SAFETY SERVICES COMPANY

The Everyday Guide to Safety Training

A simple approach to safety training topics, timing, solutions, and requirements.

Contents

Introduction

A comprehensive safety training program is critical to ensuring a safe work environment.

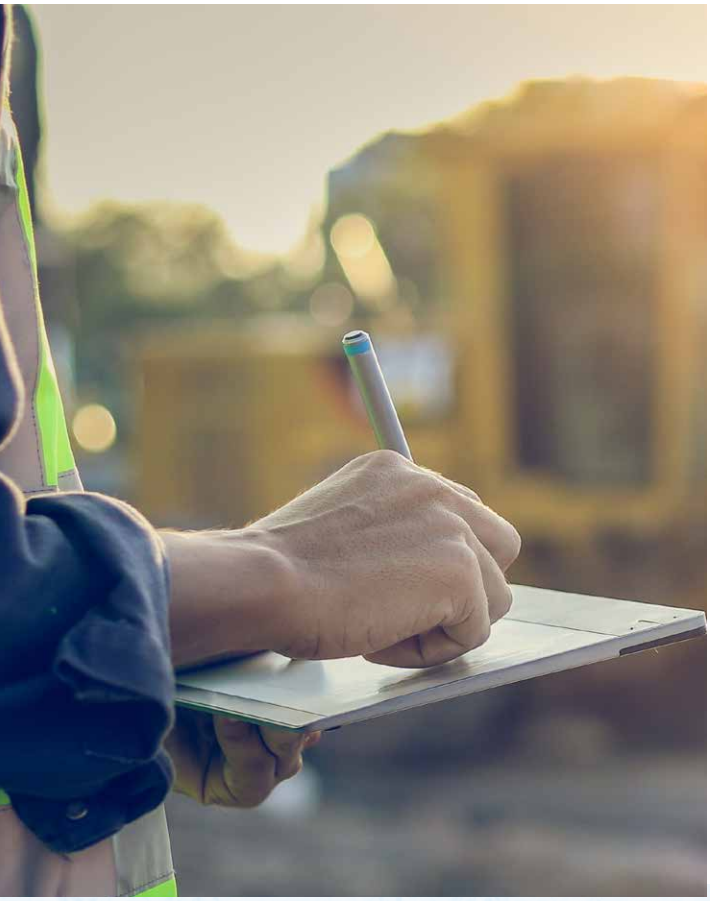
An Introduction to Safety Training

A comprehensive safety training program is critical to ensuring a safe work environment. Regular training helps employees identify and understand the specific hazards in the workplace and identify solutions. Training encourages employees to learn how to avoid hazards, and it keeps lines of communication open between management and staff.

The number one goal of the program should be to ensure the wellbeing of employees. Another important goal is to ensure compliance with local and federal regulations. An effective training program helps to strengthen your safety culture and creates a healthy attitude to safety at work.

A strong safety training program will achieve the following:

- Reduce workplace incidents and accidents
- Reduce loss of productivity
- Comply with local and federal regulations
- Improve productivity and efficiency
- Grow the safety culture of the company



Some questions to ask to help identify what training is needed in your organization:

- Is the company currently complying with OSHA training regulations?
- In what language(s) should training be conducted?
- Where have accidents and injuries occurred in the past?
- Do specific employees require special training for handling special equipment?
- What are the types of PPE used by employees? Why do they need them? Do they need additional PPE?

So, what training must my company offer?

In order to build a successful training program for your company, a complete analysis of operations should be performed to identify all hazards and potential hazards. Once the hazards have been identified you must conduct safety training in these areas.

You should make a list of the hazards, list the training topics needed to address the hazards, and identify all employees who will need training in each topic.

With the above information you can create your training program. You must determine when, where and how your training will be conducted.

Training Solutions

There are many different methods available to you to deliver compliance training to your employees and contractors.

Classroom Training

Classroom-style training is the most traditional and popular training method for employees. This method is like other classroom training in that an instructor prepares and leads the experience, usually using a lecture-style presentation with a visual component like videos and power point presentations.

