

# Safety and Health Training

Safety and health (S&H) training is an essential element of the Occupational Safety and Health Administration's (OSHA's) Voluntary Protection Programs (VPP). All employees, including contractors, are required to have S&H training. They must understand the hazards in the workplace, know how to prevent mishaps, and be aware of their S&H responsibilities.

Effective site-specific S&H training programs ensure the worksite:

- Identifies and meets the training needs of employees at all levels, including OSHA and Department of Defense-required trainings
- Develops a S&H training schedule
- Determines training frequencies
- Uses qualified persons to develop and deliver S&H training content
- Provides refresher S&H training at intervals appropriate to assigned roles and tasking
- Measures the effectiveness of training in terms of comprehension, retention, and application of the training provided
- Documents the completion of all S&H training
- Reviews and updates training content when previous training is deemed ineffective or changes in the workplace occur
- Assigns responsibility for S&H programs and processes
- Provides S&H training and information to new employees
- Delivers key S&H information to on-site visitors

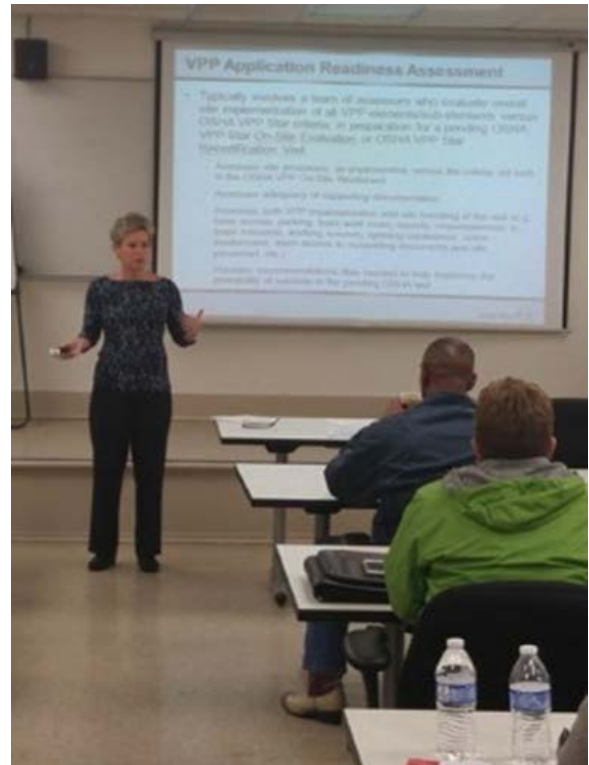


Image courtesy Concurrent Technologies Corporation

All levels of the workforce must understand:

- S&H leadership responsibilities for managers and supervisors
- S&H rights and responsibilities of employees
- Basic S&H policies and rules
- Fundamental concepts of VPP
- Existing hazards at the worksite
- Potential hazardous conditions
- Safe work practices and procedures
- Hazard reporting procedures
- Requirements, limitations, maintenance, use, and storage of personal protective equipment
- Signs and symptoms of workplace-related illness
- Emergency procedures and assigned roles and responsibilities

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