

Health and Safety Training Requirements



Provided By
State of Wisconsin
Department of Administration
Bureau of State Risk Management

Health and Safety

Training Requirements*

The following health and safety training requirements have been excerpted from Title 29, Code of Federal Regulations Parts 1910 and 1926:

1910.145 Accident Prevention Signs and Tags

All employees shall be instructed that "danger" signs indicate immediate danger and that special precautions are necessary.

All employees shall be instructed that caution signs indicate a possible hazard against which proper precaution should be taken.

All employees shall be informed as to the meaning of the various tags used throughout the workplace and what special precautions are necessary.

1910.1001 Asbestos

The employer shall institute a training program for all employees who are exposed to airborne concentrations of asbestos at or above the Permissible Exposure Limit (PEL) and/or the excursion limit.

The employer shall ensure that each employee is informed of the following:

- The health effects associated with asbestos exposure.
- The relationship between smoking and exposure to asbestos that produces lung cancer.
- The quantity, location, storage and the manner of use of asbestos.
- The specific nature of operations which could result in exposure to asbestos.

- The engineering controls and work practices associated with the employee's job.
- The specific procedures implemented to protect employees from exposure to asbestos such as appropriate work practices, emergency and clean-up procedures and the Personal Protective Equipment (PPE) to be used.
- The proper use and limitations of respirators and protective clothing, if appropriate.
- The purpose and a description of the medical surveillance program required.
- The content of this standard and the appendices.

1910.1030 Bloodborne Pathogens

Employers shall ensure that all employees with occupational exposure participate in a training program that must be provided at no cost to the employee and during working hours.

Training shall be provided as follows:

- At the time of initial assignment to tasks where occupational exposure may occur.
- At least annually thereafter.
- Employers shall provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure.

The training at a minimum shall contain the following elements:

- An accessible copy of this standard and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of bloodborne diseases.
- An explanation of the employer's Exposure Control Plan and the means by which the employee can obtain a copy of the plan.
- An explanation of the modes of transmission bloodborne pathogens.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE.
- Information on types, proper use, location, removal, handling decontamination and disposal of PPE.
- An explanation of the basis for selection of PPE.
- Information on the hepatitis B vaccination.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident does occur, including the method of reporting the incident and medical follow-up that will be available.
- Information on the post-exposure evaluation.
- An explanation of the signs and labels and/or color-coding required.
- An opportunity for interactive questions and answers with the person conducting the training session.

1910.101 Compressed Gasses

The employer shall provide training for employees who handle and use compressed gasses.

Note: The standard does not specify the type of training the affected employee should receive. However, information on the proper handling, storage and use of compressed gasses can be found in the Compressed Gas Association (CGA) pamphlet series, especially the P-1 pamphlet which is incorporated by reference into the standard.

1910.146 Confined Space Entry

The employer shall provide training that will insure that all employees whose job involves entering a confined space acquire the understanding, knowledge, and skills necessary for the safe performance of their assigned duties.

Training shall be provided to each affected employee:

- Before the employee is first assigned job duties involving confined spaces.

- Whenever there is a change in permit space operations that presents a hazard about which an employee has not been previously trained.
- Whenever the employer has reason to believe there is a deviation from the permit space entry procedures required.
- Whenever there are inadequacies in the employee's knowledge or use of these procedures.

The training shall establish employee proficiency in the duties required by this standard and shall introduce new or revised procedures.

The employer shall certify that the training required in this standard has been accomplished.

The certification shall contain each employee's name, the signature or initials of the trainer(s) and the date(s) of the training.

1910.332 Electrical Safety

The training requirements of this section of the Electrical Standard apply to employees who face risk of electric shock that is not reduced to a safe level by the electrical installation requirements of the standard.

Employees shall be trained in and become familiar with the safety related work practices required that pertain to their job assignments.

Employees who are covered by this section, but are not qualified persons, shall also be trained in, and become familiar with, any electrically related safety practices not specifically addressed but which are necessary to their safety.