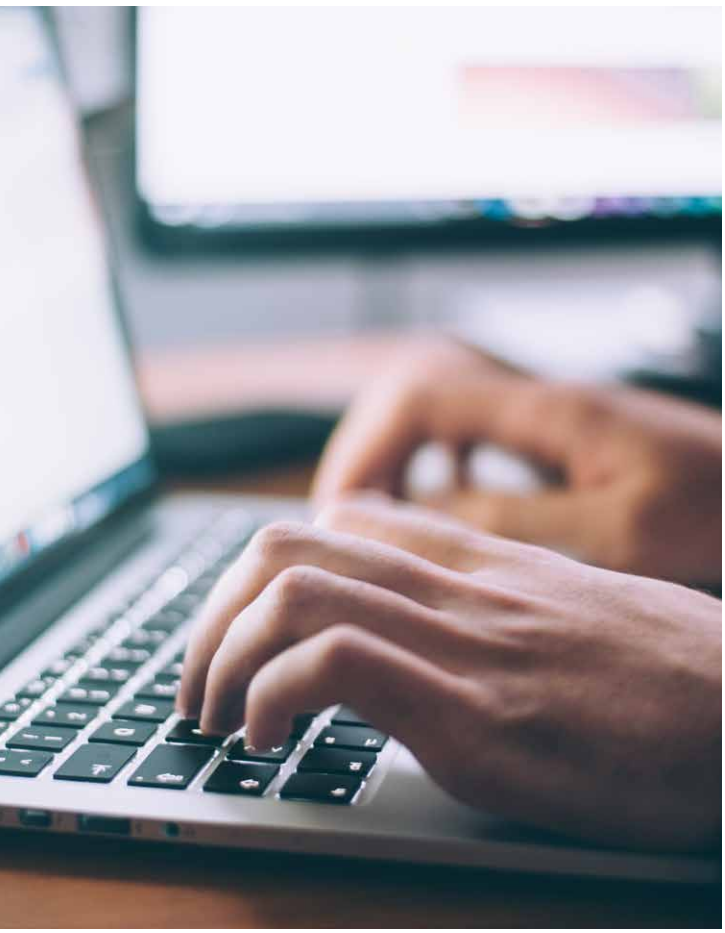
This style of training has many benefits, one of which being that trainees are able to interact with the trainer. Questions are asked that might otherwise go unaddressed in other training methods. It also allows for relationship building between the trainer and the trainee as well as among the employees.

A major challenge for instructor-led training is the inability to scale it. If the classroom is too large, it can inhibit instructors from interacting one-on-one with the students. Another challenge is that trainees are unable to move at their own pace in this environment.

It's important to keep energy high when using this training method. The trainer should allow students opportunities to take breaks and move around. The trainer should encourage engagement to avoid trainees from losing interest.

Live Remote Training

Training is conducted live online with employees dialing in from the comfort of their home or office. This increases safety for those at high risk for COVID, while reducing costs associated with on-site training.



Online Training

Computerized training is becoming more and more common. It's sometimes referred to as computer-based training (CBT) or e-learning, but it essentially refers to the same thing with one key difference: e-learning is hosted completely online, while computer-based training encompasses any kind of training that takes place on the computer.

An important benefit of technology-based learning is that it allows trainees to work through the material at their own pace while removing the need for an in-person trainer. This type of training often mimics traditional classroom-style teaching by providing a voiceover with visuals that supports the content. Additional resources such as videos and additional reading often accompany the material to aid in the training process.

Another major advantage of technology-based learning is its scalability. Any number of individuals can take CBT courses at one time and at their own pace. Some learners may need more time to thoroughly work their way through the material, while others may want to move onto more advanced material.

Computer-based training does come does have some challenges. Because CBT courses are unmonitored, it's difficult to know whether employees are engaging with the material. A great way to ensure that trainees are engaged is to incorporate quizzes and interactive modules into the digital classroom. This will ensure that they are paying attention, as well as inform you about which concepts were communicated effectively.

On-the-Job Training

On-the-job training takes a more "hands-on" approach to training, guiding users through a potentially complex and/or dangerous task, ensuring user safety and task success. Training is done on location and in real time during the task being taught.

Workers ramp up as quickly as possible and are guided through their task with step-by-step instructions. This training approach can be used with new and temporary workers, for whom quick ramp up and efficient time usage is imperative.

Training Schedules

Ensure employees know the training schedule and complete all training. Once the training has been completed feedback should be collected.

