

SAFETY TRAINING REQUIREMENTS for SC Budget and Control Board (BCB) Employees

as of 28 March 2013

<p>More than 100 of the Occupational Safety and Health Act's standards contain training requirements. The length and complexity of OSHA standards makes it difficult to find all the references to training. So, to help managers, supervisors and employees, Occupational Safety and Health Administration's (OSHA) training-related requirements relevant to work processes conducted by SC Budget and Control Board employees have been excerpted and collected in this document. BCB Safety is to keep a record of all safety training to provide evidence of the BCB's good faith and compliance with OSHA standards. Documentation can also supply an answer to one of the first questions an OSHA Officer investigating an accident will ask: "Was the injured employee trained to do the job?" see - http://www.osha.gov/Publications/2254.html</p>	<p>OSHA's Injury and Illness Prevention Program (I2P2) is based on a common set of key elements - universal interventions that can substantially reduce the number and severity of workplace injuries and alleviate the associated financial burdens on U.S. workplaces. These include management leadership, worker participation, hazard identification, hazard prevention and control, education and training, and program evaluation and improvement.</p>	<p>Many standards promulgated by 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 previous training, in or out of the workplace. The term "designated" personnel means selected or assigned by the employer or the employer's representative as being qualified to perform specific duties. These requirements reflect OSHA's belief that training is an essential part of every employer's safety and health program for protecting workers from injuries and illnesses. NOTE: There is potential for additional specialty safety training for teams outside of the General Services Division which are not fully incorporated into this document.</p>
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<p>ALL EMPLOYEES are required to take the following Safety Courses:</p> <ul style="list-style-type: none"> · New Employee Safety Training (first day of hire) · Hazard Communication · Fire Prevention, Emergency Action and Homeland Security Plan <ul style="list-style-type: none"> Part I - General Instruction Part II – Team/Building-specific information (team's responsibility) – 3 Years <p>(see - http://www.gs.sc.gov/webfiles/gc_0/policy/EAP_Pt_II_Tng_Outline-Oct10.pdf)</p>	<p>Further Safety Training is required when an individual employee's job description includes or the supervisor additionally requires one or more of the following work activities (the supervisor is to indicate by placing a "Yes" check mark for the applicable work activities for the Job Code/Position Title or for a specific named employee)</p>
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TEAM _____ (Code and Name) JOB CODE _____ POSITION TITLE _____
 or EMPLOYEE'S NAME _____

YES	NO	WORK ACTIVITY	REQUIRED COURSE	REGULATIONS REQUIRING TRAINING	FREQUENCY
		Do these employees work out of powered platforms, man-lifts and/or vehicle-mounted work platforms, i.e., a bucket truck or from an aerial or scissors lift?	Aerial Lift Safety *	OSHA 29 CFR 1910.66(i), (ii) & (ii)(A) through (E), and (iii) through (v) OSHA 29 CFR 1910.67(c)(2)(ii)	Initial **
		Do these employees perform maintenance, servicing or custodial duties in areas where there is asbestos?	Asbestos Awareness *	OSHA 29 CFR 1910.1001(j)(7)(i) - (iii)(A) - (H) OSHA 29 CFR 1926.1101(9)(i) - (viii)(A) - (e)(10)	Annual
		Are these employees required to lift packages over 20 pounds or is repetitive lifting involved in their duties?	Back Safety *	Section 5(a)(1) of the OSH Act - General Duty Clause (ergonomics is a recognized problem)	3 Years **
		Are these employees involved in an occupational exposure to blood, body fluids and/or other potentially infectious materials?	Bloodborne Pathogens	OSHA 29 CFR 1910.1030(g)(2)(i); (ii)(A)- (C); (iii) - (vii)(A) -h (N); (viii) & (ix)(A) - (C)	Annual
		Do these employees drive a state vehicle with a gross weight over 26,000 pounds (including trailer) and/or that has airbrakes?	Commercial Driver License	Federal rule 49 CFR Part 391	5 Years

