

# SAFETY TRAINING AND REFERENCE GUIDE

## FWS REGION 6 - 2003

| <b>Program/Operation</b>   | <b>Employees</b>  | <b>Initial Training</b>  | <b>Refresher Training</b>  | <b>Documentation</b>   | <b>Reference</b>                 |
|--|---|--|--|--|----------------------------------|
| <b>Project Leaders, Supervisors</b>  | All Project Leaders, Supervisors  | Project Leaders and Supervisors Safety Training - see 240 FW 1 Policy & General Provisions, 1.5 H (Project Leaders) and 1.5 I (Supervisors). Accident reporting procedures (including SMIS).   | As needed for specialized training listed in sections below.   | 240 FW 3, App. 1. Signed by Supervisor and kept at Field Station.                  | 240 FW 1<br>29 CFR 1960.55       |
| <b>Employees</b>   | New employees (full-time, part-time, seasonal, and/or volunteers)   | Employees - Review rights & responsibilities under OSHA, employee's right to a safe and healthful workplace, accident reporting + SMIS, emergency procedures, fire prevention and awareness, and specialized training for all aspects of their duties (including environmental hazards, hazardous job tasks,, etc. – see training detailed below). | As needed for specialized training listed in sections below.   | Keep records of all training given to each employee on file at Field Station.      | 240 FW 1<br>29 CFR 1960.59       |
| <b>Collateral Duty Safety Officer (CDSO)</b>   | One individual selected from each Field Station   | At a minimum, CDSO self-study CD-ROM version with guidebook. Other safety-related courses as available, such as the OSHA 600 course.   | Update training as needed.   | Documentation of training records to be filed at Field Station.                    | 240 FW 1.5H(5)<br>29 CFR 1960.58 |
| <b>First -Aid/CPR (AED)</b>  | At least one employee at each field station (in each work unit if hazardous job tasks are involved)         | 8-16 hour course, conducted by American Red Cross.   | 4-hour refresher for CPR/(AED) every year.<br><br>4 hour First-Aid every 2 years.  | Certifications required.   | 29 CFR 1910.151                  |
| <b>Hantavirus Pulmonary Syndrome</b>   | All employees working in areas having populations of rodents which are potentially infected with Hantavirus | Awareness level (Safety Talk). This training might include Respirator Protection Training And Fit Testing ( <i>see Respirator Protection Training below</i> ).   | At least annual training of employees working in locations or buildings with heavy rodent infestations- e.g., old storage areas, grain feed storage areas, warehouses, doing any sweeping, vacuuming). | Document safety talks (also see Respirator Protection Training below if required). | 29 USC 754.5(a)                  |
| <b>Insect Bites – Ticks:</b> Lyme Disease, Rocky Mountain Spotted Fever, Tularemia;<br><b>Mosquitoes:</b> West Nile Virus;<br><b>Spiders:</b> Brown Recluse, Black Widow | All employees   | Awareness level (Safety Talk), including prevention and treatment of insect bites.   | At least annually (before tick season).  | Document safety talks.   | 242 FW 5                         |