Refresher Training

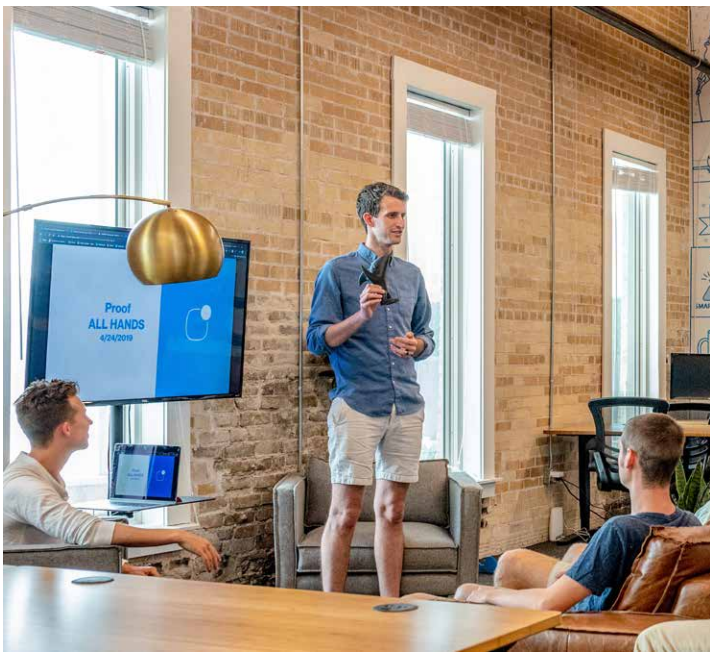
Many OSHA training topics require annual refresher training. Some of those topics include:

- Occupational Noise Exposure
- Respiratory Training
- HAZWOPER
- Asbestos
- Lead
- Bloodborne Pathogens

Although OSHA does not require annual refresher training for all topics it is recommended that most topics are reviewed annually.

Also, some refresher training is required in special cases such as when certain program procedures or equipment are changed, or when an annually required program/procedure review require an overview of the procedures and/or refresher training. Some standards require refresher training at longer time intervals (e.g. the forklift certification training standard requires refresher training every three years).

And finally; keep in mind that there are a few (but not many) State OSHA standards that may require annual refresher training on a topic that Federal OSHA does not.



Regulators and Requirements

An overview of the different regulatory authorities and their requirements you have a duty to adhere to.

OSHA

In the U.S. the Occupational Safety and Health Administration (OSHA) is the federal agency responsible for protecting the safety and health of workers. Most U.S. employers and workers are covered by OSHA safety and health regulations or "standards."

Approximately half of the US states have their own state OSHA programs, which set and enforce their own standards. These "state plans" are based on, approved, monitored, and partially funded by federal OSHA. Since state plans must be at least as effective as OSHA, standards in these states are typically very similar (and often identical) to federal OSHA's.

OSHA's publication "Training Requirements in OSHA Standards" can be found at https://www.osha.gov/Publications/osha2254.pdf

MSHA

The Mining Safety and Health Administration has responsibility for administration and enforcement of the Mine Safety and Health Act of 1977, which protects the safety and health of workers employed in the nation's mines.

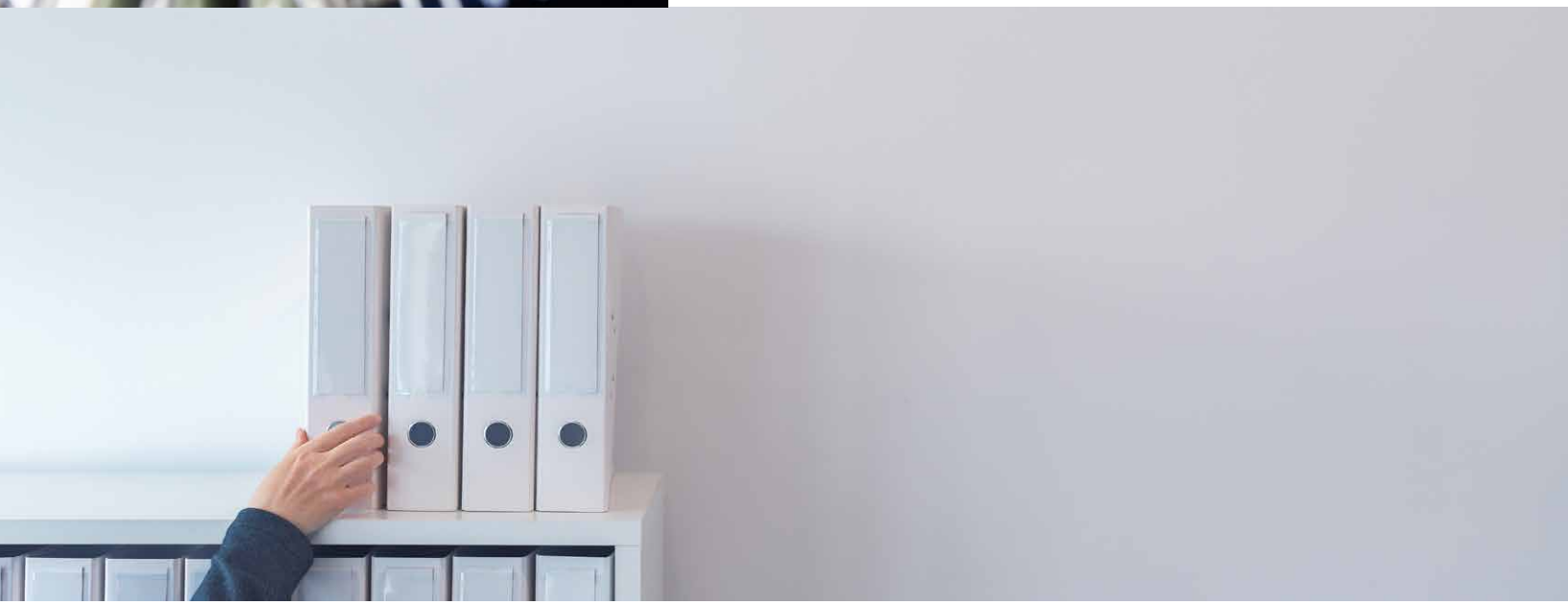
The Act applies to all mining and mineral processing operations in the United States, regardless of size, number of employees, or method of extraction.

