

# Safety & Health Training: Voluntary Protection Programs Requirements for Personnel with Safety & Health Responsibilities

Education and training provide your personnel with assigned safety and health (S&H) roles and responsibilities (e.g., unit safety officers, S&H committee members, VPP Program Manager) with a greater understanding of your safety and occupational health management system (SOHMS) and how they can contribute to the implementation and sustainment of your SOHMS. It is important to have personnel with S&H responsibilities because they serve as the advisers to SOHMS implementation and lead specialized S&H efforts. You must ensure these personnel have the knowledge and expertise to meet SOHMS expectations and make your SOHMS implementation and sustainment a success. This one pager discusses the S&H training requirements for personnel with assigned S&H roles and responsibilities in a SOHMS, specifically the Occupational Safety and Health Administration's (OSHA's) Voluntary Protection Programs (VPP) Safety and Health Management System.



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## EDUCATION AND TRAINING RESOURCES

Your personnel responsible for S&H should be aware of the OSHA VPP resources available to help with SOHMS implementation and sustainment. OSHA provides [VPP information and resources](#). The OSHA [Cooperative and State Programs \(CSP\) 03-01-005, VPP Policies and Procedures Manual](#), is an important document providing details and clarification on VPP expectations. OSHA's [Site-Based Participation Evaluation Report](#) also provides a checklist of items, by subject, to help personnel responsible for S&H or VPP implementation better understand the requirements they need to fulfill.

Additionally, your Service or Agency may have professional development training available for personnel assigned S&H roles and responsibilities (e.g., unit safety officers) who are not in a safety career field position. This training may help understand OSHA VPP, provide general training on SOHMS implementation, or be specific to their assigned additional duties. It is important to note SOHMS information may not always be in a standalone course devoted to a specific topic, but rather imbedded into other existing training courses.

## TRAINING REQUIREMENTS FOR PERSONNEL WITH S&H RESPONSIBILITIES

The OSHA VPP criteria does not compile a list of required training for personnel with S&H responsibilities in one, easy-to-find location within CSP 03-01-005. Instead, it integrates training expectations into the various elements and sub-elements, as well as in OSHA's Site-Based Participation Evaluation Report. OSHA VPP requires training or the necessary knowledge for personnel who: have S&H roles and responsibilities, conduct a self-evaluation of the SOHMS, perform mishap or incident investigations, complete S&H inspections, maintain OSHA recordkeeping, and are responsible for identifying and evaluating health hazards.

### ADDITIONAL EDUCATION AND TRAINING TOPICS

There is not a "one-size-fits-all" approach to ensure personnel assigned S&H responsibilities receive the training needed to effectively lead and contribute to your SOHMS. It is important to note meeting the minimums spelled out in the VPP criteria may not ensure your personnel with S&H responsibilities can carry out their responsibilities. Conduct a training needs assessment and evaluate current experience and education against assigned S&H roles and responsibilities. Determine the need for any additional training. Some key topics to consider for personnel assigned S&H responsibilities include:

Hazard Analysis	Hazard Elimination/Control	SOHMS Responsibilities
<ul style="list-style-type: none"> <li>Assessing and managing risk</li> <li>Performing baseline safety and/or industrial hygiene hazard analysis</li> <li>Conducting hazard analyses of routine jobs, tasks, and processes (e.g., Job Hazard Analysis)</li> <li>Conducting pre-use hazard analysis for new/changes to equipment, chemicals, facilities, and processes</li> </ul>	<ul style="list-style-type: none"> <li>OSHA's hierarchy of control</li> <li>Selecting hazard controls</li> <li>Developing OSHA required and applicable hazard control programs (e.g., respiratory protection, confined space entry, lockout/tagout)</li> </ul>	<ul style="list-style-type: none"> <li>Assigned SOHMS responsibilities</li> <li>Role in SOHMS management</li> <li>OSHA VPP criteria and expectations</li> </ul>
Trend Analysis	Training Management	Other Business Processes
<ul style="list-style-type: none"> <li>Identifying lagging and leading indicators of S&amp;H performance (e.g., injury/illness history, inspection findings, employee reports of hazards, incident and near-miss investigations, OSHA records)</li> <li>Collecting and requesting S&amp;H data from others</li> <li>Conducting trend analysis</li> <li>Sharing of trend results</li> <li>Using trend results to improve the SOHMS and modify goals or training</li> </ul>	<ul style="list-style-type: none"> <li>Determining S&amp;H training needs for all employees</li> <li>Tracking and scheduling of training</li> <li>Documenting S&amp;H-related training</li> <li>Using hazard analysis results and trends to improve training</li> </ul>	<ul style="list-style-type: none"> <li>Performance appraisals and disciplinary action</li> <li>Occupational health care and medical services</li> <li>Industrial hygiene support</li> <li>Emergency preparedness and management (e.g., roles and responsibilities for plans, procedures, drills)</li> <li>Preventive maintenance of equipment and facilities</li> <li>Incentives and awards</li> </ul>

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