

**Ohio Environmental Protection Agency
Office of Labor and Safety
Safety Standard Operating Procedure Number: SP10-16
Date: February 15, 2011**

STATUS: FINAL

Title: Intern Safety Program

Purpose:

The purpose of this Safety Standard Operating Procedure (SSOP) is to outline procedures necessary to ensure that all Ohio EPA interns who will be performing any field activities are provided the necessary safety training to perform their assigned duties in a safe and healthy manner.

Requirements:

1. All Divisions/Offices/Districts that hire interns who will be performing any type of field activities are required to provide a list of these interns to the Agency Field Safety Coordinator. The list must contain the “hire date” and a brief description of the type of field activities that will be performed.
2. The Agency Field Safety Coordinator will conduct the Intern Safety Orientation at the Groveport Field Office and at District Offices by request. Orientation sessions in the District Offices will be conducted at mutually agreeable times as the need dictates. District Administrators should coordinate with the Field Safety Coordinator to schedule these sessions. Interns are required to attend the Intern Safety Orientation as soon as possible, preferably within the first two weeks after their “start date”.
3. Supervisors of field interns must ensure that adequate on-the-job safety training is provided to each intern prior to the commencement of any field activities.
4. Interns are not permitted to conduct any field activities unsupervised until they have received the proper on-the-job training on the field activities they will be performing.
5. Interns will be provided any necessary items of personal protective equipment (PPE) required safely perform their assigned tasks. All items of PPE must be turned in to their supervisor at the completion of their internship.
6. Interns will not participate in the Agency’s Occupational Medical Screening program due to the short duration of their employment.

7. Interns who meet the requirements for “required” CPR and First Aid training as listed in the Agency’s CPR and First Aid Standard Safety Operating Procedure (SP10-7) will be provided the training. Interns who do not meet the requirements will not be provided with CPR and First Aid training.
8. Interns who will be involved in any electrofishing activities must be provided with on-the-job safety training as it relates to this operation prior to performing any electrofishing activities. Supervisors of these staff shall become familiar with the requirements outlined in the Electrofishing SSOP (SP10-14).
9. Any intern who will be operating any type of watercraft is required to attend an approved State of Ohio Safe Boating course if they were born after January 1, 1982.
10. Interns are not permitted to take part in any field activities where the use of respiratory protection is required.
11. Interns will not be entered into the Safety Management System (SMS). Supervisors are not required to complete an SMS Assessment Worksheet on interns.