OSHA (<http://www.osha.gov>)

## **Appendix A: Excerpt from DOI DM, Part 485, Chapter 28**

### **Chapter 28: Collateral Duty Safety and Occupational Health Officer Program**

**Originating Office:** Office of Managing Risk and Public Safety

**28.1 Purpose.** To specify the minimum Safety and Occupational Health Program (Program) requirements for establishing and maintaining appropriate levels of Collateral Duty Safety and Occupational Health Officer (CDSHO) resources.

#### **28.2 References.**

A. 29 CFR 1960.25, Qualifications of Safety and Health Inspectors and Agency Inspections.

B. 29 CFR 1960.58, Training of Collateral Duty Safety and Health Personnel and Committee Members.

C. 485 DM, Chapter 1.

D. 485 DM, Chapter 11.

E. 485 DM, Chapter 13.

#### **28.3 Requirements.**

A. Bureaus will establish and maintain a staff of safety and occupational health professionals, both on a full-time and collateral-duty basis, at appropriate levels, to advise management in the development and implementation of an effective safety and occupational health program.

B. Each bureau will develop and maintain a written CDSHO program sufficient to satisfy the requirements and intent of applicable Occupational Safety and Health Administration (OSHA) and Departmental requirements as identified in 28.2.

C. CDSHOs will devote a minimum of 10 percent of duty time to Safety and Occupational Health Program responsibilities. However, if local safety and health program needs require additional time to achieve Program compliance, managers must ensure that CDSHOs are authorized necessary duty time for that purpose.

#### D. Qualifications.

(1) The CDSHO will be adequately equipped and competent to recognize and evaluate hazards of the working environment and to suggest general abatement procedures. Competent, in this case, is defined as possessing the skills, knowledge, experience, and judgement to perform assigned tasks or activities satisfactorily, as determined by the organization. Experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation should be considered in meeting this requirement.

#### (2) Training.

(a) Within six months of appointment, the CDSHO will be provided training that includes: The Departmental and bureau safety and health program; section 19 of the OSHA Act; Executive Order 12196; 29 CFR 1960; procedures for reporting, evaluation and abatement of hazards; procedures for reporting and investigating allegations of reprisal; the recognition of hazardous conditions and environments; identification and use of occupational safety and health standards; and other appropriate rules and regulations.

(b) CDSHOs will also be trained, through courses in the basic elements of organizing, planning, and managing an effective safety and health program. An exception is when the CDSHO has had the required training/experience within the previous three years.

(c) See Appendix 1 for recommended training sources appropriate for obtaining CDSHO certification qualifications.

E. CDSHO Certification. Bureaus should establish CDSHO Certification Programs. Certification nominations may be initiated at the supervisory level and approved by a designated bureau safety and health professional. Nominations should provide adequate CDSHO qualification and training justification as specified in 28.3A and B.

F. Position Description. CDSHO position descriptions will appropriately describe assigned duties. A list of suggested CDSHO position description elements is provided as Appendix 2 of this Chapter.

G. Equipment and Resources. CDSHOs will be provided with adequate and appropriate equipment and resources to perform their assigned duties. Minimum equipment availability for the CDSHO to perform his/her duties will vary depending on location. A list of suggested CDSHO Library/Reference Materials is provided as Appendix 3 of the Chapter.



## Appendix B: Sample CDSO Superintendent Appointment Agreement

### CDSO Responsibilities

1. Assists managers, supervisors, and the Safety and Occupational Health Manager/Regional Risk Manager in implementing the Safety and Occupational Health Program and NPSafe in the Park.
2. Assists supervisors in assuring that all accidents/incidents are investigated and reported in a timely manner into the SMIS database in accordance with National Park Service and Department of the Interior policy.
3. Is familiar with and maintains a working knowledge of OSHA, DOI, and NPS safety and health standards, regulations, and policies. Maintains a list of technical contacts and websites.
4. Applies the necessary skills to implement the basic elements of organizing, planning, and managing the NPS safety and health program at the park.
5. Conducts routine or recurring facility inspections as required under OSHA regulations and National Park Service/Department of the Interior policy and/or special initiatives in accordance with the level of training and/or certification received. Is skilled in the knowledge necessary to conduct a thorough inspection of all employee work sites and employee hazard exposures.
6. Initiates appropriate actions to correct deficiencies based on inspection findings. Provides information to the superintendent and park management team so they can initiate appropriate action to correct safety deficiencies.
7. Serves as a member of the Park Safety and Health Committee and attends Park Management meetings where appropriate.
8. Conducts and/or coordinates safety and health training at the park. This training is in accordance with the Park NPSafe Action Plan and other training necessary to address potential employee hazards exposure.
9. Attends safety and health management and technical training as necessary to remain proficient in assigned Collateral Duty Safety Officer responsibilities, including attendance at any scheduled Department of Interior/National Park Service annual safety and health seminars.
10. Develops a system to ensure timely distribution of safety materials such as posters, safety bulletins, etc., which are received from the Regional Risk manager.
11. Provides a channel of communication between employees and management to assist management in providing a safe and healthful work place.
12. Performs work in accordance with guidelines and direction from the Regional Risk Manager or Safety and Occupational Health Manager.
13. Participates in a periodic meetings and calls with the Regional Risk Manager.
14. Ensures by communication with the Regional Risk Manager is following the direction of the Regional and Park NPSafe Action.
15. Assists the Park Management Team in the development of the NPSafe Action Plan.

