



## SAFETY TRAINING REQUIREMENTS

### 1. POLICY

- 1.1. Safety of all employees at Okaloosa County while at work cannot be accomplished adequately without training. To reduce employee injury and reduce insurance costs, directors and supervisors should ensure their employees are adequately trained to work safely.
- 1.2. As such, this policy acts as an outline for recommended training as it relates to employee work hazards. Directors and supervisors should make themselves familiar with this policy and consult the County Risk Management Director should special training needs develop or further understanding is needed.

### 2. RESPONSIBILITIES FOR TRAINING

- 2.1. **Directors** are ultimately responsible for ensuring all applicable safety training occurs within their area(s) of responsibility. Reviewing the following table, Directors should understand they don't have to possess the expertise in training each employee within their department, but instead are to manage and maintain current that required training. Directors may schedule with outside vendors, train subordinate employees as instructors or contact other resources to ensure compliance.
- 2.2. **Supervisors** must provide all tools necessary for employees to safely perform their jobs. Included in that supervisors may be required to act as trainers to their subordinate employees. Supervisors are given this responsibility because in their capacity, supervisors work closely with the working employee and at times, expected to work in place of that employee. Given this, the supervisor must know as experts the physical and chemical hazards that occur within the workplace. As with the Director, supervisors may also schedule with outside vendors, train subordinate employees as instructors or contact other resources to ensure compliance.
- 2.3. **Risk Management Director** will act as a resource in safety & health issues and assist departments in complying with all applicable safety & health standards and laws. The risk management director is also available to conduct required safety & health training.
- 2.4. **County Employee's** may be used as instructors provided they have been trained through an industry recognized training course and/or possess the skills and knowledge to adequately instruct fellow employees to the level of compliance with

applicable safety & health standards. Documentation of successfully completed "train the trainer" or other course instruction shall be kept on file for reference.

### 3. **SAFETY TRAINING**

- 3.1. Safety topics are required to be presented on at least an annual if not a more frequent basis, depending on the operational aspects of each department.
- 3.2. The following topics are required to be presented annually to all or selected employees and may need to be presented more frequently as operations change.
  - 3.2.1. Hazardous communication (Florida "Right to Know").
  - 3.2.2. Forklift operator certification (selected employees).
  - 3.2.3. Confined space (selected employees).
  - 3.2.4. Employee emergency plan/fire protection.
  - 3.2.5. Vehicle driver training (selected employees).
  - 3.2.6. Lock and tag out program (selected employees).
  - 3.2.7. Welding/cutting (selected employees).
  - 3.2.8. Respirator training (selected employees).
  - 3.2.9. First aid/CPR (selected employees).
  - 3.2.10. Asbestos health effects and controls (selected employees).
  - 3.2.11. Servicing single and multi piece rim wheels (selected employees).
  - 3.2.12. General principles of fire extinguisher use.
  - 3.2.13. Bloodborne pathogens (selected employees).
  - 3.2.14. Trenching/shoring (selected employees).
  - 3.2.15. Traffic control (selected employees).
- 3.3. When new job tasks, new equipment or new hazardous materials are introduced and changes in regulatory requirements occur employee safety training must be updated.

**4. TRAINING FREQUENCY TABLE**

4.1. The table below is provided as a quick reference guide on how often specifically titled safety training is to be performed.

<b>Type Training</b>	<b>Frequency</b>	<b>Person Responsible</b>	<b>Training Conducted by</b>
Safety Orientation	I	Director	Supervisor
Safety Rules	I	Director	Supervisor
Bloodborne Pathogens Infection Control Plan	I, A, B, E	Director	Supervisor, Contractor
CPR/AED - First Aid -	I, A I, D	Director	Outside Contractor, Vendor (ARC)
Control of Hazardous Energy (Lockout/Tagout)	I, B	Director	Supervisor
Emergency Action Plan	I, B	Director	Supervisor
Fire Prevention Plan	I, B	Director	Supervisor
Hazard Communication	I, B	Director	Supervisor
Permit-Required Confined Space Program	I, B, E	Director	Supervisor, Outside Contractor, Vendor
Electrical Safety-related Work Practices	I, B, E	Director	Supervisor
Hand Tools, Power Tools	I, B	Director	Supervisor
Industrial Lift Truck	I, D	Director	Supervisor, Outside Contractor, Vendor, Risk Manager
Vehicle Mounted Work Platforms	I, D	Director	Supervisor, Outside Contractor, Vendor
Personal Protective Equipment	I, B	Director	Supervisor
Portable Fire Extinguisher	I, A	Director	Supervisor, County Fire, Outside Contractor, Vendor
Welding, Cutting – Hot Work	I, B, E	Director	Supervisor, Outside Contractor, Vendor
Workplace Violence Policy	I	Director	Supervisor
Work Zone Safety/Traffic Control	I	Director	Supervisor, Outside Contractor, Vendor

## FREQUENCY CODES DEFINED

**I – INITIALLY** means the employee must be trained upon hiring; to include prior to performing task exposing employee. It is against safety & health standards to expose an employee to job hazards without first training the employee in all expected chemical and physical hazards found within that job.

**A - ANNUALLY.** (refresher).

**B –** means when machinery, procedures, hazards or work task has changed. Directors must continually review their work areas and ensure employees are kept current with new hazards from recently acquired machinery, safety equipment, updated procedures, or any new hazards that may be produced.

**C -** Every 2 years.

**D -** Every 3 years.

**E -** Required by specific job or work position.

**P - PHYSICAL** is required. Employee must be physically qualified (medically evaluated) prior to use. (This training requirement is almost exclusively aimed toward the use of respirators by County employees).

### 5. TRAINING CRITERIA

Supervision must refer back to appropriate chapters found within this manual for specific topics to be covered in each type of training listed here. If a chapter found within the table does not have specific criteria noted in the corresponding chapter, then a review of the entire chapter is to be accomplished to successfully comply with standards. For example, use of hand tools - supervision is to review relevant contents found in Hand & Power Tools chapter to the employee prior to initial use of tools.

### 6. TRAINING DOCUMENTATION

Supervision is to maintain training documentation on all employees throughout employment or until termination of employment or documented training is no longer required.

### 6. TRAINER CAPABILITY

- 6.1. Not all employees, supervisors or managers are capable of being a "trainer". Patience, knowledge and a desire to train others is needed for the training to be effective.
- 6.2. Management carries the main responsibility for employee safety training. Managers and supervisors need to be prepared and, if necessary, evaluated for

their training ability as most training is completed either one-on-one or in small groups.

- 6.3. If a manager or supervisor cannot provide effective safety (or other job related) training, it will be necessary to provide alternative trainers. Each department may want to consider identifying two, three or four individuals who can conduct safety training.