YES	NO	WORK ACTIVITY	REQUIRED COURSE	REGULATIONS REQUIRING TRAINING	FREQUENCY
		Do these employees bodily enter confined spaces (pits, chases, or chambers where there are or could be hazards such as falls, flooding, gas or steam leaks, lack of oxygen, dangerous atmospheres, etc.)?	Confined Space Entry *	OSHA 29 CFR 1910.146(g)(1) & (2)(i) - (iv)(3) & (4) and (k)(1)(i) - (iv)	Annual
		Do these employees maintain or service equipment with hazardous energy sources (electrical, mechanical, pneumatic, fluids, gases, hydraulic, thermal, and/or gravity)?	Control of Hazardous Energy (Lockout-Tagout) *	OSHA 29 CFR 1910.147(a)(3)(ii); (4)(i)(D); (7)(i)(A) - (C); (ii)(A) - (F); (iii)(A) - (C)(iv) & (8) OSHA 29 CFR 1910.147(e)(3)	Annual
		Do these employees drive a state vehicle on a regular basis (routine driver)?	Driver Training (8-Hour), Initial / (4-Hour), Refresher	Motor Vehicle Management Act, Section 1-11-220 through 340 of the SC Code of Laws 1976 (Amended 1982) SC Fleet Safety Program, Chapter 1, Paragraph IV	3 Years
		Do these employees maintain or service the electrical energy source or operating controls to equipment, lighting or a building's electrical system?	Electrical Safety *	OSHA 29 CFR 1910.332 OSHA 29 CFR 1910.269(b)(1)(i)& (ii); (d)(vi)(A) - (C); (vii); (viii)(A) - (C); & (ix)	3 Years **
		Do these employees dig holes or trenches?	Excavation Safety	OSHA 29 CFR 1926.651(c)(1)(i); (h)(2) and (3); (i)(1); (i)(2)(iii); and (k)(1) & (2)	Initial
		Do your employees operate, service, maintain and/or test fire detection, alarm or extinguisher systems, including cleaning and necessary sensitivity adjustments?	Facilities Management Fire Technician	OSHA 29 CFR 1910.160(b)(10) OSHA 29 CFR 1910.164(c)(4) OSHA 29 CFR 1910.165(d)(5)	Initial
		Do these employees work 4 feet or more above a lower level, i.e., on rooftops, raised platforms, etc. that do not have appropriate guardrails or walls?	Fall Protection *	OSHA 29 CFR 1926.503(a)(1) OSHA 29 CFR 1926.503(a)(1) & (2)(ii) & (vii) & (c)	Annual
		Do your employees perform fire watch for welding operations, when a building automatic fire detection, alarm or extinguishing system is out of service, or there are large public assemblages and events?	Fire Extinguisher, Portable	OSHA 29 CFR 1910.157(g)(1), (2) & (4) OSHA 29 CFR 1926.350(j) OSHA 29 CFR 1926.352(e) IFC (2009) Chapter 4	Annual
		All employees are subject to emergencies in the workplace such as evacuation	Fire Prevention, Emergency Action and Homeland Security Plan	OSHA 29 CFR 1910.38(a)(5)(i), (ii)(a) through (c) and (iii) OSHA 29 CFR 1910.38(b)(4)(i) and (ii) OSHA 29 CFR 1910.155(c)(iv)(41) OSHA 29 CFR 1926.35(e)(1) & (2)(i)- (iii) & (3) IFC (2009) Chapter 4	3 Years **
		Do these employees maintain or service the electrical energy source or operating controls to equipment, lighting or a building's electrical system? Do these employees bodily enter confined spaces?	First Aid and CPR	OSHA 29 CFR 1910.151(a) & (b) OSHA 29 CFR 1910.269(b)(1)(i)& (ii); (d)(vi)(A) - (C); (vii); (viii)(A) - (C); & (ix) OSHA 29 CFR 1926.50(c)	2 Yrs ***
		Do these employees operate any type of powered grounds maintenance equipment (push or riding lawn mower, leaf blower, string trimmer, edger, etc.)?	Grounds Maintenance Powered Equipment	OSHA 29 CFR 1926.20(b)(4)	Initial
		All employees have the right to know and understand about hazardous chemical products used in the workplace	Hazard Communication *	29 CFR 1910.1200(h)(1),(2)(i) - (iii) & (3)(i) - (iv) OSHA 29 CFR 1926.59 IFC (2009) Section 407	3 Years **