Qualified persons (i.e. employees permitted to work on or near exposed energized parts) shall, at a minimum, be trained in the following:

- The skills and techniques necessary to distinguish exposed live parts from other parts of electrical equipment.
- The skills and techniques necessary to determine the nominal voltage of exposed live parts.
- The clearance distances specified in 1910.333(c) and the corresponding voltages to which the qualified person will be exposed.

1910.120 Hazardous Waste Emergency Response (HAZWOPER)

Hazardous Waste Operations:

The employer shall provide employees working at a hazardous waste site who are exposed to hazardous substances or health and/or safety hazards, and their supervisors and the managers responsible for the hazardous site, with training that meets the requirements of this standard before they are permitted to engage in hazardous waste operations.

The training shall cover the following topics:

- The names of personnel and alternates responsible for site safety and health.
- The safety, health and other hazards present at the work site.
- The selection and use of personal protective equipment.
- Work practices by which employees can minimize risks from hazards.
- Safe use of engineering controls and equipment on the site.
- The medical surveillance requirements including recognition of symptoms and signs which might indicate over exposure to hazards.
- The elements of the employer's emergency response plan.
- The standard operating procedures the employer has established for the work site.
- The procedures for handling emergency incidents.

Employees shall be trained to a level of competence in the recognition of health and safety hazards sufficient to protect themselves and other employees.

Note: The length of the required training and field experience varies depending upon the duties of each employee (See 1910.120(e)(3)).

Emergency Response:

The employer shall provide different levels of initial and annual refresher training in emergency response (other than at RCRA or uncontrolled hazardous waste clean-up sites) to employees who participate, or are expected to participate, in emergency response operations.

The level of required training depends on the duties and functions of each responder.

- ◆ **First Responders at the “awareness level”** (Individuals likely to witness or discover a hazardous substance release and initiate the emergency response) shall receive sufficient training to enable them to (objectively) demonstrate competency in such areas as:
 - 1) How to recognize the presence of hazardous materials
 - 2) The health and safety risks involved
 - 3) The role they should perform in emergencies

- ◆ **First Responders at the “operations level”** (Individuals who respond for the purpose of protecting property, persons or the nearby environment without actually trying to stop the release) shall receive eight (8) hours of training plus “awareness level” competency.

- ◆ **Hazardous Materials Technicians** (Individuals who respond to stop the release) shall have 24 hours of training equal to the “operations level” and demonstrate competence in several specific areas such as knowing how to select and use specialized PPE (See 1910.120(q)(6)).

- ◆ **Hazardous Materials Specialists** (Individuals who support the technicians but require more specific knowledge of the substances to be contained) shall have 24 hours of training equal to the “technicians level” and demonstrate competence in specific areas, such as knowing how to implement the local emergency response plan (See 1910.120(q)(6)).

- ◆ **On-scene Incident Commanders** (Individual who assume control of the incident scene beyond the “awareness level”) shall have 24 hours of training equal to the “operations level” and demonstrate competence in specific areas, such as knowing how to implement the employer's incident command system (See 1910.120(q)(6)).

1910.38 Emergency Training/Fire Prevention

The employer shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. This training must be completed before the emergency action plan is implemented.

The employer shall review the plan with each employee covered by the plan at the following times:

- Initially when the plan is developed.
- Whenever the employee's responsibilities or designated actions under the plan change.
- Whenever the plan is changed.

The employer shall inform employees of the fire hazards of the materials and processes to which they are exposed.

The employer shall also review with employees upon initial assignment those parts of the emergency response/fire prevention plan they must know to protect themselves in the event of an emergency.

1910.1047 Ethylene Oxide (EtO)

The employer shall provide employees who are potentially exposed to EtO at or above the action level with information and training on EtO.

The training shall be provided at the time of initial assignment and at least annually thereafter.

Employees shall be informed of the following:

- The requirements of this section including the Appendices A and B.
- Any operation in their work area where EtO is present.
- The location and availability of the written EtO final rule.
- The medical surveillance program required.
- Methods and observations that may be used to detect EtO in the work area.
- The physical and health hazards of EtO.

