

OSHA Training Guidelines

(An Unofficial Summary)

Many standards promulgated by the Occupational Safety and Health Administration (OSHA) explicitly require the employer to train employees in the safety and health aspects of their jobs. Other OSHA standards make it the employer's responsibility to limit certain job assignments to employees who are "certified", "competent" or "qualified" ----- meaning that they have had special training, in or out of the workplace. Training is an essential part of every employer's safety and health program for protecting workers from injuries and illnesses.

Research has proven that those new on the job and employees who are reassigned to new job responsibilities have a higher rate of accidents and injuries than more experienced workers. This speaks to the need for initial new hire orientation in all aspects of the company's safety and health program and retraining for every employee who is reassigned to new job responsibilities and/or new areas of the facility to the unique hazards associated with their new job activities and environments. This training must be conducted prior to the employee beginning their assignment. *Changes to environments, equipment and programs always require retraining of employees.*

The "Process Safety Management Standard" requires the employer to evaluate or verify that employees comprehend the training given to them and these same concepts are embodied in the "OSHA Training Guidelines" (OSHA 2254 1998 – revised) and this summary.

- *It is usually a good idea for the employer to keep a record of all safety and health training. Records can provide evidence of the employer's good faith and compliance with OSHA standards.*
- *OSHA encourages a personalized approach to instructional programs at individual worksites, thereby enabling employers to provide the training that is most needed and applicable to local working conditions.*
- *Methods and materials for the learning activities can be as varied as the employer's imagination and available resources will allow. Whatever the method of instruction, employees must be able to clearly demonstrate that they have acquired the necessary skills or knowledge to function safely in the workplace.*

Subpart E Means of Egress

Emergency Action Plans – 29 CFR 1910.38

- Before implementing the emergency action plan, the employer shall train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.
- The employer shall review the plan with each employee covered by the plan.

Subpart G Health & Environmental Control

Dip Tanks – 29 CFR 1910.94

- All employees working in or around open-surface tank operations must be instructed as to the hazards of their respective jobs, and in the personal protection and procedures applicable to these hazards.
- Respirators shall be used in accordance with 1910.134, and persons who may require them shall be trained in their use.

Hearing Protection – 29 CFR 1910.95

- The employer shall administer a continuing, effective hearing conservation program whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level of 85 decibels.
- The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time-weighted average of 85 decibels, and shall ensure employee participation in such program.
- The employer shall provide training in the use and care of all hearing protectors provided to employees.
- The training program shall be repeated **annually** for each employee included in the hearing conservation program.

Subpart I Personal Protective Equipment

Personal Protective Equipment – 29 CFR 1910.132

- The employer shall provide training to each employee who is required to use PPE.
 - When is PPE necessary
 - What PPE is necessary
 - How to properly don, doff, adjust, wear, care for, and dispose of the PPE
 - The limitations of the PPE

- Each employee shall demonstrate the ability to use the PPE properly before being allowed to perform work requiring the use of PPE.
- The employer shall verify that each affected employee has received and understood the required training through a **written certification program** that contains the name of each employee trained, the date(s) of training and the subject of the certification.

Respirator Protection – 29 CFR 1910.134

- Each employee that is required to use a respirator will be trained on why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- Each employee that is required to use a respirator will be trained on its use, limitations, proper fit testing, inspection, maintenance and storage.
- Training will take place prior to use with retraining **annually**.

Subpart J General Environmental Controls

Accident Prevention Signs – 29 CFR 1910.145

- All employees shall be instructed that “**DANGER**” signs indicate immediate danger and that special precautions are necessary.
- All employees shall be instructed that “**CAUTION**” signs indicate a possible hazard against which proper precautions should be taken.

Permit Required Confined Space – 29 CFR 1910.146

- The employer shall provide training so that all employees, those that are “**affected**” and those who are “**authorized**” whose work is regulated by this section, acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.
- Training shall occur before the employee is first assigned duties under this section and whenever there is a change to the permit space operations that presents a hazard about which an employee has not previously been trained.
- The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.
- The employer shall **“certify”** that the training required under this section has been accomplished. The **“certification”** shall contain

each employees name, the signatures or initials of the trainers, and the date(s) of training.

- The employer shall ensure that each member of the rescue service is provided with, and is trained to use properly, the personal protective equipment and rescue equipment necessary for making rescues from permit required confined spaces.
- Each member of the rescue service shall be trained to perform the assigned rescue duties required of “authorized entrants” under the requirements of this section.
- Each member of the rescue service shall practice making permit space rescues at least once **“every 12 months”**, by means of simulated rescue operations from the actual permit spaces or representative permit spaces.
- Each member of the rescue service shall be trained in basic first-aid and in cardiopulmonary resuscitation (CPR). At least one member of the rescue service holding current certification in first-aid and CPR shall be available.

The control of Hazardous Energy (Lock-out/Tag-out) – 29 CFR 1910.147

- This standard covers the servicing and maintenance of machines and equipment in which the “unexpected” energizing or start up of the machines or equipment, or release of stored energy could cause injury to employees.
- This standard establishes minimum performance requirements for the control of such hazardous energy.
- Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in work activities covered by this section.
- The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of energy controls are imparted to all employees.
- Each “authorized” employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

➤ An **“authorized”** employee is a person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An **“affected”** employee becomes an **“authorized”** employee when that employee’s duties include performing servicing or maintenance covered under this section.

- Implementation of lock-out or the tag-out system shall be performed only by **“authorized”** employees.
- Each lock-out or tag-out device shall be removed from each energy source only by the employee who applied the device. When the **“authorized”** employee who applied the lock-out or tag-out device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer’s energy control program. The employer shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the **“authorized”** employee who applied it.
- Each **“affected”** employee shall be instructed in the purpose and use of the energy control procedure.