## Appendix C: NPS Occupational Safety and Health Personnel

<p><b><u>NPS Risk Management Division (WASO)</u></b></p> <p>Richard Powell Chief, Risk Management Division <a href="mailto:Richard.Powell@nps.gov">Richard.Powell@nps.gov</a> 202.513.7218</p> <p>Louis Rowe, CSP Deputy Program Manager <a href="mailto:Louis.Rowe@nps.gov">Louis.Rowe@nps.gov</a> 202.513.7222</p>	<p>Ed Perez Occupational Health Manager <a href="mailto:Edward.Perez@nps.gov">Edward.Perez@nps.gov</a> 202.513.7214</p> <p>Glenn Dean Safety Training Officer <a href="mailto:Glenn.Dean@nps.gov">Glenn.Dean@nps.gov</a> 202.536.</p>
<p><b><u>Regional Risk Managers</u></b></p> <p>Northeast Region Jill Hawk <a href="mailto:Jill.Hawk@nps.gov">Jill.Hawk@nps.gov</a> 215.597.5386</p> <p>National Capital Region Rose Capers-Webb <a href="mailto:Rose_Capers-Webb@nps.gov">Rose_Capers-Webb@nps.gov</a> 202.619.7266</p> <p>Southeast Region Linda Giles <a href="mailto:Linda.Giles@nps.gov">Linda.Giles@nps.gov</a> 404.562.3108 ext 650</p> <p>Midwest Region Dickie Brown <a href="mailto:Dickie.Brown@nps.gov">Dickie.Brown@nps.gov</a> 402.221.3419</p>	<p>Intermountain Region Jennifer Sahmel <a href="mailto:Jennifer.Sahmel@nps.gov">Jennifer.Sahmel@nps.gov</a> 303.969.2702</p> <p>Pacific West Region Larry Nolen <a href="mailto:Larry.Nolen@nps.gov">Larry.Nolen@nps.gov</a> 206.220.4246</p> <p>Alaska Region Jay Cable <a href="mailto:Jay.Cable@nps.gov">Jay.Cable@nps.gov</a> 907.969.2702</p>
<p><b><u>Regional Industrial Hygienists</u></b></p> <p>Intermountain Region Dave DiTommaso <a href="mailto:David.DiTommaso@partner.nps.gov">David.DiTommaso@partner.nps.gov</a> 406.259.0637</p>	

## Appendix D: CDSO Training Curriculum

ITV – Interactive Television                      AT – Audio Tele-conferencing  
 WILD – Web enhanced instructor led DVD    AGC – Audio Graphic Conferencing  
 RES – Residential

<b><u>Core Training In Order of Completion</u></b>	<b>MEDIA</b>	<b>DURATION</b>
1. Congratulations, You're The CDSO	ITV/WILD	4 hrs
2. Authority, Roles, and Responsibilities	WBT	2 hrs
3. Resources, References, and Standards	WBT	1 hr
4. The Park Safety Committee: Key to an Effective Safety Committee	AT	2hrs
5. Record Keeping Requirements, OSHA 300 Log, SMIS	AT	2 hrs
6. Job Hazard Analysis	ITV/WILD	2 hrs
7. HAZCOM	WBT	1 hr
8. PPE	ITV/WILD	2 hrs
9 Introduction to Accident Investigation and Root Cause Analysis	ITV/WILD	4 hrs
<b>Total hrs</b>		<b>20 hrs</b>

<b>Elective Courses</b>	<b>MEDIA</b>	<b>DURATION</b>
Understanding Exposure Assessment to Airborne Hazards "It's the Dose that makes the poison"	ITV/WILD	3 hrs
Hearing Loss Prevention Program Implementation: "You should hear what they're missing"	ITV/WILD	6 hrs
Bloodborne Pathogens: Breaking the Chain of Infection	ITV/WILD	3 hrs
Respiratory Protection Program Implementation	ITV/WILD	4.5 hrs
Confined Space Entry Program Implementation	ITV/WILD	6 hrs
NPS Construction Safety Training 10 hr Course	RES	10 hrs
Workers Compensation for WCCs Part 1	ITV/WILD	3 hrs
Workers' Compensation for WCCs Part 2	ITV/WILD	4 hrs
Workers' Compensation for Supervisors	ITV/WILD	3 hrs
Contractor Safety Programs (to be developed)	ITV/WILD	2 hrs
General Licensed Radioactive Materials	WBT	22 min
Hanta Virus	AGC	1.5
Ionizing Radiation	WBT	2 hrs
Lead Awareness (To be developed)	ITV/WILD	4 hrs
Asbestos Awareness (To be developed)	ITV/WILD	4 hrs
Fall Protection Systems Use (To be developed)	RES	16 Hrs
Confined Space Residential course (To be developed)	ITV/WILD	16 Hrs