1926.503 Fall Protection:

All affected employees must be trained and/or retrained in fall protection:

- Before they are assigned to work where fall hazards exist and/or where fall protection methods will be used.

- Whenever their responsibilities change.
- Whenever there is a new fall hazard at the jobsite.
- Whenever new fall protection methods are introduced to the jobsite.
- Whenever the employer determines that the program is inadequate or that additional fall protection is necessary.
- Whenever the employer has reason to believe that employees have not acquired or retained an understanding of fall protection.

Employees must be trained in the following areas:

- How to recognize the hazards of falling in their work area.
- What procedures should be followed to minimize fall hazards.

The training must be conducted by a competent person, qualified in the following areas:

- The nature of fall hazards.
- The correct procedures for erecting, maintaining, disassembling and inspecting the fall protection systems used by the employer.
- How to use and operate guardrail systems, safety net systems, personal fall arrest systems, warning line systems, safety monitoring systems, controlled access zones and any other fall protection systems used by the employer.
- What role each employee plays in the safety monitoring system, if used.
- What limitations are involved in the use of mechanical equipment while performing roofing work on low-sloped roofs.
- What procedures should be followed for handling and storing equipment and materials as well as erecting overhead protection.
- What role each employee has in a fall protection plan.
- What procedures should be followed for rescues and retrieval.
- The role of each employee when a safety monitoring system is used.

The employer shall prepare a written certification that identifies the employee trained and the date of the training. In addition, the employer or the trainer must sign the certification record.

The employer must also maintain a record indicating when retraining is required and completed.

1910.157 Fire Extinguishers

Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

The employer shall provide the training required by this standard upon initial employment and at least annually thereafter.

The employer shall provide employees who have been designated to use fire-fighting equipment as part of an Emergency Action Plan with training in the use of the appropriate equipment.

1910.160 Fixed Extinguishing Systems

The employer shall train employees designated to inspect, maintain, operate, or repair fixed extinguishing systems and annually review their training to keep them up to date in the functions they are to perform.

1910.1048 Formaldehyde

The employer shall insure that all employees who are assigned to workplaces where there is an exposure to formaldehyde participate in a training program. Training is not required in situations or work areas where the employer can show, using objective data, that employees are not exposed to formaldehyde at or above 0.1 ppm.

Employers shall provide training and information to employees at the time of initial assignment and whenever a new exposure to formaldehyde is introduced into the work area.

The training shall be conducted at least annually.

The training program shall include:

- A discussion of the contents of this standard and the contents of the MSDS.

- The purpose for and description of the medical surveillance program required by the standard.
- A description of potential health hazards associated with exposure to formaldehyde and a description of the signs and symptoms of exposure.
- Instructions to report immediately to the employer the development of any adverse signs or symptoms that the employee suspects is attributable to formaldehyde exposure.
- A description of operations in the work area where formaldehyde is present and an explanation of the safe work practices appropriate for limiting exposure.
- An explanation of the purpose, proper use, storage, maintenance and limitations of personal protective clothing and equipment.
- Instructions on the proper method of handling a spill, responding to emergencies, and clean up procedures.
- An explanation of the importance of engineering and work practice controls for employee protection and any necessary instructions for the use of these controls.
- A review of the emergency procedures including the specific duties or assignments of each employee in the event of an emergency.

1910.1200 Hazard Communication

Employers shall provide employees with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard is introduced into their work area.

Information and training may be designed to cover categories of hazards or specific chemicals.

Employees shall be informed of:

- Any operations in their work area where hazardous chemicals are present.
- The location and availability of the employer's written Hazard Communication Program including the required inventory list(s) of hazardous chemicals and Material Data Safety Sheets (MSDS).

Training shall include at least:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.
- The physical and health hazards of the chemicals in the work area.
- The measures employees can take to protect themselves from these hazards.
- The details of the Hazard Communication Program developed by the employer, including an explanation of the labeling system used by the employer.
- The location and availability of Material Safety Data Sheets and how employees can obtain and use the appropriate hazard information.

1910.264 Laundry Machines

Employees shall be properly instructed as to the hazards of their work.