NIOSH

The National Institute for Occupational Safety and Health is the United States federal agency responsible for conducting research and making recommendations for the prevention of work-related injury and illness.

ANSI

The American National Standards Institute is a private non-profit organization that oversees the development of voluntary consensus standards for products, services, processes, systems, and personnel in the United States.



Training Levels

How to tailor your training to best match the needs and requirements of different employee roles and skills.

Introduction to Training Levels

Specific training requirements for your personnel is usually based on their job tasks. Accordingly, the required training level for management personnel may exceed awareness level training, depending on the assigned roles and responsibilities of each person. For instance, most employees would require basic awareness level when working on scaffolding. However, personnel who are expected to oversee the erection and dismantling and daily inspections of scaffold may require Competent Person training.

Competent Person

The term "Competent Person" is used in many OSHA standards and documents. An OSHA "competent person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them" [29 CFR 1926.32(f)].

By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, and has the authority to correct them. Some OSHA standards add additional specific requirements which must be met by the competent person.

Train-the-Trainer

Train-the-Trainer is a framework for training potential instructors or subject matter experts to enable them to train other people in their organization. In other words: A group of employees receive a compact training program that focuses both on specific training content and on how to teach this training content to others.

Operator Training

Some equipment operators must receive operator level training. The employer must ensure that each operator is trained, certified/ licensed, and evaluated in accordance with applicable OSHA regulations. Some examples include forklift and crane operators.

Effective Training Methods

Approaches and best practices to maximize the impact of training your employees.

The following approaches have been found to be helpful training methods:

