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SECTION A - ARS SAFETY MANAGEMENT FUNCTION

CHAPTER III - SAFETY, HEALTH, AND ENVIRONMENTAL

EDUCATION AND TRAINING COMPONENT

CHAPTER III

SAFETY, HEALTH, AND ENVIRONMENTAL EDUCATION AND TRAINING COMPONENT

CONTENTS STARTING PAGE

A. Purpose and Scope of This ChapterAIII-1

B. Program ObjectivesAIII-1

C. AuthoritiesAIII-1

D. PolicyAIII-1

E. ResponsibilitiesAIII-4

CHAPTER III - SECTION A

SAFETY, HEALTH, AND ENVIRONMENTAL EDUCATION AND TRAINING COMPONENT

A PURPOSE AND SCOPE OF THIS CHAPTER

The purpose of this chapter is to establish the scope of coverage, policies, and responsibilities related to the ARS Safety, Health, and Environmental Education and Training Program.

B PROGRAM OBJECTIVES

The objectives of the ARS program are to:

- 1 Improve operational efficiency through the elimination of potentially hazardous conditions associated with ARS research operations.

- 2 Provide employees with safe and healthful places in which to work.

- 3 Reduce and eliminate the drain on resources created by personal injuries, illnesses, property damage, and environmental releases.

- 4 Improve employee recognitions of unsafe acts and conditions and to develop employee awareness of the need for proper work practices.

C AUTHORITIES

- o Occupational Safety and Health Act of 1970.

- o Executive Order 12196.

- o Code of Federal Regulations, Title 29, Part 1960.

- o Resource Conservation Recovery Act.

- o Comprehensive Environmental Response, Compensation, and Liability Act.

D POLICY

ARS policy with regard to education/training is to:

1 Comply with all education/training related provisions of all Federal, State, and local rules, regulations, codes, etc., which impact ARS research operations.

D POLICY (Continued)

2 Identify ARS employee education/training needs. The review of education/training needs shall be made in conjunction with annual training needs assessment as prescribed in ARS DIRECTIVE 440.1.

3 Provide new employees with basic information related to the program as a part of the ARS Employee Orientation Program. Local information, policies, procedures, and practices related to the orientation will be provided by the supervisor or designated safety person at the Location.

4 Require ARS supervisors, managers, and researchers to attend safety, health, and environmental education and training programs which:

a Identify the supervisory responsibilities related to the safety, health, and environmental programs

within the Federal Government, USDA, and ARS.

b Familiarize the supervisor/manager/researcher with current laws, regulations, and operating procedures.

c Assist in the recognition, control, and reporting of safety, health, and environmental hazards.

d Provide specialized training in professional areas, which impact upon the research mission or specific functions, to Area Safety and Health Managers, Safety Specialists, Engineers, Industrial Hygienists, and Special-Program Personnel (e.g. Biological and Radiological).

e Provide specialized training to the Collateral Duty Safety Officers and the Safety and Health Committee Members in the following areas, as appropriate:

(1) Occupational Health and Environmental Controls.

(2) Hazardous Materials Handling, Storage, and Disposal.

(3) Personal Protective Equipment.

(4) General Environmental Controls, including ventilation systems.

D POLICY (Continued)

(5) Medical and First Aid/CPR.

(6) Fire Protection.

(7) Compressed-Gas and Compressed-Air Equipment.

(8) Routine Material Handling and Storage.

(9) Toxic Substances.

(10) Explosive and Other Dangerous Atmospheres.

(11) Environmental Management.

(12) Hazard Recognition.

(13) Standards, interpretation, and
application.

(14) Accident, injury, and illness investigation, analysis, and reporting criteria.

(15) ARS Safety, Health, and Environmental Management Program.

(16) Fume Hood Management.

5 Provide all employees with a formalized education/

training program that includes an understanding of ARS' Safety, Health, and Environmental Management Program, and the means by which each person may assist in the delivery of the program.

6 Provide Safety and Health Committee Members with the following minimum education/training requirements:

a An overview of the ARS Safety, Health, and Environmental Management Program.

b An overview of appropriate standards, rules, and regulations impacting the Location.

c An overview of basic environmental monitoring, safety engineering, and hazard recognition.

d Accident, injury and illness investigation, analysis, and reporting criteria.

D POLICY (Continued)

NOTE: Each Location shall provide for a sufficient number of Red Cross or equivalent certified first aid trained employees to ensure that an employee certified in first aid is on duty to cover all work shifts and to provide emergency assistance where access to doctors, health units, or hospitals may be blocked or impeded by such conditions as railroad crossings, inoperable ferries, open bridges, or other local conditions. If a staffed health unit is located within 4 minutes of the Location during each shift, and has unimpeded access, training is not mandatory although encouraged.

7 Maintain, in accordance with ARS Directives, records for all employees participating in ARS-supervised safety, health, and environmental education/training exercises.

E RESPONSIBILITIES

1 Supervisors/Managers will:

a Provide and emphasize safety, health, and environmental instructions to employees at the beginning of all new operations, such as introduction of new chemicals, machinery, operational methods, and handling/storage of wastes.

b Provide new employees at each Location with information and orientation relating to safe and healthful conduct in the facilities and with equipment/materials.

c Provide employees, under their direction, with adequate safety, health, and environmental training as appropriate.

d Evaluate the effectiveness of safety, health, and environmental training programs.

2 Area Administrative Officers will:

a Provide advice and assistance on safety, health, and environmental education/training as an integrated activity of personnel management.

b Consult with the Safety and Health Policy Staff and the Area Safety and Health Manager on the identification, priority setting, and development of education/training plans.

E RESPONSIBILITIES (Continued)

3 Location Leaders/Location Administrative Officers will ensure that requirements outlined in this chapter are met.

4 Area Safety and Health Managers/Collateral Duty Safety Officers, Cluster Environmental Protection Specialist, Safety and Health Committee Members will:

a Identify safety, health, and environmental education/training needs.

b Provide opportunities for safety, health, and environmental education/training.

c Provide advisory services to Area Directors (AD's)/Area Administrative Officers (AAO's) and Location Administrative Officers.

d Arrange for and schedule appropriate safety, health, and environmental education/training.

e Distribute information related to safety, health, and environmental education/training.

f Adapt and implement ARS guidelines, policies, and programs related to safety, health, and

environmental education/training.

5 Safety, Health, and Environmental Management Branch, Facilities Division will:

a Establish policies and procedures related to providing safety, health, and environmental education/training.

b Assist Area/Locations in the identification of appropriate safety, health, and environmental education/training programs.

c Provide guidance and assistance to operating officials on safety, health, and environmental education/training.

d Coordinate joint Area and Headquarters activities related to safety, health, and environmental education/training within ARS.

e Coordinate with ARS Personnel Division, education/training activities in the area of ARS-wide programs such as orientation and supervisory training.

E RESPONSIBILITIES (Continued)

6 Administrators and Area Directors will:

a Provide effective leadership in support of safety, health, and environmental education/training program goals and policies.

b Ensure the availability of adequate resources.

7 ARS Employees will:

a Assess individual needs for acquiring safety, health, and environmental education/training, and incorporate this need in their individual development plans in accordance with DIRECTIVE 440.1.

b Keep abreast of significant developments related to safety, health, and environmental education and training activities.

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c Actively participate in appropriate ARS safety, health, and environmental education/training.