

Ohio Environmental Protection Agency

Safety Office

Safety Standard Safety Operating Procedure Number: SP 14-2

DATE: February 20, 2014

STATUS: FINAL

Title: Field Safety Training

Purpose:

The purpose of this Safety Standard Operating Procedure (SSOP) is to outline the minimum requirements for field safety training for employees who conduct field activities. The training outlined in this SSOP are considered to be the minimum requirements and must be supplemented with on-the-job safety training applicable to the employee's position and assigned field activities.

Safety Management System (SMS) Requirements:

1. An SMS Assessment Worksheet is required to be completed by the employee and their supervisor within 30 days of their initial hire date or transfer into a new position. The worksheets are to be submitted to the Agency Safety Manager either electronically or by sending in a hard copy.
2. The SMS Assessment Worksheet is the mechanism used to enter employees into the SMS and to assign the appropriate SMS Worker Category.

Field Safety Training Requirements:

1. **Field Safety Orientation** – All employees assigned one of the following SMS Worker Categories are required to attend the Field Safety Orientation which is offered bi-monthly by the Agency Safety Program Manager:
 - Technical Field
 - Respirator User
 - HAZMAT
 - Technical Field – Supervisor
 - Asbestos

Staff assigned either the "Technical Non-Field" or "Technical Supervisor Non-Field" worker category should also attend the orientation if they will be performing any field activities

Standard Safety Operating Procedure Number SP 08-6, Field Safety Orientation, contains more information on this training requirement.

2. **Safe Driver Training** - All employees who will be driving any type of state vehicle as part of their assigned duties are required to attend the Safe Driver Training. This training is offered on a quarterly basis in Lazarus for all central Ohio employees. District employees will receive this training from their respective District Motor Pool Coordinator.

Standard Safety Operating Procedure Number SP 14-1, Safe Driver Training, contains more information on this training requirement.

3. **CPR/First Aid/AED Training** - This training is available to all Ohio EPA employees. All field employees are highly encouraged to complete this training and to maintain their certification.

This training is mandatory for the following employees:

- All HAZMAT employees
- All Electrofishers
- All watercraft operators

Standard Safety Operating Procedure Number SP 10-7, CPR/First Aid/AED Training, contains more information on this training requirement.

4. **Respirator Training and Fit Testing** – Employees who have been identified on their SMS Assessment Worksheet as requiring respirator qualification must receive initial respirator training and fit testing. Annual refresher training and fit testing is then required. The training and fit testing is conducted by the Agency Safety Program Manager at the Groveport Field Office and at each District Office throughout the year. All testing is done by appointment only.
5. **HAZMAT/SCBA Training** - Employees who have been identified on their SMS Assessment Worksheet as requiring HAZMAT/SCBA qualification must receive initial and annual training. Initial and annual fit testing on the SCBA mask is also required.

The initial and annual HAZMAT/SCBA Qualification training is coordinated by the Division of Environmental Response and Revitalization (DERR).

Standard Safety Operating Procedure Number SP 11-2, HAZMAT/SCBA Qualification, contains more information on this training requirement.

6. **HAZWOPER Training** – Employees who have been identified on their SMS Assessment Worksheet as needing HAZWOPER training are required to attend an approved 40 Hour class, followed by three days of supervised field training before they are permitted to work on sites

that fall under the scope of OSHA's Hazardous Waste Operations and Emergency Response (HAZWOPER) standard (29 CFR 1910.120)

Employees are then required to obtain a minimum of eight (8) hours of refresher training each year.

Ohio EPA Standard Safety Operating Procedure Number SP 10-18, HAZWOPER Training, contains more information on these requirements.

7. **Hazard Communication (HAZCOM) Training** – All employees who will be using any chemicals as part of their field duties are required to receive initial Hazard Communication Training.

Ohio EPA Standard Safety Operating Procedure Number SP 10-15, Chemical Hazard Communication, contains more information on this training requirement.

8. **Boating Safety Training** – All employees who will be operating any type of watercraft require both initial and annual Boating Safety Training.

Standard Safety Operating Procedure number SP 10-12, Boating Safety, contains more information on this training requirement.

9. **Electrofishing Training** - All employees who will be performing any electrofishing activities are required to receive initial and annual Electrofishing Training.

Standard Safety Operating Procedure number SP 10-14, Fish Electroshocking, contains more information on this training requirement.

10. **Asbestos Training** – All employees who have been identified on their SMS Assessment Worksheet as an asbestos worker are required to receive annual asbestos training.

On-the-Job Safety Training:

1. In addition to the training requirements outlined above, supervisors must ensure that on-the-job safety training is provided to their staff. The training should be specific to the actual job activities being performed by the employee.
2. Supervisors should maintain documentation of all safety training provided. This documentation should be maintained by the respective supervisor and does not need to be submitted to the Agency Safety Manager.
3. Safety refresher training should be provided to employees whenever safety performance deficiencies are noted or if an accident should occur.