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## Appendix E: FY07 Training Schedule

<b>NPS Risk Management Division Schedule of Courses - Instructor Led Courses</b>					
<b>Date</b>	<b>Time</b>	<b>Course Title</b>	<b>Delivery</b>	<b>Length</b>	<b>Remarks</b>
December 7, 2006	12:30 PM – 4:30 PM	Congratulations, You're the Collateral Duty Safety Officer (CDSO)	TEL	4 hrs	Core CDSO Course
January 10, 2007	10:00 AM –12:00 PM 1:00 PM – 3:00 PM	The Park Safety Committee: Key to an Effective Safety Program	ACG	2 hrs	Core CDSO Course
January 25, 2007	12:30 PM – 4:30 PM	Accident Investigation	TEL	4 hrs	Core CDSO Course.
February 8, 2007	10:00 AM –12:00 PM 1:00 PM – 3:00 PM	Personal Protective Equipment	TEL	2 hrs	Core CDSO Course OSHA General Industry Standards
February 22, 2007	10:00 AM –12:00 PM 1:00 PM – 3:00 PM	Job Hazard Analysis: Identifying Risks Sooner Rather Than Later	ACG	2 hrs	Core CDSO Course
March 8, 2007	12:30 PM – 4:30 PM	Bloodborne Pathogens: Breaking the chain of Infection	TEL	4 hrs	
March 22, 2007	12:30 PM – 4:30 PM	Congratulations, You're the Collateral Duty Safety Officer (CDSO)	TEL	4 hrs	Core CDSO Course
April 12, 2007	9:30 AM – 12:30 PM 1:30 PM – 4:30 PM	SMIS: A Resource for CDSOs and Supervisors	TEL	3 hrs	
April 19, 2007	12:30 PM – 4:30 PM	Managing Worker's Compensation Cases: Finding Your Way Through the Maze - Part 1	TEL	4 hrs	
April 26, 2007	12:30 PM – 4:30 PM	Managing Worker's Compensation Cases: Finding Your Way Through the Maze - Part 2	TEL	4 hrs	
May 3, 2007	1:00 PM – 4:00 PM	Field Ergonomics	TEL	3 hrs	
May 17, 2007	12:30 PM – 4:30 PM	A Supervisors Guide to Worker's Compensation: Fact and Fiction	TEL	3 hrs	
May 31, 2007	10:00 AM –12:00 PM 1:00 PM – 3:00 PM	Safety Responsibilities for First Line Supervisors	TEL	2 hrs	
June 7-8, 2007	1:00 PM – 4:00 PM Both Days	You Should Hear What They Are Missing: Hearing Loss Prevention Program Implementation Workshop	TEL	6 hrs	Two 3-hour sessions over two days. Program Implementation Workshop
June 20-21, 2007	1:00 PM – 4:00 PM Both Days	Confined Space Entry Program Implementation Workshop	TEL	6 hrs	Two 3-hour sessions over two days. Program Implementation Workshop
July 18-19, 2007	1:00 PM – 4:00 PM Both Days	Respiratory Protection – Breathing a Little Easier in the Workplace	TEL	6 hrs	Two 3-hour sessions over two days. Program Implementation Workshop

**Appendix E : FY07 Training Schedule (continued)**

<b>NPS Risk Management Division CDSO Training Program – Self Paced Online Courses</b>					
<b>Date</b>	<b>Course Title</b>	<b>Delivery Method</b>	<b>Location</b>	<b>Remarks</b>	
Before Sep 28, 2007	Authority, Roles, and Responsibilities	WBT	<a href="http://www.doiu.nbc.gov/safety/nps.html">http://www.doiu.nbc.gov/safety/nps.html</a>	Core CDSO Course OSHA General Industry Standards	
Before Sep 28, 2007	Resources, References, and Standards	WBT	<a href="http://www.doiu.nbc.gov/safety/nps.html">http://www.doiu.nbc.gov/safety/nps.html</a>	Core CDSO Course OSHA General Industry Standards	
Before Sep 28, 2007	HAZCOM	WBT	<a href="http://www.doiu.nbc.gov/safety/nps.html">http://www.doiu.nbc.gov/safety/nps.html</a>	Core CDSO Course OSHA General Industry Standards	
Before Sep 28, 2007	OSHA Recordkeeping Requirements	WBT	<a href="http://www.govlearning.net/nps/osha300/">http://www.govlearning.net/nps/osha300/</a>	Core CDSO Course OSHA General Industry Standards	
<b><u>Delivery Method – Explanation of Acronyms:</u></b>					
ITV =	Interactive Television. These courses are delivered via satellite and participants must be at an NPS site with a TELStation installed or at an FWS Distance Learning Classroom site.				
AC =	Audio Conferencing. These courses are delivered via a phone conference bridge. Participants must have a high-quality speaker phone or audio conferencing unit such as a Polycom SoundStation or equivalent.				
AGC=	Audio Graphic Conferencing. These courses are delivered via a phone conference bridge and web conferencing software such as Microsoft Live Meeting. Participants must have a high-quality speaker phone or audio conferencing unit such as a Polycom SoundStation or equivalent AND must have a PC with an Internet connection. The PC must be configured with the appropriate web conferencing software.				
WILD=	These courses are web-enhanced instructor led DVD courses. Participants will be sent a DVD that they are asked to view. Following the viewing of the DVD, participants are required to input a course assignment via the web and to participant in an audio conference with the instructor.				
WBT=	Web-Based Training. These courses are web-based courses that are available for participants to complete at a time of their choosing. Participants must have a PC with an Internet connection and an appropriate web browser.				
<b><u>OSHA General Industry Standards</u></b> - Participation in those courses with “OSHA General Industry Standards” in the “Remarks” column is required to receive credit for the 30 hour General Industry Standard’s course. Where one of these courses is offered multiple times, participation in only one of the course offerings is required.					
<b><u>Attendance and Participation to Meet OSHA Requirements</u></b> - To meet the OSHA requirements for student participation, you must be pre-registered for a course and you must participate in the discussions and exercises during the course. Where a course is taught via TEL, you must be able to use the Push-to-Talk microphones to respond to instructor questions and reply to the roll call. If the course requires an evaluation or exercise following the live interactive session, you must submit that evaluation and the exercise in a timely manner to receive credit.					

