

Safety & Health Training: Voluntary Protection Programs Requirements for Safety & Health Staff (and Others with Safety & Health Responsibilities)

Education and training provides your safety and health (S&H) staff with a greater understanding of your safety management system (SMS) so they can contribute to its implementation and sustainment. S&H staff are important to a successful SMS because they serve as the advisers to SMS implementation and lead specialized SMS efforts (e.g., emergency preparedness, hazard analysis, goal setting, hazard control selection, risk assessment). You must ensure they have adequate knowledge and expertise to meet SMS expectations and make your SMS a success.

This one pager discusses the S&H training requirements for S&H staff in an SMS, specifically the Occupational Safety and Health Administration's (OSHA's) Voluntary Protection Programs (VPP). The information in this one pager extends to other employees with assigned S&H responsibilities at your organization (e.g., additional/collateral duty safety officers, S&H committee members, VPP Program Manager).



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EDUCATION AND TRAINING RESOURCES

Your S&H staff and others must be aware of the OSHA VPP resources available to help with SMS implementation and sustainment. [OSHA](#) provides VPP information and resources. The [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 S&H staff and others better understand the requirements they need to fulfill.

Your Service or Agency may also have professional development training available for S&H staff and others; this training may be VPP-centric, general to SMS implementation, or be specific to job duties. It is important to note SMS information may not always be in a standalone course devoted to a specific topic, but rather imbedded into existing trainings. Be sure to know which topics are covered in attended trainings and activities to determine if they satisfy SMS training needs.



EDUCATION AND TRAINING TOPICS

There is not a “one-size-fits-all” approach to ensure your S&H staff and others receive the training needed to effectively lead and contribute to your SMS. Conduct a training needs assessment and evaluate current experience and education against assigned SMS roles and responsibilities. Determine if additional training is needed. Training S&H staff and others should focus on the following topics, considering assigned duties:

<p>Hazard Analysis</p> <ul style="list-style-type: none"> • Process to conduct an assessment of workplace S&H practices • Steps to conduct a baseline safety and/or industrial hygiene hazard analysis • Process for conducting hazard analyses of routine jobs, tasks, and processes • Process for documenting identified hazards • Methods to prioritize identified hazards and risks • Use of hazard analysis findings to improve the SMS 	<p>Trend Analysis</p> <ul style="list-style-type: none"> • Lagging and leading indicators important to the organization (e.g., injury/illness history, hazards identified during inspections, employee reports of hazards, incident and near-miss investigations, OSHA logs) • Steps to collect and request S&H data from others • Methods to conduct trend analysis • Steps to share trend results with employees and management • Use of trend results to improve the SMS and modify existing organizational goals and training 	<p>Change Management</p> <ul style="list-style-type: none"> • Culture change in an SMS • Methods for changing workplace S&H attitudes • Employee involvement in change management at all levels of the organization • Pre-use analysis for products and services • How to address necessary workplace changes • Process to annually evaluate the SMS to identify strengths and opportunities for improvement
<p>Mishap Investigations</p> <ul style="list-style-type: none"> • Involvement and roles in investigations • Mishap investigation methods and techniques • Documentation of investigation findings • Use of investigation findings for SMS improvements 	<p>Training Management</p> <ul style="list-style-type: none"> • Process to determine S&H training needs for all employees • Documentation expectations for SMS and S&H-related training • Use of hazard analysis results and trends to improve training 	<p>OSHA Recordkeeping</p> <ul style="list-style-type: none"> • OSHA forms, or equivalent • OSHA 1904 recordkeeping regulations • Service or Agency recordkeeping requirements <p>Process to report a fatality or severe injury to OSHA</p>
<p>Medical Services</p> <ul style="list-style-type: none"> • Policy for administering first aid and cardiopulmonary resuscitation • Availability of medical equipment • Process to seek out physician care and emergency medical services • Use, inspection, and maintenance of automated external defibrillators 	<p>Emergency Preparedness</p> <ul style="list-style-type: none"> • Written procedures for response to all emergencies • OSHA’s emergency action plan, fire prevention plan, and other applicable regulations • Critical operations • Process to hold drills, document results, and use results for continuous improvement 	<p>Hazard Elimination/Control</p> <ul style="list-style-type: none"> • OSHA’s hierarchy of control • Process to select hazard controls • Use of hazard control programs to improve the SMS • Steps to evaluate employed hazard controls to determine feasibility and effectiveness
<p>Routine Self-Inspections</p> <ul style="list-style-type: none"> • Hazard recognition (what to look for during self-inspections) • Process to document inspection findings 	<p>Process Safety Management</p> <ul style="list-style-type: none"> • OSHA’s process safety management regulations (if applicable) • VPP requirements for process safety management 	<p>SMS Roles/Responsibilities</p> <ul style="list-style-type: none"> • Assigned SMS responsibilities • Role in the SMS • SMS expectations

For additional information on the SMCX’s services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.