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| <b>Personal Protective Equipment (PPE)</b>                                     | All employees who are required to wear any type of PPE (e.g., steel-toe boots, safety glasses, chainsaw chaps, etc.). | Awareness level (Safety Talk) and review of all PPE requirements, (per JHA, for each task they are assigned). Eye protection, safety shoes, gloves, goggles, face shields, hearing protection , hard hats, helmets, hand protection , etc. | Annual safety talk and discussion on PPE requirements for tasks assigned.                   | Documentation of training record to be filed at Field Station.   | 241 FW 3                     |
| <b>Emergency Action Plan</b>   | All employees: Each field station must develop a Station Safety Emergency Plan  | Awareness Level (Safety Talk) to review actions required for all types of emergencies and evacuation procedures.   | Annually, or if elements of the plan change.  | Documentation of drill and safety discussion at least annually.  | 240 FW 2.4                   |
| <b>Fire Prevention</b>   | All employees   | Awareness Level (Safety Talk); Fire Drill exercise to be done annually.  | Annually or if plan changes.  | Document safety talks.   | 29 CFR 1910.157              |
| <b>Fire Extinguisher Operation</b>   | All employees who volunteer to operate a fire extinguisher.   | Hands on training from a qualified individual such as our Fire Management group or local fire departments.   | Annual hands-on practice with experienced operator.   | Documentation of training records to be filed at Field Station.  | 29 CFR 1910.157              |
| <b>Hearing Conservation</b>  | All employees<br><br>-----<br><b>Employees exposed to &gt;85 dBA TWA</b>  | Awareness level (Safety Talk) on controls and PPE.<br><br>-----<br>Awareness level (Safety Talk) on controls and PPE, plus baseline audiogram.   | Annually or when noise levels change.<br><br>-----<br>Annually or when noise levels change. | Document safety talks. Safety training records filed at Field Station.<br><br>-----<br>Annual audiogram. | 242 FW 3                     |
| <b>Confined Space Entry</b><br>(if confined spaces are identified on premises) | All employees   | Awareness Level (Safety Talk).   | Annually or if conditions of the space change.  | Document safety talks.   | 242 FW 11                    |
| <b>Permit Required Confined Space Entry</b> (if identified on premises)        | All employees involved in permit-required confined space operations.  | Extensive Classroom and hands on training - Duties of Entry Supervisor, Entry Attendant and Entrant, hazards, permit system, air monitoring, 1 <sup>st</sup> Aid/CPR, rescue.<br><br>See 242 FW 11.  | Annually or if conditions of the permit space change.                                       | Certification of training and documentation of permit system.  | 242 FW 11<br>29 CFR 1910.146 |
| <b>Asbestos/Lead</b> (if ACM or LBP are identified in facility)                | All employees<br><br>-----<br><b>Maintenance Employees</b>  | Awareness Level (Safety Talk) -<br><br>-----<br>Specific instructions for maintenance personnel on where ACM & LBP is located, and procedures when working near ACM or LBP.  | Annually.<br><br>-----<br>Annually or if condition of ACM or LBP changes.                   | Document safety talks.<br><br><i>Disturbance or removal is not allowed by R6 FWS personnel.</i>          | HUD Standard (8-hr course)   |
| <b>Bloodborne Pathogens (BBP)</b>  | All employees<br><br>-----<br><b>Occupationally exposed employees</b>   | Awareness level (Safety Talk).<br><br>-----<br>Formal BBP training by qualified instructor. May be part of 1 <sup>st</sup> Aid/CPR course.   | Annual safety talk.<br><br>-----<br>Annual safety talk, Awareness training.                 | Documentation of training and Safety Talks to be filed at Field Station.                                 | 29 CFR 1910-1030             |

