

Recommended Training Outline



Overview

With the passing of the OSHA Workplace Safety Bill (effective date 2/1/2019), it applies standards set in the Occupational Safety and Health Act to all state and local government workers. The law expands the reach of the 2014 law that applied the OSHA rules to certain state employees. The following is a brief description of each of the training programs along with the correlating OSHA standard. OSHA standards can be found at www.osha.gov. Both the DLS and OSHA websites have sample training and written programs for your utilization. <https://www.mass.gov/service-details/safety-programs-for-public-sector>

This outline is a tool for your entity to use when establishing training requirements and schedules for your employees. The outline covers most basic training topics that a municipal entity should consider however, there may be other training that is necessary depending on your entity's operations, loss trends, and equipment used. This tool should only be used as a guide and not your sole guidance for training needs.

Notes

- Fire Depts. should reference the Safety & Health Orientation for Fire Services at <https://www.mass.gov/files/documents/2018/09/10/Safety%20and%20Health%20Orientation%20Book%20-%20Fire%20Services.pdf>
- Any employee who is involved in an incident should be retrained as a corrective action to prevent future similar type incidents

Additional Resources: MIIA Local Gov U and Training Tailgates found at www.emiia.org



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Departments	Haz Com	Personal Protective Equipment	Blood-borne Pathogens	Confined Space	Excavation & Trenching	Respiratory Protection	Office Ergonomics	Lockout Tagout	Electrical Safety	Hearing Conservation	Hand & Power Tool Safety	Back Injury Prevention	Slip/Trip/Fall Prevention	Defensive Driving/ Driver Fatigue	Emergency Action & Fire Plan	Aerial Lift	Powered Industrial Trucks
Administration	O,A		O,A				O, 2					O, 2	O, 2	O, 2	O, A		
Cemetery	O,A	O,A	O,A		O,A					O,A		O, 2	O, 2	O, 2	O, A		O, 3
*Fire (See Page 1 Notes)																	
DPW:	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----		
Highway	O,A	O,A	O,A	O, AN	O,A	O,A		O,A	O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A	O,A	O, 3
Water	O,A	O,A	O,A	O, AN	O,A	O,A		O,A	O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A		O, 3
Sewer	O,A	O,A	O,A	O, AN	O,A	O,A		O,A	O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A		O, 3
Parks/ Recreation	O,A	O,A	O,A						O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A	O,A	O, 3
Police	O,A	O,A	O,A			O,A	O, 2		O,AN			O, 2	O, 2	O, 2	O, A		
Schools:	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----		
Administration	O,A		O,A				O, 2					O, 2	O, 2	O, 2	O, A		
Custodial/ Maintenance	O,A	O,A	O,A	O,A		O,A		O,A	O,AN	O,A	O,AN	O, 2	O, 2	O, 2	O, A	O,A	
Teacher/Aide	O,A		O,A				O, 2					O, 2	O, 2	O, 2	O, A		

O = Orientation-Training should be completed as part of new employee orientation prior to starting work.

A = Annual-Training should be conducted on an annual basis due to regulatory requirement or good practice.

AN = Training should be conducted initially and on an as needed basis thereafter per the *MA Dept. of Labor's performance based needs.

2 = Training should be conducted initially and every two years thereafter per MIIA risk management best practices.

3 = Training and recertification through evaluation every three years per OSHA standard 1910.178

Training Areas

Hazard Communication – (replaces Right to Know) A Written Hazard Communication Program for chemical products is required. The Hazard Communication Standard (HCS) is now aligned with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). This update provides a common and coherent approach to classifying chemicals and communicating hazard information on labels and safety data sheets. 1910.1200(e) Containers labeled. 1910.1200(f)(6) Safety Data Sheet available for each product. 1910.1200(g)(8) Provide Personal Protective Equipment and ventilation per the SDS. Manufacturer recommended Eyewash provided. 1910.151(c) Records showing employees are trained at new hire on chemical products used, and that training is repeated if new chemicals added. 1910.1200(h). <https://www.mass.gov/doc/hazard-communication-sample-program>

