

DHHS POLICIES AND PROCEDURES

Section V:	Human Resources
Title:	Safety and Benefits
Chapter:	Safety Training Program Requirements
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Purpose

To develop a consistent safety and health training program that ensures all department employees receive the safety and health training and education required by regulations and necessary for the safe performance of their job duties; and to ensure the inclusion of safe and healthful practices into the evaluation of the performance of job duties.

Policy

Division/Facility/School Directors shall ensure all department employees receive Safety Training as required by OSHA General Industry and Construction Standards, NC Fire Code, and JCAHO requirements.

Definitions (Also See DHHS Policy: Establishment of the Safety and Health Program, Definitions Section)

1. **Common Sense Safety Practice** - A practice, action or omission of action which a reasonable individual could be expected to take to prevent exposure to a hazard.
2. **Education** - Providing information to an employee by any means, including training, written documents or word of mouth.
3. **Participation** - A substantial task or activity which advances, promotes or maintains the Safety and Health Program, including but not limited to:
 - A. A function, role or duty required by written Safety and Health policy or procedures.
 - B. An activity or duty as the designee of the Safety Program Manager or a division/facility/school Safety and Health Director.
 - C. A function, duty or activity assigned to the supervisor/manager by the written safety and health practices.
 - D. An activity requested by a Safety and Health Committee, Safety Program Manager, division/facility/school Safety and Health Director or a division/facility/school director.

4. **Posted** - Having been distributed to employees, presented in training, included in the Safety Manual, placed in a prominent and visible location or otherwise issued to the employee in written form.
5. **Training** - Providing safety and health information to employees through a formal process of specialized instruction and practice consisting of classroom instruction, demonstrations and/or hands-on practice as appropriate.
6. **Written Safety Practice** - A posted Safety and Health policy, procedure and/or work rule.

Roles and Responsibilities

1. DHHS Safety Manager:

The Safety Program Manager shall develop general operating procedures to guide division/facility/school in the development of their own procedures.

2. Division/Facility/School/ Director:

Each division/facility/school shall develop specific operating procedures to implement paragraph I of this policy.

3. Division/Facility/School/ Safety and Health Director:

Division/facility/school Safety and Health Directors shall maintain awareness and be prepared to provide consultative and/or direct training support for the training programs defined in this policy.

4. Supervisors/Managers:

Each supervisor/manager shall:

- Ensure the training elements required by this policy and associated procedures are provided to appropriate supervised staff.
- Provide the time and resources necessary for each employee to meet his/her training requirements.

5. Employee:

Each employee shall:

- Attend the training required for the employee by the deadlines established for completion.

Implementation

1. Safety and Health Training and Education:
 - A. The Safety Program Manager, with both the guidance and assistance of the Safety Committees and the division/facility/school Safety and Health Directors, shall prepare and oversee the provision of training packages required by safety and health policy, regulations, and identified need.
 - B. Within one (1) week of a supervised employee's entry on duty, the employee's supervisor/manager shall ensure that employee receives work area specific education on the following topics:
 1. The emergency evacuation plan for the building(s) to which the employee is assigned and conducts work activities to include:
 - a. Internal Evacuation Procedures (Severe Weather, Shelter in Place)
 - b. External Evacuation Procedures (Fire, Bomb, etc.)
 2. The proper means of using a fire extinguisher.
 3. The definition of an incipient stage fire and dangers involved in fighting an incipient stage fire.
 4. The hazardous substances which are used and/or stored in the employee's work area, where to access the Material Safety Data Sheets (MSDS) for those substances, how to read the MSDS sheet and the actions to take in the event of an overexposure.
 5. Personal Protective Equipment (PPE) the employee will be required to use as a part of job related duties.
 6. The proper methods to don, remove, use and clean any Personal Protective Equipment (PPE) the employee will use as a part of job related duties.
 7. The Job Safety Analysis/PPE Hazard Assessment for the employee's job classification.

- C. During New Employee Orientation, (NEO) (no longer than three (3) months from entry on duty) the Safety and Health Director or other instructor with program responsibility shall ensure that each employee receives general education on the Department's Safety and Health Program and include any Division/Facility/School additions or unique program characteristics which shall incorporate the following:
 - 1. Safety and Health Program, structure, mission and goals.
 - 2. Safety and Health Policies and the procedures relevant to the employee and his/her job activities to include:
 - a. Hazard Communication Program.
 - b. Ergonomics Policy.
 - c. Fire Prevention.
 - d. Asbestos.
 - 3. Accident reporting policy and related procedures.
 - 4. Bloodborne Pathogens Awareness (no anticipated exposure).
 - 5. The North Carolina State Government Employee Handbook.
- D. Each employee shall receive training on the topics identified in their Job Safety Analysis/PPE Hazard Assessment, required by a relevant safety committee and/or required by Safety and Health policy at the frequency and timeframes associated with those topics.
- E. Employees shall receive training whenever new work tasks, tools, equipment, machines or vehicles are introduced to the job or their duty description.
- F. Employees shall receive re-training whenever an employee demonstrates an unsafe work practice; the employee's supervisor/manager becomes aware the employee has demonstrated unsafe work practices, upon recommendation following an accident investigation or whenever the supervisor/manager deems appropriate and necessary to maintain safe work practices.

