

**Ohio Environmental Protection Agency**  
**Safety Office**  
**Safety Procedure Number: SP 08-6**  
**Date: February 28, 2013**  
**STATUS: FINAL**

**Title: Field Safety Orientation**

**Purpose:** The purpose of this Safety Procedure is to outline the requirements for attending the Agency's Field Safety and Health Orientation.

**Definitions:**

1. **Field Safety Orientation:** A program presented by the Agency Safety Coordinator which serves as a basic introduction and overview of the Ohio EPA field safety programs. This Orientation is scheduled bi-monthly and is held at the Groveport Field Office.
2. **Safety Management System (SMS) Assessment Worksheet:** The Ohio EPA form that is used to assign each employee a "Worker Category" and to assess their field duties to determine safety program requirements.
3. **SMS Worker Categories:** A category assigned to each employee in order to determine safety program requirements. The complete list of worker categories can be found in the Safety Management System SSOP ( SP 11-1)

**Attendance Requirements:**

1. Employees in the following Safety Management System (SMS) Worker Categories are required to attend the Field Safety Orientation:
  - a. HAZMAT
  - b. Respirator User
  - c. Asbestos
  - d. Technical – Field
  - e. Technical – Field Supervisor
  - f. Technical – Non Field (if any field work is performed as indicated on employee's SMS Assessment Worksheet)
  - g. Technical – Non Field Supervisor (if supervising employees who perform any field work as indicated on their SMS Assessment Worksheets)
2. Employees are required the next scheduled Field Safety Orientation after their initial start date or transfer into a new position in one of the above listed worker categories. Employees should send an e-mail to [john.vlasko@epa.state.oh.us](mailto:john.vlasko@epa.state.oh.us) to sign-up.

3. Attendees must bring a copy of their SMS Assessment Worksheet to the Orientation.