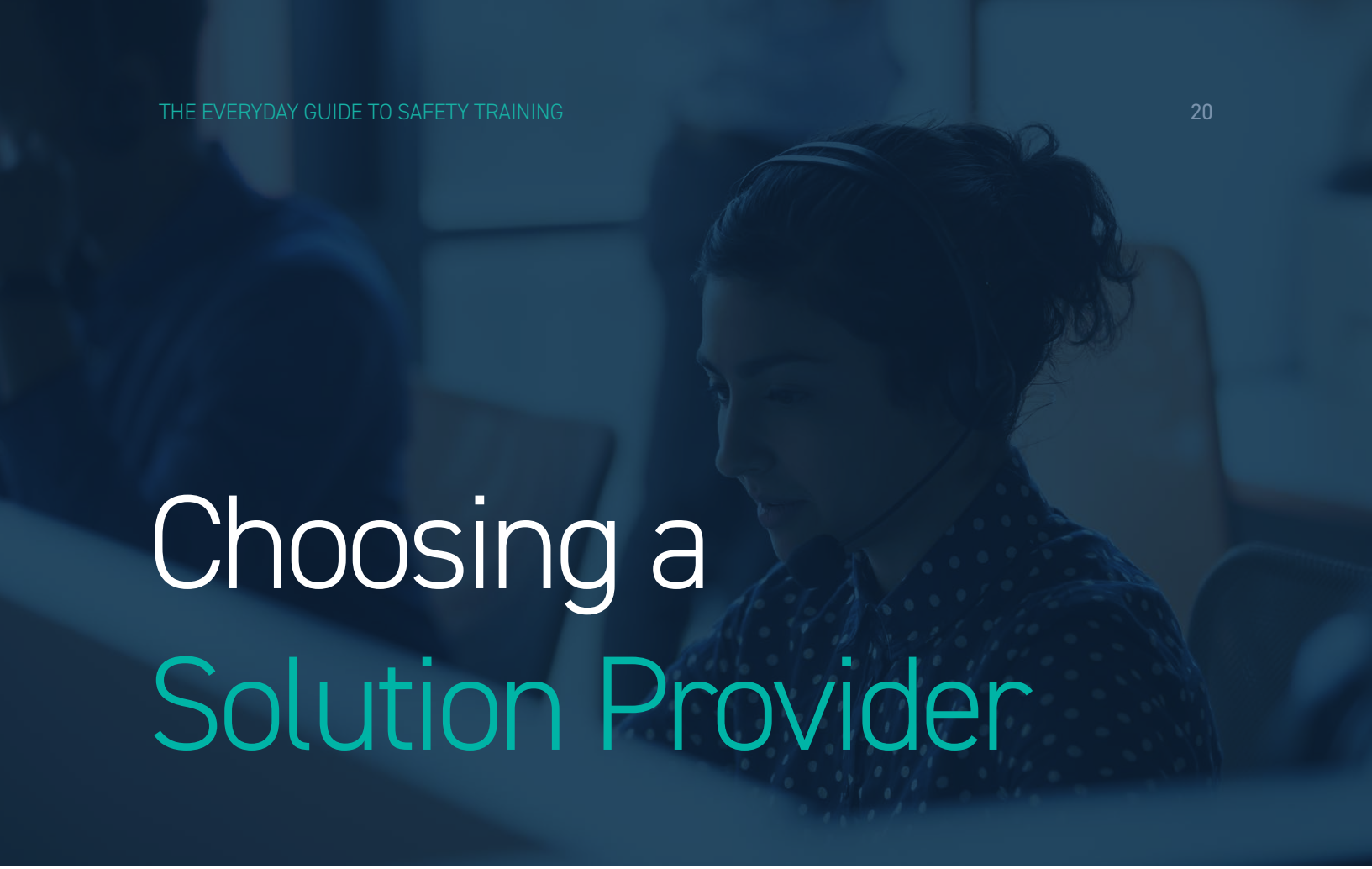
- Make the training relevant to workers' own concerns. Workers need to see that the subject matter is relevant to their safety. Ask employees what they are most concerned about. Use examples and discussions that reflect participants' own experiences and concerns.
- Respect and build on people's experiences, knowledge, and skills. Many workers already have a wealth of prior experience and knowledge. They are more open to learning if treated with respect. Explain that during the training they will also learn from each other.
- Encourage employees to participate rather than doing all the talking yourself. Employees learn more and retain the information longer when they are actively engaged in the training. People need to practice as they learn and to discuss what they are learning. Encourage questions and discussion during the class.
- Provide opportunities for employees to practice the skills you want them to learn. When employees can apply the knowledge they have learned, they will learn more and retain the information longer. For example, having employees actually walk around and identify hazards in the workplace during the training increases the likelihood they will apply these skills during the workday.
- Provide opportunities to raise and address concerns about safety requirements. An important factor for motivating most people to adopt new behaviors is a sense that they will be able to successfully do that new "behavior" or skill. When employees are successful in finding ways to address concerns, employees will be more likely to follow safety requirements, as well as be more willing to report health and safety concerns when they have them in the future.

Hear Only
20% Retained

See Only
30% Retained

Hear & See
50% Retained

Hear & See & Discuss & Practice
90% Retained



Choosing a Solution Provider

Advice on how to pick the best training partner for your organization's requirements.

Some points to consider when choosing a solution provider

Whether you're looking for onsite, online, classroom-based, or DIY training solutions there are many providers to choose from. Of course, budget and pricing are always a consideration, but when selecting a training partner here are a **few points to consider when evaluating your options:**

- How long has the training provider been in business?
- Do they have OSHA authorized trainers?
- Can they provide training in multiple languages?
- Do they offer specialized training for your industry and projects?
- How often do they update their training content?

SAFETY SERVICES COMPANY

About Safety Services Company

Safety Services Company is North America's leading provider of workplace safety, training, and compliance services. Our safety training solutions are both flexible and scalable to meet the needs of our customers, and all programs are designed to meet, or exceed state, federal, and OSHA (or OH&S) guidelines.

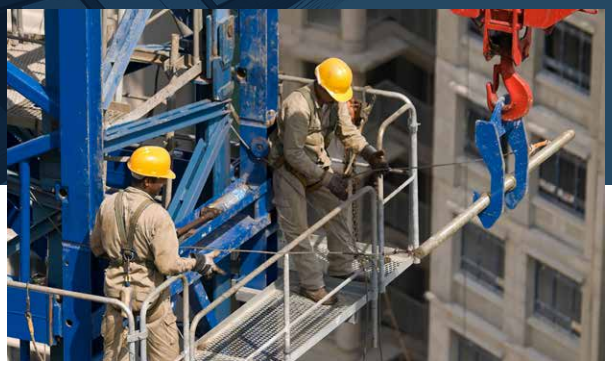
Learn more at
https://www.safetyservicescompany.com/

Appendix
Industry Recommended Courses

An overview of courses that cover the most common requirements in different industries.