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| <b>Energy Lockout/Tagout (compliance with 29 CFR 1910.147, The Control of Hazardous Energy Sources)</b>   | All employees working on or near equipment that is powered by electricity, pneumatic, steam, internal combustion, or hydraulic energy sources.<br><br>-----<br><b>Authorized employees</b> who maintain equipment | Awareness Level (Safety Talk).<br><br>-----<br>Lockout/ Tag out procedures on all equipment they maintain (see 241 FW 8, <i>Energy Lockout/Tag out</i> ). Service policy is to ensure that machines, equipment, and systems are isolated from all potentially hazardous energy sources prior to Service employees performing any service or maintenance activities on equipment and that tag out procedures be used only where energy control device cannot accept a locking device. Regional Safety Specialist will assist on training upon request.                     | Employee training applies to all employees working on and near equipment that is powered by electricity, pneumatic, steam, internal combustion, or hydraulic energy source.<br><br>If new machinery is introduced.<br><br>As equipment or processes change.   | Document safety talks.<br><br>-----<br><br>Must be certified annually on the procedures. Job Hazard Analysis (JHA) is highly recommended. | 241 FW 8<br>29 CFR 1910.147 |
| <b>Driving light trucks or passenger vehicles</b><br><br>*An employee is an <b>incidental driver</b> if he/she only drives a government vehicle in the performance of official duties, once in a while, i.e. once or twice a week.<br><br>**Training documentation or certificate must be provided if there is a motor vehicle accident | All career employees who <b>drive daily</b> as part of their duties.<br><br>-----<br><br>All career employees who are <b>incidental* drivers</b> .<br><br>-----<br><br>Seasonal employees and volunteers          | Within 3 months - 4 Hour NSC Defensive Driving Course. If local Safety Council does not offer DDC timely, self-study video-based DDC course, or CD-based AAA course.<br><br>-----<br><br>Within 1 year - 4 Hour National Safety Council Defensive Driving Course, self-study video-based DDC course, or CD-based AAA course.<br><br>-----<br><br>Within 1 month – Self-study video-based DDC course, or CD-based AAA course for <b>daily</b> drivers. Immediate video training and safety talks for all drivers. Hands on review for those operating unfamiliar vehicles. | Video review every year. DDC or AAA self study course every 3 years or as needed. Quarterly safety talks<br><br>-----<br>Video review every year. Remedial training as needed (e.g., if employee involved in an accident). Quarterly safety talks.<br><br>-----<br>NA - unless returning every year. See above. | Valid state license for the state they reside, Document Training **<br><br>-----<br>Same as above.<br><br>-----<br>Same as above.         | 241 FW 2                    |
| <b>Snowmobiles</b>  | All operators   | Review of owner's manual and hands-on operation training with experienced operator.   | If new equipment is purchased or employee is involved in a snowmobile accident.   | Documentation of training filed at Field Station.   | 241 FW 2                    |
| <b>All Terrain Vehicles (ATV)</b>   | All operators   | Accredited course by manufacturer, ATV Safety Institute, or FWS competent person using the Service's ATV Training Guide.  | If new equipment is purchased or employee is involved in an ATV accident.   | Documentation of training filed at Field Station.   | 241 FW 2<br>321 FW 1.8      |
| <b>Heavy Equipment Operators</b><br><br><b>Securement of Loads</b>  | All operators<br><br>-----<br>Transporters  | On each type of equipment by qualified instructor. See 241 FW 2.1<br><br>-----<br>Training and certification, complete review requirements of R6 employees. Securing Load Training - Contact R-6 Safety Office for future courses available.  | When new types of equipment are used.<br><br>-----<br>When new types of equipment are secured.  | Documentation of training filed at Field Station.   | 241 FW 2<br>321 FW 1        |
| <b>Powered Industrial Truck (Forklifts),</b> Including tractors   | All operators   | General overview plus hands on training, including actual operation on simulated course   | Every three years for all operators; anytime the operator has an accident or operates the   | Documentation of training filed at Field Station.   | 241 FW 2<br>29 CFR 1910.178 |

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| with fork attachments   |   | and certification by competent person.   | vehicle in an unsafe manner.  |   |                  |
| <b>Lawn tractors/mowers</b>   | All operators of light duty type equip. See 321 FW 1.5                          | Review of owners' manual and video (if supplied by manufacturer). Hands on operation training with experienced operator.   | If new equipment is purchased.  | Documentation of training filed at Field Station.               | 241 FW 2         |
| <b>Watercraft</b>   | All watercraft operators<br><br><b>Airboat operators</b>                        | 24 hour Motorboat Operator Certification Course (MOCC) by certified instructor.<br><br>MOCC plus additional 8-hour specialized airboat-training module.  | Every 5 years.<br><br>Every 5 years.  | Certification required.<br><br>Certification required.          | 241 FW 1         |
| <b>Chainsaws</b>  | All operators   | Complete review of owners manual, Job Hazard Analysis, Personal Protective Equipment requirements, and hands-on training with qualified Service chainsaw instructor and/or manufacturer representative. Fire Management course S-212 or other equivalent will also cover this requirement. | If new models are purchased with significant differences in their operation.                                | Documentation of training records to be filed at Field Station. | 29 CFR 1910.266  |
| <b>Formaldehyde Handling</b>  | All employees who work with or around formaldehyde or related chemicals         | Overview of hazards and precautions as outlined in the Service Chapter. Conducted by Lab Safety Officer, CDSO or other qualified individual  | Safety talk every year as reminder.   | Documentation of training and safety talks filed locally.       | 242 FW 9         |
| <b>Hazard Communication (Hazcom)</b>  | All employees<br><br>-----<br><br>Chemical handlers                             | Awareness level (Safety Talk).<br><br>-----<br><br>Review of MSDS and hazards associated with every chemical they come in contact with. What PPE are needed, how to store, what to do in a spill, fire, disposal, first aid, emergency, etc.   | Annually or when new chemicals are introduced.<br><br>-----<br><br>Annually or when new chemicals are used. | Document safety talks.<br><br>-----<br><br>Documented training. | 242 FW 2         |
| <b>HazWoper - waste site</b>  | Ecological Services (some individuals)  | 40 hours by certified instructor.  | 8 hour refresher annually.  | Certification required.   | 29 CFR 1910.120  |
| <b>RCRA</b>   | Minimum of one individual from each Field Office                                | 16 hours by certified instructor.  | Every 5 years.  | Certificate issued.   | 40 CFR 261       |
| <b>Pesticides (does not include those in consumer quantities and/or concentrations)</b> | All applicators   | Required training and certification varies from state to state. No one is allowed to apply pesticides unless they are certified by the state, or a certified individual is overseeing the operation.   | As required by state.   | Certificate is provided by state.                               | 242 FW 7         |
| <b>Respirator Protection</b>  | All employees who are exposed to hazardous materials or chemicals above the PEL | Training on how to use a respirator, fit tests, and an initial medical evaluation.   | Fit tests annually. Medical evaluation yearly if prescribed by physician.                                   | Documented fit tests, training and medical evaluations.         | 241 FW 3         |

