

CHAPTER 6**TRAINING**

1. Purpose. To provide Occupational Safety and Health (OSH) orientations and training appropriate to the level of authority and responsibility to all employees. The orientations and training shall be designed to provide employees with a knowledge of appropriate safety precautions and methods applicable to their functions, operations, or trades and to instill overall safety consciousness within the Naval Air Engineering Station. All formal training shall be documented and recorded in official personnel folders upon separation from. Copies of OSH training rosters shall be maintained in the Public Safety Department, OSH Office for a minimum of five years.

2. Discussion. The Public Safety Department, with the assistance of supervisors and training personnel, shall plan, develop, coordinate, and administer an OSH Training Program for management personnel, supervisory personnel, individual employees, and safety personnel. Public Safety Department will monitor training accomplishments and provide periodic reports to the Commanding Officer. The program shall be developed and formally implemented consistent with the type and nature of the operations and requirements for training. An annual training plan will be developed implementing requirements.

3. Training Programs

a. Management Personnel shall receive sufficient OSH training to enable them to actively and effectively support the OSH Program in their specific areas of responsibility as outlined in Exhibit 6A.

b. Supervisors and Employee Representatives. In addition to the training required by Chapter 6 of references (a) and (f), supervisory personnel training shall also include OSH policy; an explanation of the program; supervisory responsibilities for safety and the safe performance of his/her work unit; an understanding of accident causes; hazard awareness and recognition; employee training; and OSH performance measurement and enforcement. Each supervisor of personnel performing industrial or test operations shall receive training in each of the following: hearing conservation, respiratory protection, asbestos, and occupational health.

c. Non-Supervisory Personnel. In addition to the training required by Chapter 6 of references (a) and (f), non-supervisory personnel training shall also include specific training on any hazardous materials to be used by the employee and hearing conservation, respiratory protection, asbestos, and occupational health when applicable to their jobs. Each of the health topics should be taught in one hour with one hour for the rest of the orientation.

d. Safety and Occupational Health Specialists. Each safety and occupational health specialist shall receive annually, as a minimum, the equivalent of 8 CEU's of formal safety and health training. Long range professional development plans must include formal classroom training in accident investigation and reporting, occupational health, OSH standards, public safety law, safety management, hazard control principles, respiratory protection, fire prevention, motor vehicle safety, hazardous material control, electrical safety, gas free engineering, system safety and human factors, and introductory industrial hygiene.

e. Safety Meetings. Public Safety Department shall ensure periodic work group safety meetings are conducted among production and other non-office personnel. These meetings, frequently referred to as "standup safety meetings," shall address work unit safety, health issues, problems, and procedures. These meetings should at minimum be conducted monthly for thirty minutes. For all office and shop environments. All roster sheets will be forwarded to and maintained by Public Safety Department.

4. Education Material. The Public Safety Department maintains a library of safety audiovisual training aids which are available for use by departments. Other sources for films and videotapes include Navy training aids sections or libraries, the Naval Safety Center, and local federal field safety and health councils. Local chapters of the National Safety Council are another source of films and other audiovisual material which may be loaned or rented.

5. Responsibilities. Department heads shall establish programs to ensure OSH training for all NAVAIRWARCENACDIVLKE civilian and military personnel, consistent with the size and nature of their operations, is being conducted.