- G. All department employees shall receive annual training on the following topics:
1. Fire and Life Safety Training [29 CFR 1910.38(e)]
 2. How to use a Fire Extinguisher [29 CFR 1910.157(g)]
 3. Emergency Evacuation procedures for their building (through participation in scheduled Fire Drills) [29 CFR 1910.38(e)]
- H. Designated employees with anticipated job exposure relevant to the applicable standard shall receive initial training prior to performing job related duties and annual training thereafter on the following topics according to the cited references:
1. Asbestos Operations & Maintenance [29 CFR 1926.1101(k)(9)]
 2. Lead Operations & Maintenance [29 CFR 1926.62(f)]
 3. Respiratory Protection Program [29 CFR 1910.134(k)]
 4. Bloodborne Pathogens (reasonably anticipated exposure) [29 CFR 1910.1030(e)(5), (g)(2)]
 5. Hearing Conservation [29 CFR 1910.95(c)]
- I. Designated employees with anticipated exposure or operational requirements shall receive initial and periodic training (as required to maintain proficiency) on the following topics prior to performing job related duties according to the cited references:
1. Chainsaws [29 CFR 1910.266(i)]
 2. Confined Space Entry [29 CFR 1910.146(g)]
 3. Electrical Safety [29 CFR 1910.322]
 4. Excavations [29 CFR 1926.251]
 5. Fall Protection [29 CFR 1926.503(a), 13 NCAC 07F .0609]
 6. Forklift Operations [29 CFR 1910.178(i)]
 7. Hazard Communications [29 CFR 1910.1200(h)]

8. Ladders [29 CFR 1926.1060]
 9. Lock Out/Tag Out [29 CFR 1910.147(c)(7)]
 10. Machine Guarding [29 CFR 1910.211]
 11. Materials Handling [29 CFR 1910.178(i)]
 12. Medical Waste [29 CFR 1910.1030(e)(5)]
 13. Personal Protective Equipment [29 CFR 1910.132]
 14. Scaffolds [29 CFR 1926.454]
 15. Toxic Substances [29 CFR 1910.1200]
 16. Vehicle Mounted Elevating Work Platforms[1910.67(c)(2)(ii)]
 17. Workplace Injuries Reporting and Recordkeeping [29 CFR 1904.29]
- J. Each supervisor/manager shall ensure that employees under his/her authority are provided the time and the means necessary to meet their training requirements, without hardship to the employee.
- K. Employees shall attend scheduled training and/or any retraining as required by this policy or applicable standard prior to performing job related duties covered by the training and in conformance to the timelines established.
- L. Training covered under this policy shall be documented in writing and contain, at a minimum, the following elements:
1. Name of the employee's Division/Facility/School and work unit.
 2. Date of training.
 3. Employee's printed/typed name.
 4. Trainer's printed/typed name.
 5. Training topic.

6. Statement that the employee “acknowledges participation in the training and has acquired the knowledge, skills and ability to safely perform the task trained, and has been given the opportunity to ask questions and have those questions satisfactorily answered.”
 7. Employee’s signature.
 8. Trainer’s signature.
 9. Any deadline for follow-up training and make-up procedures.
- M. In addition to the documentation requirements above; the following items shall also be documented regarding the training specified:
1. Respirator Fit Testing
 - a. Specific make, model, and size of any equipment on which the employee was trained.
 - b. Pass/Fail results of any testing procedures (as required by standard).
 2. Hazard Communication Training
 - a. List of chemicals on which the employee was trained.
 3. A list of PPE the employee was trained on and is required to use during job performance.
- N. A copy of the training lesson plan and/or educational materials used shall be maintained and made readily available to any authorized inspector or agent as required by the applicable standard.
- O. A copy of any training materials and applicable standards shall be furnished to any employee covered by that standard, upon written notification and at no cost to the employee. The information shall be made available in a manner consistent with the DHHS-HR “Recordkeeping” policy.
- P. Training records covered under this policy shall be maintained for one (1) year from the date of training or until the next time the employee attends required refresher training, whichever is longer.

References

1. North Carolina General Statutes 143-582, subparagraphs (4), (6), and (7)
2. North Carolina Administrative Code: 25 NCAC 1N.0105(a), 13 NCAC 07F.0101, 13 NCAC 07F.0201
3. North Carolina State Employees Workplace Requirements Program for Safety and Health, Section 2:
 - A. Policy 2.2: Requirements 3.a., 4.a, 4.c., 7.a., and 7.b.
 - B. Policy 2.7
 - C. Policy 2.10
4. North Carolina State Personnel Manual, Section 10
5. United States Code of Federal Regulations, 29 CFR 1904, 1910, 1926

For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).