YES	NO	WORK ACTIVITY	REQUIRED COURSE	REGULATIONS REQUIRING TRAINING	FREQUENCY
		Do these employees work in a high heat-index environment (temperatures above 80 degrees F in combination with over 40 percent humidity)?	Heat Stress *	Section 5(a)(1) of the OSH Act - General Duty Clause OSHA 29 CFR 1910.151(a) & (b) OSHA 29 CFR 1910.269(b)(1)(i)& (ii); (d)(vi)(A) - (C); (vii); (viii)(A) - (C); & (ix) OSHA 29 CFR 1926.50(c)	Initial
		Do these employees operate a forklift, powered lift or pallet jack?	Industrial Truck (Forklift) *	OSHA 29 CFR 1910.178(l)(2) & (4) OSHA 29 CFR 1926.602(c)(1)(vi)	3 Years
		Do these employees climb fixed or portable ladders?	Ladder Safety *	OSHA 29 CFR 1926.1060(a) & (b)	Initial
		Are these employees subject to exposure to lead at or above the action level?	Lead Safety	OSHA 29 CFR 1910.1025(l)(1)(i) - (v)(A) - (G)(2)(i) - (iii) OSHA 29 CFE 1926.62(l)(1)(i) - (iv); (2)(i) - (viii) & (3)(i) & (ii)	Annual
		All employees	New Employee Safety Training	Section 5(a)(1) of the OSH Act - General Duty Clause OSHA 29 CFR 1960.59(a) & (b)	Initial
		Do these employees work in an administrative capacity, i.e., in an office at a desk with a computer?	Office Safety *	Section 5(a)(1) of the OSH Act - General Duty Clause	Initial
		Are the eyes, face, head, body and/or extremities of these employees involved in hazardous exposure to the environment, chemicals, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact, etc.? Are these employees involved in exposure to noise at or above an 8-hour time-weighted average of 85 decibels? Do these employees apply or supervise those who apply Restricted Use Pesticides?	Personal Protective Equipment *	OSHA 29 CFR 1910.132(f)(1)(i) - (v); (2), (3)(i) - (iii) & (4) OSHA 29 CFR 1910.95(i)(4) and 1926.101(b) - Hearing Protection OSHA 29 CFR 1910.133 - Eye and face protection OSHA 29 CFR 1910.134 - Respiratory protection OSHA 29 CFR 1910.135 - Head Protection OSHA 29 CFR 1910.136 - Foot Protection OSHA 29 CFR 1910.137 - Electrical Protective Devices	Initial
		Do these employees apply or supervise those who apply Restricted Use Pesticides?	Respiratory Protection *	OSHA 29 CFR 1910.134(k)(1)(i) - (vii); (2), (3), and (5)(i) - (iii) OSHA 29 CFR 1926.103(c)(1)	Annual
		Do these employees have responsibilities as a manager, supervisor, inspector or safety committee member?	Safety and Worker's Compensation for Managers and Supervisors	OSHA 29 CFR 1960.39(b); 1960.54; 1960.55(a)& (b); 1960.56(a) &(b); 1960.57; 1926.58; 1960.59(a) & (b)	Initial
		Do these employees work from a scaffold?	Scaffold Safety *	OSHA 29 CFR 1926.454(a)(1) - (5) & (b)(1) - (4) & (c)(1) - (3)	Initial
		Do these employees work with stationary or portable power or hand tools such as saws, drill presses, lathes, presses, etc.? Do these employees work with tools that are powder actuated?	Tool Safety *	OSHA 29 CFR 1926.20(b)(4) OSHA 29 CFR 1926.304(f) OSHA 29 CFR 1926.302(e)(1) & (12) OSHA 29 CFR 1926.304(f)	Initial
		Do your employees weld, solder and/or braze?	Welding Awareness *	OSHA 29 CFR 1910.252(a)(2)(xiii)(C) OSHA 29 CFR 1910.253(a)(3) OSHA 29 CFR 1910.254(a)(3) OSHA 1926.350 (d)(1) through (6) OSHA 1926.21.351(d)(1) - (5) OSHA 29 CFR 1926.354(a)	Initial

TEAM LEADER _____
(Print Name)

SIGNATURE _____

DATE _____

NOTES:

* Basic instruction can be instructor-led but is normally available via an on-line course (some on-line courses are also supplemented with instructor-led / hands-on training)

** OSHA requires this safety training upon initial hire / assignment, when there is a major change, or when procedural deficiencies are noted requiring remedial training.
However, since OSHA does not specify how often this training is to be conducted, the BCB established a frequency of recurring (refresher) training.

*** The American Heart Association, the certifying agency, requires recertification every 2 years.

Section 5(a)(1) of the OSH Act: The General Duty Clause describes the employer's obligation to "furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees." This clause from the OSH Act is utilized to cite serious hazards where no specific OSHA standard exists to address the hazard. OSHA uses the General Duty Clause to cite an employer when:

- 1) the employer failed to keep the workplace free of a hazard to which employees were exposed,
- 2) the hazard was causing or likely to cause death or serious physical harm,
- 3) the hazard was recognized
- 4) a feasible means of abatement for that hazard exists

OSHA - Occupational Safety and Health Administration

CFR - Code of Federal Regulations

29 CFR 1910 - CFR Title 29, Part 1910 - Occupational Safety and Health Standards for General Industry

29 CFR 1926 - CFR Title 29, Part 1926 - Occupational Safety and Health Standards for Construction

49 CFR - CFR Title 49 - Dept. of Transportation, Federal Motor Carrier Safety Administration (regulations)

IFC - International Fire Code

FAILURE TO COMPLY with OSHA safety training requirements are subject to citation by SC LLR-OSHA and monetary penalty (see <http://www.osha.gov/doc/outreachtraining/htmlfiles/introsha.html>)

Fines range from \$100 up to \$7,000 for each violation (depending on the employer's efforts to comply, history of violations and size of business) or, if willfull, up to \$70,000 for each violation