Introduction to Industry Recommended Courses

OSHA's Regulations fall into **4 groups or industries**. They include:



Construction

Maritime

Agriculture

General Industry

OSHA uses the term "general industry" to refer to all industries not included in agriculture, construction or maritime.

Some OSHA regulation will apply to most workers in most industries, like Hazard Communication and Personal Protective Equipment. While other industries will require more specific training, like Crain Operator Training in the construction industry. Listed below are some industries and the required and/or suggested training for employees along with the corresponding OSHA regulation(s) when applicable.

Keep in mind, each company should conduct safety training based on the hazards identified during the hazard analysis. When a new hazard is introduced to the worksite additional training may be required.

Construction Industry Training

Below is a list of some training topics that are frequently covered in the construction industry. This should not be considered a complete list for your facility as additional hazards may require training not found on this list.

When a serious hazard exists in the workplace that is not addressed by a specific OSHA standard, Section 5(a)(l) ("General Duty Clause") of the OSH Act applies.

Common Training Topics	Staff Trained	Frequency	Notes
Accident Investigation/Root Cause Analysis	Management, Supervisors	As Needed	Best Practice
Bloodborne Pathogens	All	Annually	OSHA 1910.1030
Climate Stress: Working in Hot/ Cold Environments	All	Annually	OHSA Gen'l Duty Clause
Compressed Gases	All	As Needed	OSHA 1910 Sub. H
Confined Spaces and Permit Required Confined Spaces [1]	Affected Employees	Annually	OSHA 1910.146
Electrical Safety & Work Practices	All	Annually	OSHA 1910.332
Emergency Preparedness, Response & Evacuation [2]	All	Annually	OSHA 1910.38
Ergonomics – Back Injury Prevention	Affected Employees	As needed	OSHA Gen'l Duty Clause
Fall Protection and Personal Fall Arrest Systems	Affected Employees	Annually	OSHA 1910.157
Fall Protection - Competent Person	Supervisors	Annually	OSHA & ANSI Z359 2007
Fire Prevention & Control Fire Extinguisher Use	All	Annually	OSHA 1910.157
First Aid / CPR [3]	Supervisors	Every 2 years	OSHA various regs

Construction Industry Training (cont'd)

Common Training Topics	Staff Trained	Frequency	Notes
Forklifts and Powered Industrial Vehicles	Operators	Every 3 years	OSHA 1910.178 ASME B56.1 / 56.6
Hand & Power Tools / Machine Shop Equipment	Operators	As needed	OSHA 1910.242, 1926.301 & 302
Hazard Communication (HazCom)	All	Annually	OSHA 1910.1200
Hazard Recognition & Risk Mgmt.	All	As needed	Best Practice
Hearing Conservation and PPE Review	All	Annually	OSHA 1910.95, 1910.132
Hot Work (Welding, Cutting, Brazing, etc.)	Affected Employees	Every 2 years	OSHA 1910.253
Ladder Safety	All	Annually	OSHA 1910.23
Lockout/Tagout (LOTO)	Affected Employees	Annually	OSHA 1910.147
Machine Guarding	Affected Employees	Annually	OSHA 1910.212
Mobile Equipment (including mobile cranes)	Operators	Every 3 years	OSHA 1926.21(b)(2) 1926.602(d) 1910.180
Overhead Cranes/Slings/Hoists (does not include crane operation)	Affected Employees	Annually	OSHA 1910.179
Respiratory Protection [4]	Affected Employees	Annually	OSHA 1910.134
Scaffold Inspection - Competent Person	Supervisors	As needed	OSHA 1926.451
Scaffold Safety	Affected Employees	Annually	OSHA 1926.451
Scaffold Erection and Dismantling	Affected Employees	Annually	OSHA 1926.451

Construction Industry Training (cont'd)

Common Training Topics	Staff Trained	Frequency	Notes
Trenching and Excavation	Affected Employees	Every 3 years	OSHA 1926.651
Trenching and Excavation – Competent Person	Affected Employees	As needed	OSHA 1926.651

Notes:

1. Has multiple levels of instruction and training requirements, depending upon functions of individuals involved in the CS/PRCS entries. Individual topics may include basic identification of space; declassification of PRCS; entrance requirements; entrant duties and responsibilities; attendant duties and responsibilities; rescue team skills and responsibilities; evaluation of external rescue teams. Declassification of PRCS; entrance requirements; entrant duties and responsibilities; attendant duties and responsibilities; rescue team skills and responsibilities; evaluation of external rescue teams.
2. Emergency preparedness training shall include pandemic response plans.
3. Training may also be required by other OSHA regs. (e.g., Confined Space Rescue requirements; areas with mandatory respirator requirements) and where a State OSHA plan may require it.
4. Training will vary depending on respirator type and voluntary vs. mandated use.