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## APPENDIX F: Programs

<b>ASBESTOS CONTROL PROGRAM</b>
<p><b>Program May Be Needed If:</b> Park has asbestos insulation on pipes or boilers or sprayed- on other surfaces like ceilings and park employees can see damaged insulation and if park employees do brake or clutch work. Also, it may be needed if park employees must clean up asbestos debris that has fallen from boilers, pipes or ceilings covered with sprayed-on asbestos or if park employees have to remove asbestos containing flooring or roofing materials or anytime asbestos material is cut or abraded such as carpenters cutting “transite” boards with a power saw. It is particularly important to realize that some insulation materials inside of walls (commercially known as “Zonolite” which looks like small puffy cylinders about the size of a pencil eraser) could present an asbestos hazard if disturbed. This type of insulation has been found in at least one national park. Program needed if employees have to demolish walls containing such insulation or have to breach the wall to install electrical wiring or plumbing fixtures they will potentially be exposed to asbestos insulation.</p>
<p><b>Park Occupations That May Be Affected:</b> Park employees with potential asbestos exposure include maintenance workers, construction workers, janitorial workers, truck and car mechanics and others.</p>
<p><b>Program Overview:</b> Program should include an inventory of asbestos containing materials in the workplace, specify safe procedures for handling asbestos containing materials, discuss housekeeping practices to minimize exposure where deteriorated asbestos may have fallen from damaged pipes, etc., cover safe methods of removal or repair of asbestos containing materials, cover employee notification and training on asbestos hazards, the classifications of asbestos work that employees may be asked to perform, discuss regulated areas, hygiene facilities, engineering controls, respiratory protection, personal protective equipment, air monitoring, medical surveillance, asbestos waste disposal, asbestos hazard warning signs and proper record keeping.</p>
<p><b>Written Program:</b> Written program is not required but written records of employee exposure monitoring and medical surveillance as well as other written documentation is required. Overall written program is highly recommended. Written program, policy or procedure may already be available. Contact IMR safety services office.</p> <p>Contacting the IMR Regional Safety Office is advisable if employee exposure to asbestos is anticipated.</p>

<b>BACKCOUNTRY SAFETY</b>
<b>Program May Be Needed If:</b> Park employees perform job duties in backcountry locations with or without livestock.
<b>Park Occupations That May Be Affected:</b> Park employees that may benefit from a backcountry safety program include trail maintenance crews, temporary employees assigned to backcountry work details, rangers patrolling backcountry locations, naturalists, geologists and others.
<b>Program Overview:</b> Program should include chain saw safety, safe timber felling procedures, pack animal and saddle horse safety, poisonous plant safety, dangerous wildlife, ergonomics and lifting safety, first aid, backcountry emergency procedures and backcountry communications. Where winter operations take place in backcountry locations employees should be trained and equipped to deal safely with avalanche hazards. Where employees enter the backcountry by water, training on the safe operation of canoes and boating safety should be included.
<b>Written Program:</b> Written program or policy document encouraged, but not required. Written program, policy or procedure may already be available. Contact IMR safety services office

**BLOODBORNE PATHOGENS PROGRAM**

**Program May Be Needed If:** Program needed if employees are exposed to (or could reasonably be anticipated to be exposed to) human blood or any other potentially infectious materials in the performance of their duties including employees who may have to clean-up blood from surfaces, handle blood contaminated laundry or handle trash that may contain contaminated sharps such as syringes and needles.

**Park Occupations That May Be Affected:** Park employees that would be covered by a blood borne pathogens program include rangers, medical service personnel, trail crews, emergency services personnel, janitors, housekeeping personnel or any park employee that may have to render first aid.

**Program Overview:** Program should cover identification of occupations and employees who may come into contact with blood or other potentially infectious bodily fluids, use of universal precautions to protect employees from contact with potentially infectious materials, use of personal protective equipment such as gloves and masks, engineering controls that can minimize the possibility of exposure, employee training in blood borne disease precautions, proper techniques for cleaning and decontaminating surfaces contaminated with blood or other potentially infectious materials, handling of blood contaminated laundry, handling of regulated waste such as contaminated needles and sharps, hepatitis B vaccination policy, post-exposure to blood and needle-stick procedures, signs and labels, recordkeeping.

