

Ohio Environmental Protection Agency
Safety Office
Standard Safety Operating Procedure: SP 15-1
Date: September 1, 2015

STATUS: FINAL

Title: Safety Program Requirements for New Employees

Purpose: The purpose of this Safety Standard Operating procedure (SSOP) is to outline the safety program requirements for all new Ohio EPA employees.

Scope: The requirements contained in this SSOP apply to all new Ohio EPA employees. Requirements applicable to Ohio EPA interns are also included in a separate section.

Requirements for Full-Time Employees:

1. Safety Management System (SMS) Assessment Worksheet and Assignment of an SMS Worker Category

- All new employees are required to complete an SMS Assessment Worksheet with their supervisor. The completed worksheet must be submitted to the Agency Safety Manager within 30 days of the new employee's hire date.
- The SMS worksheet is the mechanism used to assign the appropriate SMS worker category and to enter new employees into the Safety Management System.
- The SMS worksheet template can be found on the Agency Safety website.
- The supervisor should explain the use of the SMS and how the new employee can find their individualized SMS Safety Report.

2. Facility Safety Orientation

- All new employees must receive an orientation on the emergency procedures for their respective building within 30 days after their hire date.
- All new employees in the Lazarus building are required to attend the next scheduled Lazarus Building Safety Orientation which is held at the beginning of each month.
- New employees in the District offices, DES Laboratory, and the Groveport Field Office will receive this orientation from their supervisor, District Administrator, or through other means established in each respective location.

3. Safety Intranet Site and Monthly Safety News

- New employees are to be briefed by their supervisor on where to find the Safety intranet site and review the information that is on the site. Here is the link to the safety website: <http://epaintra.epa.ohio.gov/dir/safety.aspx>
- New employees are to be briefed on the importance of reading the monthly Safety News that is posted at the beginning of each month on the "announcements" page.

4. Safe Driver Training

- New employees who will be driving any state vehicles are required to attend the Safe Driver training as soon as possible after their hire date.
- Safe Driver training is offered quarterly in Lazarus for all new CO/CDO/DES/GFO employees. Scheduled dates can be found on the Safety website and in the Monthly Safety News.
- New District Office employees will receive this training from their respective Motor Pool Coordinator in their District.

5. Field Safety Orientation

- New employees who will be performing any field activities are required to attend the next scheduled Field Safety Orientation after their hire date.
- This orientation is offered every other month in Lazarus. Scheduled dates can be found on the Safety website and in the Monthly Safety News.

6. Hazard Assessment and Issuance of Personal Protective Equipment (PPE)

- Supervisors are required to perform a hazard assessment on the duties assigned to new employees to identify specific safety training and personal protective equipment requirements.
- Appropriate personal protective equipment is to be issued to new employees before allowing them to perform any duties which require the use of identified PPE.
- Supervisors must provide training on the proper use, care, and maintenance of all items of PPE issued to the employee.
- The employee's SMS Assessment Worksheet must indicate what PPE is required and issued to the employee based on the hazard assessment.
- Training on the proper use of issued PPE must be conducted by the supervisor and documentation must be maintained.

7. On-the-Job Safety Training

- Supervisors must provide on-the-job safety training as necessary to ensure that employees are aware of the health and safety concerns associated with their assigned duties.
- New employees who will be operating any watercraft or performing electrofishing must complete the training requirements outlined in the Boating safety and Electrofishing SSOP's which can be found on the safety website.
- Supervisors are to maintain copies of all safety training provided.

8. Chemical Hazard Communication Training

- New employees who will be handling/using any chemicals or chemical products that fall under OSHA's Hazard Communication standard (29 CFR 1910.1200) must receive training prior to using these items.
- The training must include, as a minimum: information on the location and content of the Material Safety Data Sheets; container labeling requirements; safe handling procedures; and, required personal protective equipment.
- Supervisors are required to maintain documentation of this training.

9. Occupational Medical Screening

- New employees who are placed in the following SMS Worker categories are required to complete occupational medical screening: HAZMAT, Respirator User, Asbestos, and Laboratory Worker. Member of the Radiation Assessment Team (RAT) are also included since members must be respirator qualified.
- Medical screening must be completed within 30 days of the employee's hire date.

10. Respirator Fit Testing and Initial Respirator Training

- New employees who have been identified for respirator use must complete medical screening, initial respirator fit testing, and initial respirator training prior to wearing a respirator.

11. HAZWOPER Training

- New employees who will be performing work that falls under the scope of OSHA's Hazardous Waste Operations and Emergency Response (HAZWOPER) standard (29 CFR 1910.120) are required to complete and approved OSHA 40 Hour training course prior to performing these duties. This must be followed by a minimum of 3 days of actual field experience under the direct supervision of a trained, experienced supervisor.
- A minimum of eight (8) hours of refresher training is required annually after completing the initial 40 hour training.

12. CPR/First Aid/AED Training

- All new employees are encouraged to attend a CPR/First Aid/AED training class.
- Employees who will be operating any type of watercraft, performing electrofishing, or assigned to the Agency's Confined Space Entry Team are required to maintain current certification.
- This training is optional for all other employees.

Requirements for Interns

1. **Safety Management System** – Interns are not entered into the Safety Management System (SMS)
2. **Facility Safety Orientation** – same requirements as full-time staff as outlined above.
3. **Safe Driver Training** – same requirements as full-time staff as outlined above, unless special arrangements have been made with the Agency Safety manager. Interns must receive this training before operating any state vehicles.
4. **Hazard Assessment and Issuance of Personal Protective Equipment (PPE)** – A hazard assessment of the intern's assigned duties must be performed by the supervisor to determine safety training and PPE requirements.

5. **On-the-Job Safety Training** - Supervisors must ensure that on-the-job safety training is provided to interns. It is important that this training also be provided to interns who are on-loan from another area prior to assigning work activities.
6. **CPR/First Aid/AED Training** - This training is required for any interns who will be operating any watercraft or performing electrofishing.
7. **Electrofishing Safety Training** – This training must be completed by any interns who will be performing any electrofishing. This training can be conducted on-the-job.
8. **Boating Safety** – Interns who were born after 1982 that will be operating any watercraft must attend an approved State of Ohio Safe Boating Course. In addition, all interns who will be operating or riding as a passenger on any watercraft must receive boating safety training on-the-job, prior to the start of any actual watercraft operation.

Documentation of Training

It is important that all safety training provided to employees be documented. Documentation is proof that training was provided. There are two options available to supervisors:

1. Prepare a short memo after training is provided that shows: the topics covered, the date of the training, who provided the training, and the names of the employees that were trained. A modified “sign-in” sheet, which contains this information, can be also used. The supervisor should keep this documentation in their files.
2. The SMS Assessment Worksheets can be used to document safety training that is provided to employees. A short note can be entered on the worksheet indicating that training has been provided. The entry should be made in the respective area on the worksheet (I.E. personal protective equipment, boating safety, etc.). If there is not a specific area on the worksheet that corresponds with the training, a note can be made on the back, or on an attached sheet of paper. The employee should initial the entry acknowledging that the training was received.

Supervisors should use their copy of the employee’s SMS Worksheet that they maintain after submitting the original to the Agency Safety Manager. These annotated worksheets do not need to be sent to the Safety Manager, but should be maintained by the supervisor.

The second option is not available to document intern training as we do not complete SMS Worksheets or enter interns into the Safety Management System.