Oil & Gas Industry Training

Below is a list of some training topics that are frequently covered in the oil and gas industry. This should not be considered a complete list for your facility as additional hazards may require training not found on this list.

Note: site preparation is the only aspect of oil and gas well drilling and servicing operations covered by 29 CFR 1926. Site preparation includes activities such as leveling the site, trenching, and excavation. All other aspects of oil and gas well drilling and servicing operations are covered by 29 CFR 1910 (General Industry); when a serious hazard exists in the workplace that is not addressed by a specific OSHA standard, Section 5(a)(l) ("General Duty Clause") of the OSH Act applies.

Common Training Topics	Staff Trained	Frequency	Notes
Accident Investigation/Root Cause Analysis	Management, Supervisors	As needed	Best Practice
Bloodborne Pathogens	All	Annually	OSHA 1910.1030
Climate Stress: Working in Hot/ Cold Environments	All	Annually	OSHA Gen'l Duty Clause
Compressed Gases	All	As needed	OSHA 1910 Sub. H
Confined Spaces and Permit Required Confined Spaces [1]	Affected Employees	Annually	OSHA 1910.146
Electrical Safety & Work Practices	All	Annually	OSHA 1910.332
Emergency Preparedness, Response & Evacuation [2]	All	Annually	OSHA 1910.38
Ergonomics – Back Injury Prevention	Affected Employees	As needed	OSHA Gen'l Duty Clause
Fall Protection and Personal Fall Arrest Systems	Affected Employees	Annually	OSHA 1910.157
Fall Protection - Competent Person		Annually	OSHA & ANSI Z359 2007
Fire Prevention & Control Fire Extinguisher Use	All	Annually	OSHA 1910.157
First Aid / CPR [3]	Supervisors	Every 2 years	OSHA various regs.

Oil & Gas Industry Training (cont'd)

Common Training Topics	Staff Trained	Frequency	Notes
Forklifts and Powered Industrial Vehicles	Operators	Every 3 years	OSHA 1910.178 ASME B56.1 / 56.6
Hand & Power Tools / Machine Shop Equipment	Operators	As needed	OSHA 1910.242 1926.301 & 302
Hazard Communication (HazCom)	All	Annually	OSHA 1910.1200
Hazard Recognition & Risk Mgmt.	All	As needed	Best Practice
Hazardous waste operations and emergency response	Affected Employees	Annual 8-hour Refresher	OSHA 1910.120
Hearing Conservation and PPE Review	All	Annually	OSHA 1910.95 1910.132
Hot Work (Welding, Cutting, Brazing, etc.)	Affected Employees	Every 2 years	OSHA 1910.253
Ladder Safety	All	Annually	OSHA 1910.23
Lockout/Tagout (LOTO)	Affected Employees	Annually	OSHA 1910.147
Machine Guarding	Affected Employees	Annually	OSHA 1910.212
Mobile Equipment (including mobile cranes)	Operators	Every 3 years	OSHA 1926.21(b)(2) 1926.602(d) 1910.180
Overhead Cranes/Slings/Hoists (does not include crane operation)	Affected Employees	Annually	OSHA 1910.179
Respiratory Protection [4]	Affected Employees	Annually	OSHA 1910.134
Scaffold Inspection - Competent Person	Supervisors	As needed	OSHA 1926.451
Scaffold Safety	Affected Employees	Annually	OSHA 1926.451

Oil & Gas Industry Training (cont'd)

Common Training Topics	Staff Trained	Frequency	Notes
Scaffold Erection and Dismantling	Affected Employees	Annually	OSHA 1926.451
Powered Platforms	Affected Employees	As needed	OSHA 1910.66
Site Preparation	Affected Employees	As needed	OSHA 1926

Notes:

1. Has multiple levels of instruction and training requirements, depending upon functions of individuals involved in the CS/PRCS entries. Individual topics may include basic identification of space; declassification of PRCS; entrance requirements; entrant duties and responsibilities; attendant duties and responsibilities; rescue team skills and responsibilities; evaluation of external rescue teams. Declassification of PRCS; entrance requirements; entrant duties and responsibilities; attendant duties and responsibilities; rescue team skills and responsibilities; evaluation of external rescue teams.
2. Emergency preparedness training shall include pandemic response plans.
3. Training may also be required by other OSHA regs. (e.g., Confined Space Rescue requirements; areas with mandatory respirator requirements) and where a State OSHA plan may require it.
4. Training will vary depending on respirator type and voluntary vs. mandated use.

