

Ohio Environmental Protection Agency

Safety Office

Safety Standard Safety Operating Procedure Number: SP 14-7

DATE: July 2, 2014

STATUS: FINAL

Title: Attendance at Safety Orientations at Regulated Facilities/Sites

Purpose:

The purpose of this Safety Standard Operating Procedure (SSOP) is to outline the Agency policy on attending safety orientations at regulated facilities and sites. Both the Occupational Safety and Health Administration (OSHA) and the Mine Safety Administration (MSHA) require facilities and sites to provide hazard awareness training to all visitors. Ohio employees performing activities at facilities and sites are considered to be visitors and are required to attend any safety orientations/briefings required by a facility prior to commencing any work activities.

Requirements:

1. All employees performing activities at facilities/sites are required to check in with facility/site management to determine if visitors are required to attend any safety orientations or briefings prior to performing work on site.
2. Employees should sign an acknowledgement sheet or sign-in roster indicating that they attended the Safety Orientation on the specified date.
3. Employees should not sign any liability waivers at any facilities. If a facility requires that a waiver be signed prior to entrance, the Agency Safety Manager should be contacted immediately. The Safety Manager will inform the facility that Ohio EPA employees do not sign any type of liability waivers in order to perform any necessary work at the facility.
4. Attending provided safety orientations/briefings is for the benefit of all visitors to ensure that they are aware of the hazards that may be encountered during their work activities.
5. The Mine Safety and Health Administration (MSHA) requires that all visitors to mining sites be briefed on the site hazards. This includes both underground and above ground mining activities (I.E. quarries, borrow pits, sand/gravel pits, etc.)
6. Small facilities/sites may communicate this information in an informal manner upon arrival, while large facilities/sites may conduct formal safety orientations/briefings.
7. In most cases, employees are only required to attend these orientations/briefings on their initial visit to the facility. Some facilities may also require annual attendance. Employees should keep a record of the date they attended for future reference.

8. Employees should discuss any specific safety concerns with facility management during, or immediately following the provided safety orientation/briefing.
9. If a facility/site does not provide an orientation/briefing it is important that any safety and/or health concerns be discussed with the appropriate facility/site management prior to the commencement of any work activities.
10. Employees are required to comply with any personal protective equipment (PPE), respirator use, and all other safety requirements that are in place at the facility.
11. Employees who visit unmanned sites where no one is available to provide a safety briefing/orientation should check with their contact prior to arrival as ask about any unique safety hazards that may be present at the location.
12. Employees who notice any potential safety hazards or violations during their activities are encouraged to discuss the issues with facility management. Unresolved safety issues/concerns should be brought to the attention of the Ohio EPA Safety Manager, who may forward the concerns to the local OSHA office for private facilities, or to the Public Employee Risk Reduction Program (PERRP) for public facilities.