**Written Program:** Written exposure control plan designed to eliminate or minimize employee exposure is required. Written program, policy or procedure may already be available. Contact IMR safety services office.

<b>CONFINED SPACE ENTRY</b>
<b>Program May Be Needed If:</b> Program needed if park has <u>any</u> confined spaces, i.e., if park has spaces that are large enough for an employee to bodily enter and perform assigned work and the space has limited or restricted entry or exit and was not designed for continuous human occupancy.
<b>Park Occupations That May Be Affected:</b> Employees that would be covered by a confined space entry program would include emergency response and rescue workers, maintenance employees, construction employees, water and sewage treatment workers and any employees entering manholes, sewage lift stations, boilers and tanks of any kind.
<b>Program Overview:</b> Program should cover, identification of confined spaces that are “permit required” and those that are non-permit spaces, warning signs, implementation of measures to prevent unauthorized entry of permit spaces, permits and procedures for authorized employee entry, provisions for monitoring the atmosphere within the confined space, lockout procedures for dangerous equipment in confined spaces, blinding and blocking of pipes leading into confined spaces where employees must enter, control of hazards that might arise unexpectedly or during work in confined spaces, strategies for reducing permit required confined spaces to non-permit spaces, employee training, the duties of entrants, attendants and entry supervisors, plans for rescue of employees from confined spaces, provisions for emergency services and equipment for rescue of employees from confined spaces, notification of contractors involved with confined space work in the park.
<b>Written Program:</b> Written permit program is required. Written program, policy or procedure may already be available. Contact IMR safety services office.

**ELECTRICAL SAFETY PROGRAM**

**Program May Be Needed If:** An electrical safety program may be needed if employees perform electrical work such as wiring, repair or replacement of electrical installations and utilization equipment, work on or near energized circuits, perform work on or near energized parts and work with electrical appliances or tools.

**Park Occupations That May Be Affected:** Employees who would benefit from an electrical safety program include maintenance employees (particularly electricians), employees changing ballasts in fluorescent light fixtures, construction workers, communication equipment maintenance employees and any employee performing work using electrically powered tools.

**Program Overview:** Instructions should cover hazards of working around exposed energized parts, grounding of equipment and portable tools, use of ground fault circuit interrupters (GFCI's), proper wiring methods and wiring of components and electrical utilization equipment, proper use of flexible cords and cables including extension cords, rules for working safely on or near power transmission lines including proper testing and grounding for worker protection, work in and around electrical power substations, procedures for locking out electrical circuits and employee training.

**Written Program:** Written instructions or policy document is highly encouraged but not required. Written program, policy or procedure may already be available. Contact IMR safety services office.

**EMERGENCY ACTION PLAN**

**Program May Be Needed If:** Program needed if employees are exposed to the hazard of fire or explosion or other emergencies including severe weather, tornados, earthquakes or any other emergency requiring evacuation or shelter in place.

**Park Occupations That May Be Affected:** Many park employees would benefit from this program including rangers, maintenance employees, office workers and practically all other park employees.

**Program Overview:** Program should cover emergencies that may reasonably be anticipated in the work environment, procedures for reporting an emergency, procedures for emergency evacuation or sheltering in place, procedures for employees who remain behind to operate critical equipment before evacuating, procedures to account for employees after evacuation, procedures to be followed by employees performing rescue or medical duties, alarm systems and employee training.

**Written Program:** Written plan required for workplaces with 11 or more employees. Written program, policy or procedure may already be available. Contact IMR safety services office.

**ERGONOMICS**

**Program May Be Needed If:** Program needed if employees perform repetitive motion tasks or heavy lifting tasks, work extensively with keyboards and VDT's, are exposed to excessive vibration and any job classifications where musculoskeletal injuries have routinely occurred in the past.

**Park Occupations That May Be Affected:** Park employees who would benefit from such a program include rangers, office workers, maintenance and construction workers, backcountry trail crews, mechanics, employees riding snowmobiles and others.

**Program Overview:** Program should include an ergonomic worksite and task analysis, determination of ergonomic risk factors for various job classifications, use of engineering and administrative controls for mitigating ergonomic risk factors, medical management of musculoskeletal injury cases, recordkeeping and employee training.

**Written Program:** Written program or policy document encouraged but not required. Written program, policy or procedure may already be available. Contact IMR safety services office.