Manufacturing Industry Training

Below is a list of some training topics that are frequently covered in the manufacturing industry. This should not be considered a complete list for your facility as additional hazards may require training not found on this list.

Common Training Topics	Staff Trained	Frequency	Notes
Accident Investigation/Root Cause Analysis	Management, Supervisors	As needed	Best Practice
Aerial Lifts	Affected Employees	As needed	OSHA 1926.453
Bloodborne Pathogens	All	Annually	OSHA 1910.1030
Climate Stress: Working in Hot/ Cold Environments	All	Annually	OSHA Gen'l Duty Clause
Compressed Gases	All	As needed	OSHA 1910 Sub. H
Confined Spaces and Permit Required Confined Spaces [1]	Affected Employees	Annually	OSHA 1910.146
Electrical Safety & Work Practices	All	Annually	OSHA 1910.332
Emergency Preparedness, Response & Evacuation [2]	All	Annually	OSHA 1910.38
Ergonomics – Back Injury Prevention (Safe Lifting)	Affected Employees	As needed	OSHA Gen'l Duty Clause
Fall Protection and Personal Fall Arrest Systems	Affected Employees	Annually	OSHA 1910.157
Fall Protection - Competent Person	Supervisors	Annually	OSHA & ANSI Z359 2007
Fire Prevention & Control Fire Extinguisher Use	All	Annually	OSHA 1910.157
First Aid / CPR [3]	Supervisors	Every 2 years	OSHA various regs.
Forklifts and Powered Industrial Vehicles	Operators	Every 3 years	OSHA 1910.178 ASME B56.1 / 56.6

Manufacturing Industry Training (cont'd)

Common Training Topics	Staff Trained	Frequency	Notes
Hand & Power Tools / Machine Shop Equipment	Operators	As needed	OSHA 1910.242 1926.301 & 302
Hazard Communication (HazCom)	All	Annually	OSHA 1910.1200
Hazard Recognition & Risk Mgmt.	All	As needed	Best Practice
Hazardous waste operations and emergency response	Affected Employees	Annual 8-hour Refresher	OSHA 1910.120
Hearing Conservation and PPE Review	All	Annually	OSHA 1910.95 1910.132
Hot Work (Welding, Cutting, Brazing, etc.)	Affected Employees	Every 2 years	OSHA 1910.253
Ladder Safety	All	Annually	OSHA 1910.23
Lockout/Tagout (LOTO)	Affected Employees	Annually	OSHA 1910.147
Machine Guarding	Affected Employees	Annually	OSHA 1910.212
Material Handling	Affected Employees	As Needed	OSHA 1910.178
Overhead Cranes/Slings/Hoists (does not include crane operation)	Affected Employees	Annually	OSHA 1910.179
Respiratory Protection [4]	Affected Employees	Annually	OSHA 1910.134
Scaffold Inspection - Competent Person	Supervisors	As needed	OSHA 1926.451
Scaffold Safety	Affected Employees	Annually	OSHA 1926.451
Scaffold Erection and Dismantling	Affected Employees	Annually	OSHA 1926.451

Manufacturing Industry Training (cont'd)

Common Training Topics	Staff Trained	Frequency	Notes
Walking-working Surfaces	Affected Employees	As needed	OSHA 1910.30

Notes:

1. Has multiple levels of instruction and training requirements, depending upon functions of individuals involved in the CS/PRCS entries. Individual topics may include basic identification of space; declassification of PRCS; entrance requirements; entrant duties and responsibilities; attendant duties and responsibilities; rescue team skills and responsibilities; evaluation of external rescue teams. Declassification of PRCS; entrance requirements; entrant duties and responsibilities; attendant duties and responsibilities; rescue team skills and responsibilities; evaluation of external rescue teams.

2. Emergency preparedness training shall include pandemic response plans.

3. Training may also be required by other OSHA regs. (e.g., Confined Space Rescue requirements; areas with mandatory respirator requirements) and where a State OSHA plan may require it.

4. Training will vary depending on respirator type and voluntary vs. mandated use.

SAFETY SERVICES COMPANY

2626 S ROOSEVELT ST, SUITE 2
TEMPE, AZ 85282

info@safetyservicescompany.com

(866) 317-0351