Personal Protective Equipment (PPE) – Training for employees who are required to wear any kind of PPE (eye, foot, hand, body, head, hearing, etc.) Training should include when PPE use is required, why PPE is required and maintenance of PPE. Reference OSHA Standard 1910.132. <https://www.mass.gov/doc/personal-protective-equipment-hazard-assessment>, <https://www.mass.gov/doc/worksheet-for-selecting-ppe> and <https://www.mass.gov/doc/ppe-selection-chart-generic>

Bloodborne Pathogens – Training should be provided to anyone who provides first aid OR who may be exposed to any bodily fluids. This may include custodians and teachers who are required to clean up bodily fluids, or those who may handle trash and could be stuck by needles. Reference OSHA Standard 1910.1030. <https://www.mass.gov/doc/bloodborne-pathogens-exposure-control-plan>

Confined Space – Training for any employee who may work near or enter confined spaces. A confined space is defined as a space large enough to enter and perform work, has limited entry and exit, and is not designed for continuous occupancy. Various levels of training may be required depending on the type of space and for those responsible for rescue. Reference OSHA Standard 1910.146. [https://www.mass.gov/doc/model-confined-space-general-overview](https://www.mass.gov/doc/model-confined-space-entry-policy-and-procedure)

Excavation & Trenching – This training is required for anyone who is required to work in or around trenches. A higher level of training “Competent Person” is required for those employees who may be supervising a project. A competent person is a person who is capable of identifying existing and predictable hazards and who has authorization to take prompt corrective measures to eliminate them. Reference OSHA Standard 1926.650, 1926.651, 1926.652. <https://www.mass.gov/doc/trench-template-program-and-worksheet> and <https://www.mass.gov/doc/trench-daily-inspection-checklist-for-dpws>

Respiratory Protection – This training is required for any employee who may perform tasks that require the use of respirators, including half face respirators. Training should include proper use, maintenance, fit testing and respirator physical/questionnaire requirements. Reference OSHA Standard 1910.134. <https://www.mass.gov/doc/respiratory-program>

Office Ergonomics – Employees who spend the majority of their work day on a computer or at a desk should have this training in order to help prevent musculoskeletal disorders. Training should include ergonomic hazards and how to properly adjust your workstation for your specific body type. There is no current OSHA Standard on this topic but OSHA does provide guidance on their website at www.osha.gov.

Lockout/Tagout – This training is for employees who perform maintenance on equipment or work around those that perform maintenance on equipment and may be exposed to injury by the accidental start up of the equipment. Training should include methods of lockout, tagout system, and hands on training when needed. Reference OSHA Standard 1910.147. <https://www.mass.gov/doc/lockout-tagout-and-schools> <https://www.mass.gov/service-details/safety-programs-for-public-sector>

Electrical Safety – Employees who may perform maintenance on equipment where electrical shock exposures exist should have this training. Those employees responsible to respond to emergency situations (down power lines in roads, fallen trees on power lines) may require a higher level of training that targets high voltage awareness. Reference OSHA Standard 1910.332.

Hearing Conservation – This training is for employees who may be exposed to high noise levels (85 dBA or higher) during their work day in order to help prevent hearing loss. Equipment Manufacturers Recommendations and NIOSH <https://www.cdc.gov/niosh/topics/safety.html> provide guidance as to what is required. Training should include how and when protection should be used and the dangers of not wearing protection. Reference OSHA Standard 1910.95. <https://www.mass.gov/doc/hearing-conservation-program>

Hand/Power Tool Safety – This training is for any employee who is required to use hand & power tools during their work day. This training would include grinding equipment, welding equipment, wood working equipment, power saws, etc. Reference OSHA Standard 1910 Subpart P.

Back Injury Prevention – The purpose of this training is to help identify exposures and prevention methods surrounding back injuries. Training should include department specific exposures, team lifting, back anatomy, stretching exercises, and engineering controls to prevent back injuries. All employees should receive this training. No specific OSHA Standard.

Slip/Trip/Fall Prevention – This training is to serve as a reminder of ways to prevent a common MIIA claim, the slip, trip or fall. These claims can happen in a variety of settings and in all departments. Training should include proper foot wear, seasonal considerations, and housekeeping. See OSHA's Walking and Working Surfaces Standard for General Industry, Subpart D, 1910.121 through 1910.129.

