

Department of the Interior Departmental Manual

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Series: Safety Management

Part 485: Safety and Occupational Health Program

Chapter 13: Safety and Health Training

Originating Office: Office of Managing Risk and Public Safety

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13.1 Purpose. To specify the minimum Safety and Occupational Health Program (Program) requirements for safety and health training for Departmental managers, supervisors, safety and health committee members, safety and occupational health personnel, inspectors, employees, and employee representatives.

13.2 Reference. 29 CFR 1960, Subpart H, Training.

13.3 Requirements. Each bureau will develop and implement an annual safety and health training plan that encompasses the following:

A. Employees (including managers and supervisors) will receive orientation training in the Program, including their rights and responsibilities under the Program, and applicable information on the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 CFR 1960, this document and other applicable regulations.

B. The minimum knowledge and skills required will be identified for each hazardous work activity such as the operation of a chain saw or a tractor. Employees who perform these activities will be screened prior to their initial assignment, then rescreened periodically to determine if further instruction, practice, or formal training is needed.

C. Employees will be given specialized training, when needed, to equip them with the knowledge and skills to safely perform assigned tasks and to respond effectively to recognized emergencies such as fires, injuries, or other types of accidents. Certification procedures for high-hazard tasks such as the use or transporting of explosives, will be documented and carried out by certified examiners.

D. Formal classroom training and certification that is given for high-hazard activities will be recorded by the bureau and maintained at least five years.

E. Collateral duty safety and occupational health officers and supervisors will be given appropriate hazard recognition training within six months of being selected for the task. Safety and health committee members should be given similar training.

F. Employee development plans will be developed and monitored by management. The bureau safety and health manager will advise management on specific training to be included for safety and health occupational personnel within the bureau to help them meet present and future Program needs.

G. Formal training and certification programs will be evaluated periodically.

H. The Department's Annual Safety and Occupational Health Seminar will provide training for full-time and collateral duty safety and occupational health officers, managers, supervisors, employees and employee representatives.

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