<b>FALL PROTECTION</b>
<b>Program May Be Needed If:</b> Program needed if employees perform work that exposes them to fall from elevation hazards exceeding 4 feet in general park operations or 6 feet during construction activities including roofing work, construction activities where employees must work at elevation or use ladders, scaffolds, man lifts, aerial lifts or forklift mounted platforms to access elevations, window washing and others.
<b>Park Occupations That May Be Affected:</b> Park service employees who would benefit from a fall protection program would include construction workers, maintenance employees, emergency response workers and others.
<b>Program Overview:</b> Program should cover proper use of personal fall arrest systems (lifelines, lanyards and safety harnesses), requirements for guardrails on platforms, runways and walkways, proper use of ladders to access elevations, fall protection when erecting, dismantling or working on scaffolding, fall hazards associated with falls from roofs and other elevated locations. Employee training should cover the nature of fall hazards in the work area, the correct procedure for erecting, maintaining and dismantling fall protection systems, the proper use, care and handling of ladders and their maximum intended load carrying capacities. Program should also cover use of man lifts and other types of powered platforms including aerial lifts and aerial ladders and the proper use of attachments to forklifts when used for raising employees to elevation.
<b>Written Program:</b> Written program not required but written certification of employee training is required. Overall written program is highly recommended. Written program, policy or procedure may already be available. Contact IMR safety services office.

<b>FIRE PREVENTION PLAN</b>
<b>Program May Be Needed If:</b> Program needed if employees may be exposed to the hazard of fire, including structural fires and fires in the incipient stage (e.g., small fires in a trash can).
<b>Park Occupations That May Be Affected:</b> Park service employees who would benefit from a fire prevention program include rangers, fire brigade workers, emergency response workers, maintenance employees, mechanics, construction workers, backcountry workers, backcountry workers, office workers and others.
<b>Program Overview:</b> Plan should include a list of all major fire hazards in the work place, procedures for fighting incipient stage fires, procedures for addressing fires that have proceeded beyond the incipient stage, procedures to control accumulations of flammable and combustible waste materials, procedures for regular maintenance of safeguards on heat producing equipment, alarms systems, the names of employees responsible for maintaining equipment to prevent or control fires and control fuel sources, hand held fire extinguishing systems including the proper mounting and maintenance of fire extinguishers, employee training on the use of hand held fire extinguishers, special training for fire brigade members and anyone required to address fires beyond the incipient stage.
<b>Written Program:</b> Written plan required for workplaces with 11 or more employees. Written program, policy or procedure may already be available. Contact IMR safety services office.

**HANTA VIRUS**

**Program May Be Needed If:** Program needed if park employees are exposed rodent droppings and dried urine of rodents which can be rendered airborne by their work assignment (e.g., sweeping, cleaning with compressed air, etc.)

**Park Occupations That May Be Affected:** Park employees who would benefit from a hanta virus program include interpretation employees, maintenance personnel, janitors, housekeeping staff and others who may have to disturb rodent droppings in the course of their duties.

**Program Overview:** Program should cover the hazards of hanta virus exposure, signs and symptoms of exposure, an exposure assessment of the work area, safe clean up of rodent droppings and safe procedures for housekeeping where rodents droppings are suspected, proper use of personal protective equipment including respiratory protection, protective clothing and gloves, employee training and education.

**Written Program:** Written program or policy document encouraged but not required. Written program, policy or procedure may already be available. Contact IMR safety services office.

**HAZARD COMMUNICATION PROGRAM:**

**Program May Be Needed If:** Program needed if employees are using, or working near others who are using, hazardous chemicals (hazardous chemicals include routine consumer chemical products when those products are not used like an average consumer would use them--for instance toilet bowl cleaner when used repeatedly to clean multiple toilets on a daily basis). Program is also needed if employees are exposed other hazards such as silica during construction and road sweeping operations and employees exposed to chemicals in laboratories or performing treatment and testing of water and sewage.

**Park Occupations That May Be Affected:** Park employees who would be covered by a hazard communication program include rangers, maintenance personnel, mechanics, construction workers, housekeeping workers, janitors, medical services personnel, water and sewage treatment personnel and others.

**Program Overview:** Program should include a written chemical inventory and cover container labeling, including strategies for the labeling of secondary containers, maintenance of material safety data sheets (MSDS), employee access to MSDS information, employee information and training including training on the health hazards of the chemicals they work with, methods they can use to protect themselves from hazardous chemicals, appropriate personal protective equipment, the signs and symptoms of exposure and emergency procedures as well as the hazards of non-routine tasks. Program should also cover chemical hazards brought into the park by contractors or subcontractors and the exposure of contractors and subcontractors to park chemicals.

**Written Program:** Written program required. Written program must address container labeling, maintenance of material safety data sheets, employee training, chemical hazards associated with non-routine tasks and contractor/subcontractor issues. Written program, policy or procedure may already be available. Contact IMR safety services office.

**HEARING CONSERVATION PROGRAM**

**Program May Be Needed If:** Program needed if employees are exposed to noise in excess of an eight hour time weighted average of 85 decibels. Typically, employees operating lawn mowing equipment, chain saws, firearms, snowplowing equipment, snowmobiles, power saws etc., can be expected to need a hearing conservation program.

**Park Occupations That May Be Affected:** Park employees who would benefit from a hearing conservation program include rangers, maintenance personnel, construction personnel, snow plow operators, chainsaw operators, grounds maintenance personnel, personnel operating snowmobile and many others.

**Program Overview:** Program should cover monitoring of noise levels in the work area, audiometric testing, employee notification of work areas having hazardous noise levels, employee notification of audiometric testing results, strategies for preventing further hearing loss when audiometric tests show a significant threshold shift, employee training on the proper use of hearing protection (muffs, plugs), installation of engineering controls for noise, use of administrative noise controls and recordkeeping.