➤ An **“affected”** employee is an employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under lock-out or tag-out.

- All other employees whose work operations are 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.
- The employer shall **“certify”** that employee training has been accomplished and is being kept up to date. The **“certification”** shall contain each employee’s name and date(s) of training.
- Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lock-out or tag-out procedures.

- The on-site employer shall ensure that their personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures.

Subpart K Medical Services and First Aid

Medical Services and First Aid – 29 CFR 1910.151

- The employer shall ensure the ready availability of personnel for advice and consultation on matters of plant health.
- In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of "ALL" injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.

Subpart L Fire Protection

Portable Fire Extinguishers – 29 CFR 1910.157

- Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.
- The employer shall provide the education required upon initial employment and at least "**annually**" thereafter.

Employee Alarm Systems – 29CFR 1910.165

- The employer shall ensure that the servicing, maintenance, and testing of employee alarms are done by persons trained in the designed operation and functions necessary for reliable and safe operation of the system.
- The employee alarm system shall provide warning for necessary emergency action as called for in the emergency action plan with employee training as stipulated in the emergency action plan.

Subpart N Materials Handling and Storage

Powered Industrial Trucks – 29 CFR 1910.178

- This section contains safety requirements fire protection, design, maintenance, and use of fork trucks, tractors, platform lift trucks,

- motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.
- Only trained and “*authorized*” operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of powered industrial trucks in accordance with 1910.178 (l).
 - An evaluation of each powered industrial truck operator’s performance shall be conducted at least “*every three years*”.
 - The employer shall “*certify*” that each operator has been trained and evaluated as required by this paragraph (l). the “*certification*” shall include the name of the operator, the date(s) of the training, the date(s) of the evaluation, and the identity of the person(s) performing the training or evaluation.
 - “*All*” operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
 - Training program implementation and content shall be in compliance with 1910.178 (l) (2)&(3).

Subpart O Machinery and Machine Guarding

Mechanical Power Presses – 29 CFR 1910.217

- It shall be the responsibility of the employer to insure the original and continuing competence of personnel caring for, inspecting, and maintaining power presses.
- The employer shall train and instruct the operator in the safe method of work before starting work on any operation covered by this section. The employer shall insure by adequate supervision that correct operating procedures are being followed.
- The operator training required by this section shall be provided to the employee before the employee initially operates the press and as needed to maintain competence, but not less than “*annually*” thereafter.
- Additional training is required in accordance with this section if “*Presence Sensing Device Initiation*” (PSDI) mode of operation is a functioning component of the machinery.

Subpart Q Welding, Cutting, and Brazing

General Requirements – 29 CFR 1910.252

- Management shall recognize its responsibility for the safe usage of cutting and welding equipment on its property and insure that cutters and/or welders and their supervisors are suitably trained in the safe operation of their equipment and the safe use of the process.

Arc Welding and Cutting – 29 CFR 1910.254

- Workmen designated to operate arc welding equipment shall have been properly instructed and qualified to operate such equipment as specified in paragraph (d) of this section.

Resistance Welding – 29 CFR 1910.255

- Workmen designated to operate resistance welding equipment shall have been properly instructed and judged competent to operate such equipment.

Subpart Z Toxic and Hazardous Substances

Bloodborne Pathogens – 29 CFR 1910.1030

- This section applies to “ALL” “occupational exposure” to blood or other potentially infectious as defined in paragraph (b) of this section.

➤ *Bloodborne Pathogens means pathogenic microorganisms that are present in human blood and other bodily fluids and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).*

- Employers shall ensure that “ALL” employees with “occupational exposure” participate in a training program which must be provided at no cost to the employee and during working hours.

Assumptions:

For none occupational exposure, employees should be trained in basic awareness of the dangers of bloodborne pathogens, the viral diseases associated with bloodborne pathogens, how potential viral diseases can and can not be transmitted and actions to be taken if exposed to blood or other

bodily fluids in the workplace. These actions include washing immediately with hot water and disinfecting soap, report immediately to a supervisor, the employer must offer to provide hepatitis B vaccine and vaccination series within 48 hours after exposure and provide post-exposure medical evaluation and follow-up, including prophylaxis (treatment).

The employer shall assure that employees who decline to accept the hepatitis B vaccination offered by the employer sign the statement in Appendix A.

1910.1030 Appendix A

Hepatitis B vaccine declination (mandatory)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself, however, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employers should have appropriate gloves available for first responders and others who may need protection from exposure.

Employers should have written procedures for dealing with incidents where blood and/or exposure to other bodily fluids may occur and for the proper clean up and disposal of all contaminated equipment and materials.

Hazard Communication – 29 CFR 1910.1200

- **Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of initial assignment and whenever new hazardous chemicals are introduced into their work area.**
- **Chemical and health specific information must be made readily available to “ALL” employees through labels and material safety data sheets (MSDS).**
- **Employees shall be informed of the history and requirements of this section, any operations in their work area(s) where hazardous chemicals are present, the location and availability of the written**

Hazard Communication Program, including the required list(s) of hazardous chemicals and material safety data sheets (MSDS) as required by this section.

- **Employee training shall include at least the methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area, the physical and health hazards of the chemicals in the work area, the measures employees can take to protect themselves from these hazards including specific employer procedures and appropriate work practices, emergency procedures and personal protective equipment to be used, an explanation of the labeling system used by the employer and training on how to read and interpret a material safety data sheet.**