

Chapter 4

Occupational Safety and Health (OSH) Training

1. Purpose. MCAS Cherry Point will establish and implement a written training plan for OSH per reference (d). This chapter establishes a safety training plan and working relationship with other departments to fulfill requirements.

2. Procedures. The DSS will coordinate a schedule of VPP, OSH, and HAZCOM/GHS classes with the TSD. Training will be documented on a class roster maintained by Training Support Department (TSD). Safety will notify TSD of training outside of the purview of TSD, and safety will send rosters of classes taught outside of the Training and Education (T&E) building to TSD.

3. Job Safety Training. All personnel shall receive safety training before their assigned work begins and at least annually. This training is provided and documented by work center supervisors. At a minimum, the training will consist of:

- a. Employee's OSHA rights; Per CG's Policy letter 8-14
- b. Hazards in the work environment;
- c. Hazards associated with assigned tasks;
- d. Applicable safety and health standards;
- e. PPE required for each task and review of JHA;
- f. An overview of the local safety and health program with emphasis on individual rights and responsibilities;
- g. Requirements for prompt reporting of unsafe conditions to management;
- h. Potential exposure to hazardous chemicals/materials the employee might encounter, location of MSDS or SDS (HAZCOM/GHS), and familiarization with labeling requirements.

4. Change-in-Work Training. Events creating a change in working environments, processes, or tasks that affect the safe and healthful performance of work require change-in-work training. Some events that may require change-in-work training are: New process, new/change in equipment, relocation of work stations, updated SOP, alteration of control devices, modifications to buildings, or changes in TMs. Supervisors will ensure each person affected by a change-in-work is trained and that documentation of such training is maintained.

5. Civilian Employee/Shop Safety Representative Training. Civilian employees of the command who are representatives of employee groups, such as labor organizations that are recognized by the command and shop safety representatives, shall be afforded applicable training. Safety and Standardization will conduct OSHA Outreach Courses to meet the requirements in reference (f). The OSHA 30-hour General Industry or 30-hour Construction Course will enable each shop or collateral duty safety representative to

ensure safe and healthful working conditions and practices. It provides them with the skills and knowledge to effectively participate in work center safety and health inspections.

6. Supervisor Safety Training. The ISM shall ensure OSH training is provided to all supervisory personnel. New supervisors shall be provided the training within 90 days of appointment.

7. Supervisor's Safety Training Annual Refresher. The ISM shall ensure supervisors receive annual refresher training. The ISM shall determine subject matter and duration of the training based on needs of the supervisors receiving training. Training will be directed at supervisor's job tasks with the goal of progressively enhancing skills in providing a safe and healthful work center.

8. Safety and Occupational Health Specialists (SOHS). The ISM will ensure personnel filling safety and health positions are fully trained and an Individual Development Plan (IDP) is established for their career development. SOHS shall receive a minimum of eight Continuing Education Units (CEU) or equivalent per year per (g). The career development program should provide safety and health personnel the necessary background to become a fully qualified journey-level safety specialist (GS-0018-11). These guidelines also apply to personnel in the safety engineer (GS-0803), safety technician (GS-0019), and industrial hygienist (GS-0690) series. Training opportunities should include formal subject matter and field activity assignments per reference (g).