**Written Program:** Written program not required but written noise exposure measurements, audiometric tests and other records are required. An overall written program is highly recommended. Written program, policy or procedure may already be available. Contact IMR safety services office.

**LEAD CONTROL PROGRAM**

**Program May Be Needed If:** Program needed if employees are exposed to lead in the workplace. Typically this includes employees using lead based paints or removing lead based paints and coatings by scraping, sanding or abrading the surface or removing leaded paint by using chemicals to dissolve the paint, employees using lead solders, installing lead gaskets, babbiting, plumbers using leaded products, employees welding over lead coatings, employees engaged in shooting or cleanup of firing ranges, and others.

**Park Occupations That May Be Affected:** Park employees who would be covered by a lead control program include rangers, maintenance personnel, mechanics, plumbers, painters and others.

**Program Overview:** Program should include the identification and inventorying of lead bearing materials, strategies to manage lead bearing materials to minimize employee exposure, employee air monitoring for lead, employee notification of monitoring results, employee training, medical surveillance, respiratory protection, engineering controls to reduce lead exposure, safe lead paint removal methods, housekeeping, disposal of lead contaminated waste, hygiene facilities, regulated areas, signs and warnings.

**Written Program:** Written program not required but written records of employee exposure monitoring and other written documents are required. Overall written program is highly recommended. Written program, policy or procedure may already be available. Contact IMR safety services office.

**LOCKOUT/TAGOUT PROGRAM**

**Program May Be Needed If:** Program needed if employees service or maintain machines and equipment where the unexpected energizing or startup of the machine or release of stored energy could cause injury to employees. This would include employees who have to remove machine guards to service, maintain or adjust equipment, employees who must enter spaces that have augers or other hazardous equipment, employees who have to work on electrical equipment and others.

**Park Occupations That May Be Affected:** Park personnel who would be covered by a lockout/tagout program include primarily maintenance personnel, electricians, mechanics and others.

**Program Overview:** Park should implement an energy control program which should cover the identification of hazardous energy sources, energy control procedures including machine specific procedures for lockout, procedures for physically applying locks and tags, identification of employees affected by equipment lockout, identification of employees authorized to perform lockout, employee training that covers the all aspects of the energy control program and which includes affected employees as well as authorized employees, in addition the program should cover group lockout procedures and describe how periodic inspections of the effectiveness of the energy control program will be accomplished.

**Written Program:** Written program not required but machine specific written energy control procedures are required for isolation and de-energization of equipment. Overall written program is highly recommended. Written program, policy or procedure may already be available. Contact IMR safety services office.

<b>MACHINE GUARDING PROGRAM</b>
<b>Program May Be Needed If:</b> Program needed if employees work around power equipment (saws, machine tools, etc.). This includes employees working in carpentry shops or machine shops and working with table saws, drill presses, shears, band saws, ironworkers, etc. It also includes employees operating heavy equipment such as conveyors or any equipment that has rotating or moving parts that pose a hazard such as in-running nip points, point of operation hazards, etc.
<b>Park Occupations That May Be Affected:</b> Park employees who would benefit from a machine guarding program include maintenance personnel, mechanics, construction personnel and others.
<b>Program Overview:</b> Program should cover the types of machines that require guards, the various types of acceptable guards including guarding strategies such as two hand trip devices, light curtains, pull backs and mechanical guards. Program should also include employee training on the recognition of unsafe machines, guarding requirements for specific machines and should include worksite machine guarding audits.
<b>Written Program:</b> Written program or policy document encouraged but not required. Written program, policy or procedure may already be available. Contact IMR safety services office.

**PERSONAL PROTECTIVE EQUIPMENT PROGRAM**

**Program May Be Needed If:** Program is needed if hazards requiring the use of personal protective equipment (such as head, face, eye, skin, hand, foot or respiratory protection) exist. It is needed if employees are exposed to chemical, biological, radiation or mechanical hazards. Typically employees performing construction work or using chain saws, painting, using power equipment like chippers, lawn mowers, firearms, snowmobiles, snowplows, etc. will need personal protective equipment.

**Park Occupations That May Be Affected:** Park employees who would benefit from a personal protective equipment program include rangers, maintenance personnel, mechanics, electricians, water and sewage treatment workers, construction workers, trail crews, housekeepers, janitors, emergency response workers, medical services personnel, and others.

**Program Overview:** Program must include a PPE worksite assessment, guidance on the selection of appropriate PPE including proper types of gloves, eye and face protection etc., employee training on the necessity, proper fitting and use of PPE, procedures detecting and eliminating the use of damaged or defective PPE and park rules for employees using personally owned PPE

**Written Program:** Written program not required but certification of the worksite hazard assessment and certification of employee training are required to be in writing. Overall written program is highly recommended. Written program, policy or procedure may already be available. Contact IMR safety services office.