Defensive Driving/Fatigue – Drivers training is often ignored but continues to be a high frequency claim issue at MIIA typically due to fatigue and complacency. All employees required to drive a municipal vehicle should receive drivers training periodically. Training for each department will differ due to the vehicle type and emergency response considerations. Public Safety vehicles should all receive hands on drivers training. No specific OSHA standard.

Emergency Action Plan – Emergency Action Plan must be kept in the workplace and available for employees to review. The Emergency Action Plan must be in writing unless there are 10 or fewer employees, in which case the plan may be orally communicated. Emergencies may include fires, chemical releases, natural disasters, work place violence, etc. Training - A sufficient number of employees must be designated and trained to assist in the safe and orderly emergency evacuation of employees. All employees must be trained initially and whenever changes in the plan or procedures are made. Reference OSHA Standard 1910.38. <https://www.mass.gov/doc/emergency-action-plan-0>

Fire Action Plan and Fire Extinguishers – The fire prevention plan must be in writing unless there are 10 or fewer employees, in which case, the plan may be orally communicated to employees. The fire prevention plan must be kept in the workplace and available to employees to review. Training - Employees must be told of fire hazards of materials and processes to which they are exposed. This must be done initially and whenever there are new hazards or changes in procedures. Employers must review with each employee those parts of the fire prevention plan necessary for self-protection. <https://www.mass.gov/doc/fire-prevention-plan-0>. Fire Extinguishers – OSHA (29CFR 1910.157) There are four possible situations which may arise in the workplace. The requirements for extinguisher depends on which of these categories applies. First determine which situation applies then look at applicable requirements. Training - Any employee who will use a fire extinguisher must be trained on the use of fire extinguisher and hazards involved with firefighting initially and annually thereafter. Reference OSHA Standard 1910.157. <https://www.mass.gov/doc/fire-extinguishers>

Aerial Lift Program – The OSHA standard on aerial lifts, 29 CFR 1910.67 does not require a written program. However, having a written program can make your safety efforts more efficient and training. Several OSHA regulations and ANSI standards apply to aerial lifts and include provisions for design, operator training, and safe operating practices, these include: - 29 CFR 1910.67 (Vehicle Mounted Elevating and Rotating Work Platforms) - 29 CFR 1926.453 (Aerial Lifts) - 29 CFR 1926.451 & .452 (Scaffolds) - 29 CFR 1926.20 (General Safety and Health Provisions) - 29 CFR 1926.21 (Safety Training and Education) - Section 5 of the OSHA Act, commonly referred to as the “General Duty Clause.” - American National Standards Institute (ANSI), A92.3, Manually Propelled Elevating Aerial Platforms - ANSI, A92.6, Self-Propelled Elevating Work Platforms - ANSI, A92.2, Vehicle Mounted Elevating and Rotating Aerial Devices - ANSI, A92.5, Boom-Supported Elevating Work Platforms. <https://www.mass.gov/doc/aerial-lift-template>

Powered Industrial Trucks (forklifts) – The OSHA standard on aerial lifts, 29 CFR 1910.178 does not require a written program. However, “the employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in paragraph (l).” This training includes a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator’s performance in the workplace. Topics which must be included in the training are specified in 1910.178(l)(3) “All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.” Training and re-certification must occur every three years or as needed. Other important topics covered in the standard include safe and permitted operations, fuel storage, inspections, and loading. <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.178>

Program Considerations

The following programs are not required to be formal written programs. However, these program considerations will allow you to systematically identify, prioritize, and control the exposures your entity faces. Utilizing these programs in your overall safety program has proven to increase employee safety, productivity, and morale and decrease injuries and illnesses. OSHA has several e-tools and safety and health topic resources for these programs: at www.osha.gov. MIIA and your risk manager also have training and best practices resources for many of the below at www.emiia.org.

1. Fleet Safety
2. Welding, Cutting and Brazing
3. Housekeeping
4. Ladder Safety
5. Accident Investigation
6. Ergonomics
7. Hoist/Lifts
8. Driver Safety/Motor Vehicle
9. Facility Self-Inspection Audit
10. Machine Guarding
11. Spraying/Painting
12. Work-Zone Safety
13. Crossing Guards
14. Job Hazard Analysis
15. Fall protection – Railings, barriers, etc.