Employees shall also be instructed in safe practices of operating laundry machines by the use of bulletins, printed rules and/or by verbal instructions.

1910.1025 Lead

Each employee who has a potential exposure to airborne lead at any level shall be informed of Appendices A and B of this regulation.

The employer shall provide initial training prior to the time of initial assignment.

The training program shall be repeated at least annually for each employee.

The employer shall assure that each employee is informed of the following:

- The content of the standard and its appendices.
- The specific nature of the operations which could result in exposure to lead above the Action Level.
- The purpose, proper selection, fitting, use and limitation of respirators.

- The purpose and description of the employer's medical surveillance program and the medical removal protection program including information concerning the adverse health effects associated with excessive exposure to lead.
- The engineering controls and work practices associated with the employee's job assignment.
- The contents of any compliance plan in effect.
- Instructions to employees that chelating agents should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician.

1910.147 Lockout/Tagout

The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

Each "authorized employee" shall receive training in the following:

- The recognition of applicable hazardous energy sources.
- The type and magnitude of the energy available in the workplace.
- The methods and means necessary for energy isolation and control.

Each "affected employee" shall be instructed in the purpose and use of the energy control program.

All "other employees" whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempt to restart or reenergize machines or equipment which are locked out or tagged out.

Retraining shall be provided for all authorized employees and affected employees whenever:

- There is a change in their job assignments.
- A change in machines, equipment or processes that present a new hazard.
- When there is a change in the employer's Lockout/Tagout program.

Additional training shall also be conducted:

- Whenever a periodic inspection reveals noncompliance.
- Whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

The employer shall certify that employee training has been accomplished and is being kept up to date.

When a tagout system is used the employees shall also be trained in limitations of tags.

1910.151 Medical Services/First Aid

In the absence of an infirmary, clinic, or hospital in near proximity to the workplace that is used for the treatment of all injured employees, a person or persons in the affected facility shall be adequately trained to render first aid.

1910.1450 Occupational Exposure to Hazardous Chemicals in Laboratories

The employer shall ensure that each affected employee is informed of the following:

- The measures employees can take to protect themselves from hazardous chemical hazards including the specific procedures the employer has implemented to protect employees such as appropriate work practices, emergency procedures and the PPE that should be used.

1910.95 Occupational Noise Exposure

The employer shall institute a Hearing Conservation Program and provide training for all employees who are exposed to noise at or above an 8-hour time-weighted-average (TWA) of **85 decibels**.

The training shall be repeated annually for each employee included in the Hearing Conservation Program. Information included in the program shall be updated to be consistent with changes in protective equipment and work processes.

The employer shall ensure that each employee is informed of the following:

- The effects of noise on hearing.
- The purpose of hearing protectors, the advantages and disadvantages, and attenuation of various types, and instructions on selection, fitting, use, and care.
- The purpose of audiometric testing, and an explanation of the test procedures.

1910.132 Personal Protective Equipment

The employer shall provide training to each employee who is required to use PPE.

Each employee shall be trained to know at least the following:

- When PPE is necessary.
- What PPE is necessary.
- How to properly use and adjust PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

Each employee shall demonstrate an understanding of the training specified in this section, and the ability to use PPE properly, before being allowed to perform work requiring the use of PPE.

When the employer has reason to believe that any affected employee who has already been trained does not have the understanding and skill required by this standard, the employer shall retrain the employee.

Circumstances where retraining is required include but are not limited to:

- Changes in the workplace render previous training obsolete.
- Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

The employer shall verify that each affected employee has received and understood the required training through a written certification.

The certification must contain the name of each employee trained, the dates of the training, and that identifies the subject of the certification.

1910.66 Powered Platforms

Working platforms shall be operated only by persons who are proficient in the operation, safe use and inspection of the particular working platform to be operated.

All employees who operate working platforms shall be trained in the following:

- The recognition of, and preventive measures for, the safety hazards associated with their individual work tasks.
- General recognition and prevention of safety hazards associated with the use of working platforms, including the provisions in the section relating to the particular working platform being operated.
- The emergency action procedures required in this section.
- The work procedures required by this standard.
- Personal fall arrest system inspection, care, use and system performance.
- Training of employees in the operation and inspection of working platforms shall be done by a competent person.