**SAFETY REQUIREMENTS FOR SCAFFOLDING**

**Program May Be Needed If:** Program is needed if park employees construct or use scaffolding.

**Park Occupations That May Be Affected:** Park employees who would benefit from a scaffolding program include maintenance workers, construction workers and others.

**Program Overview:** Program should cover the various types of scaffolds used in the park, safe access to scaffold platforms, fall protection requirements for working on scaffolds, scaffold inspections by a competent person before scaffold use, safe scaffold erection and dismantling procedures, special requirements of mobile scaffolds, safety criteria for suspended scaffolds, safety criteria for specific types of supported scaffolding, employee training.

**Written Program:** Written program or policy document encouraged but not required. Written program, policy or procedure may already be available. Contact IMR safety services office.

**RESPIRATORY PROTECTION**

**Program May Be Needed If:** Program needed if employees use respirators for protection from toxic airborne substances. This may include employees performing spray painting or cleaning with toxic chemicals, employees exposed to silica from road sweeping operations or rock cutting, rock drilling or breaking operations, employees performing brake work, working with asbestos insulation, employees entering spaces with potential respiratory hazards, employees who may have to wear respiratory protection in emergency situations for rescue, etc.

**Park Occupations That May Be Affected:** Employees who would be covered by a respiratory protection program included construction workers, maintenance workers, mechanics, painters, water and sewage treatment personnel, emergency response personnel, medical services personnel and others.

**Program Overview:** Program should cover procedures for proper selection of respirators, training on the limitations and use of respirators, medical evaluation of respirator users, respirator fit testing procedures, procedures for ensuring adequate air quality, quantity and flow for atmosphere supplying respirators, procedures for use of respirators in routine and emergency situations, procedures for cleaning, storing, repairing and maintaining respirators, training on the types of respiratory hazards to which employees are potentially exposed during routine and emergency situations and procedures for regularly evaluating the effectiveness of the respirator program.

**Written Program:** Written program is required unless employees are using (only) single use filtering face-piece respirators on a voluntary basis. Written program, policy or procedure may already be available. Contact IMR safety services office.

**TREE FELLING OPERATIONS**

**Program May Be Needed If:** Program needed if employees fell trees or cut (buck) felled timber. Also, if employees use chain saws for any other purpose including brush cutting, trail clearance, etc.

**Park Occupations That May Be Affected:** Park employees who would benefit from a safe tree felling program include backcountry trail crews, forest fire crews, front country workers performing brush or tree clearance activities, grounds maintenance workers, construction workers and others.

**Program Overview:** Program should cover employee training (and perhaps certification of expertise using the nationally recognized S-212 wild fire power saw course), safe chain saw use, proper manual felling procedures, prohibition against fellers working alone, methods of communication, limbing and bucking safety, provision of emergency services, emergency communications, first aid kits and first aid training for employees, employee CPR training, safe fuel handling procedures, personal protective equipment needs including head, eye, face, foot and cut protection (chaps), identification and safe felling of "hazard" trees, etc.

**Written Program:** Written program or policy document encouraged but not required. However, written certification of training, including written certification CPR and first aid training is required. Overall written program or policy statement is highly recommended. Written program, policy or procedure may already be available. Contact IMR safety services office.

**TRENCHES AND EXCAVATIONS**

**Program May Be Needed If:** Program needed if park employees construct or enter trenches or excavations. This includes park employees repairing or installing sewer or water lines, installing or repairing septic tanks or systems and employees digging foundations for buildings.

**Park Occupations That May Be Affected:** Park employees who would benefit from a trench and excavation program include construction workers, maintenance workers, emergency rescue workers and others.

**Program Overview:** Program should cover construction of safe trenches, cave-in protection strategies including use of trench boxes, shoring and sloping, the types of soil and how to determine soil type, competent person training, general employee training for workers entering trenches, trench access and egress requirements, hazards of surface encumbrances including positioning of the spoil pile and hazards created by heavy equipment positioned near the trench, special hazards when trenching near building foundations, hazards associated with water accumulation in trenches, hazardous atmospheres that might develop in trenches, daily inspection of trenches by a competent person, etc.

**Written Program:** Written evidence of competent person training is needed. Written program or policy document highly encouraged but not required. Written program, policy or procedure may already be available. Contact IMR safety services office.

<b>VEHICLE SAFETY</b>
<b>Program May Be Needed If:</b> Program needed if employees operate or work around motor vehicles. Especially, employees working around or driving heavy trucks or motorized construction equipment and employees driving park vehicles daily.
<b>Park Occupations That May Be Affected:</b> Park employees who would benefit from a vehicle safety program include rangers, maintenance employees, mechanics, office personnel, construction personnel and most others.
<b>Program Overview:</b> Program should cover routine inspection of vehicles for safe operating condition, provision of safety equipment inside of vehicles (flares, survival equipment, etc.), safe vehicle operating procedures including performing a safety walk-around before operating a vehicle, back-in parking procedure or policy, backup alarm or spotter requirements for heavy trucks, recurrent driver safety training, methods for reporting unsafe vehicle conditions, provision for emergency communication, emergency and accident procedures.
<b>Written Program:</b> Written program or policy document highly encouraged but not required. Written program, policy or procedure may already be available. Contact IMR safety services office.