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| <b>Aviation</b>                      | All employees who fly in other-than-scheduled airlines<br><br>-----<br>All Supervisors of staff who fly in other-than-scheduled airlines        | Basic Aviation Safety (B1-helicopter, B2-fixed wing, B3-combination).<br><br>-----<br>Basic Supervisor Aviation Safety (M3).   | Every 3 years.<br><br>-----<br>Every 3 years.  | Certificate of training.<br><br>-----<br>Certificate of training.  | 485 DM 15<br>352 DM 2.5B(1)  |
| <b>Explosives</b>                    | Employees engaged in such activities as wildlife netting, and beaver-dam demolition;<br>Supervisors of employees engaged in handling explosives | Ensure that a Job Hazard Analysis (JHA) is developed for all explosives operations; specific instructions concerning the storage and use of such explosives and proper safeguards to be taken in an emergency situation. Comply with all State and local regulations relative to explosives. | Annually review 241 FW4, the JHA, and Station Safety Plan on specific instructions concerning the storage and use of explosives and proper safeguards to be taken in an emergency situation. | Record of explosives training kept at the field station.   | 241 FW4, 5<br>29 CFR 1926<br>29 CFR 1910.109<br>49 USC 1801        |
| <b>Firearms</b>                      | Law-enforcement employees<br><br>-----<br>Non-law-enforcement employees   | Formal, Bureau-certified firearms training required for LE personnel.<br><br>-----<br>Formal, Bureau-certified firearms training required for LE personnel.<br>(All Federal, State, County, and local laws and ordinances must be complied with).  | Refresher training required annually.<br><br>-----<br>Refresher training required annually.  | Record of firearms training kept at field station.   | BATF DOI 446,<br>Chapter 10<br>485 DM                              |
| <b>Electrofishing</b>                | All employees engaged in electrofishing activities  | Team Leader: Successful completion of the National Fisheries Academy course, "Principles and Techniques of Electrofishing," MOCC, and First-Aid/CPR course.<br><br>Team Members: Successful completion of the DOI MOCC course and First-Aid/CPR course.                                      | Every 5 years for MOCC, every two years for First-Aid, and annually for CPR.   | Record of all training kept on file at the field station.  | 241 FW 6<br>46 USC 1451-89<br>NFPA 70-1981<br>NEC                  |
| <b>Lab Safety (Chemical Hygiene)</b> | All employees involved in laboratory work activities  | Project Leader: Ensures a Lab Safety (Chemical Hygiene) Plan is written and updated annually, and appoints a Lab Safety Officer.<br><br>Employees: Read, understand, and follow the Lab Safety Plan; receive training by the Lab Safety Officer.   | Update training annually and whenever new procedures and/or chemicals are introduced into the laboratory work practices.   | Lab Safety Plan maintained at the field Station; record of all training maintained at the field station. | 242 FW 8<br>29CFR 1910.1200<br>29 CFR1910.1450<br>485 DM<br>370 DM |