1910.217 Power Presses (Mechanical)

The employer shall train and instruct the operator in the safe method of work before starting work on any operation covered by this standard. The employer shall also insure by adequate supervision that correct operating procedures are followed.

Note: The employer must insure the original and continuing competence of personnel inspecting, and maintaining power presses.

The operator training required by this standard shall be provided to the employee before the employee initially operates the press and as needed to maintain competence, but not less than annually thereafter.

The training shall include instruction relative to the following items used in the presence sensing device initiation (PSDI) mode.

- The manufacturer's recommended test procedures for checking the PSDI.
- The safety distance factor required.
- The operation, function and performance of the PSDI mode.
- The requirements for hand tools that may be used in the PSDI mode.
- The severe consequences that can result from attempts to circumvent or bypass any safe guard or operating function of the PSDI system.

The employer shall certify that employees have been trained by preparing a certification record which must include the identity of the person trained, the signature of the employer or the person who conducted the training and the date the training was completed.

1910.178 Powered Industrial Trucks

Prior to permitting an employee to operate a powered industrial truck the employer shall insure that each operator has successfully completed training required by Subpart I of the Standard.

Training shall consist of a combination of formal instruction, practical training (demonstrations performed by the trainer) and evaluation of operator's performance in the workplace.

The formal instruction must include the following topics:

- The factors that affect the stability of the truck.
- The safe operation of powered industrial trucks.
- The similarities and differences between powered industrial trucks and automobiles.
- The proper techniques of battery charging and refueling.
- The inspection of powered industrial trucks.
- Load manipulation, stacking and unstacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and other restricted places where the vehicle will be operated.

- Other unique and potentially hazardous environmental conditions in the workplace that could affect the safe operation of the vehicle.

Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed operating the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that he/she is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

Training Certification:

The employer shall certify that employee training has been accomplished. The certification shall contain each operator's name, the date of training, the date of the performance evaluation and the name of the instructor.

Note: The employer shall conduct an evaluation of each operator's performance at least once every three years.

1910.134 Respiratory Protection

All employees who are required to use a negative or positive pressure tight fitting respirator either routinely or in foreseeable emergencies shall be trained on the proper selection, use, limitations and maintenance of their respirator. Training must be provided at no cost to the employee.

Respirator training shall ensure that employees can demonstrate knowledge of at least the following:

- The respiratory hazards to which an employee may be exposed.
- Why the respirator is necessary and why improper fit, usage or maintenance can compromise the protective effect of the respirator.
- The operations, limitations and capabilities of the respirator.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.

- How to inspect, put on and remove the respirator, including checking the fit and seals while wearing the respirator.
- The procedures for maintenance and storage of the respirator.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of the respirator.
- The general requirements of Respiratory Protection Standard and the organization's written Respiratory Protection Program.

During training, each user shall have an opportunity to handle the respirator, test the seal and wear it in normal air long enough to become familiar with the respirator.

The employee must also have sufficient practice to become confident in the use of the respirator.

Retraining shall be administered annually and/or when the following situations occur:

- Changes in the workplace or type of respirator make previous training obsolete.
- Inadequacies in the employee's knowledge or use of the respirator indicate that the employee does not have the required understanding.
- Any other situation in which retraining appears necessary to ensure safe respirator use.

1910.252 Welding, Cutting, Brazing

The employer must insure that cutters or welders and their supervisors are suitably trained in the safe operation of their equipment and the safe use of the process.

* **Source:** This list was provided the Wisconsin Council of Safety and modified and published with permission by the Bureau of State Risk Management. Employers should review the other requirements of each standard, such as the need for a written program or a periodic inspection procedure.

Note: Additional training requirements may also appear in certain other standards (ANSI, NFPA, etc.). In some cases, these standards have been adopted by reference in certain OSHA standards which makes these training requirements mandatory.

