

Safety Department
Highway 547
Mailstop 5-1
Lakehurst, NJ 08733
732-323-2525

FY 04

SAFETY

TRAINING

COURSE GUIDE

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USING THIS GUIDE

**TO: ALL NAVAL AIR ENGINEERING CENTER, LAKEHURST MANAGERS,
SUPERVISORS, TRAINING LEADERS, TRAINING COORDINATORS
AND EMPLOYEES**

Ref: (a) Public Safety Department Navosh Program Manual (SAF-TM-5100)

1. The Occupational Safety and Health Program is a command function and responsibility. As an aid in the facilitation of that function, the Occupational Safety and Health Training Guide contains a comprehensive listing of required safety and health training. In addition, the guide provides information on course content, target audience, and a listing of training requirements by shop. This training is necessary for employees, at all levels, to perform their assigned tasks in the safest manner possible.

2. In accordance with reference (a), each supervisor is responsible to insure personnel under his/her supervision are trained in the approved safety procedures and work methods. Therefore, it is important that supervisors, training leaders, and training coordinators review the information contained herein and determine which employees are required to attend and schedule them accordingly. Division Heads should be cognizant of their shops' requirements and insure that procedures are in effect for their accomplishment. The Safety Department stands ready to respond to training needs as necessary and as requested by the respective department/divisions.

3. A strong commitment to the training program is a means of reducing occupational injuries and illnesses, and safety should be the goal of all personnel in the Naval Air Engineering Station. The success and effectiveness of this training depends on the active and positive participation of all personnel. Attention to our training requirements will improve safety awareness and support our continuing efforts to provide the safest workplace possible.

4. All safety videos are to be drawn from the Safety Department video library located in Building 5. Visit the Safety Department to check out a video or contact them at extension 2525.

5. If errors or omissions are noted in this publication, please contact the Safety Department, extension 2525.

SECTION I

LISTING BY TOPIC

MANAGEMENT PERSONNEL OSH TRAINING

Management personnel shall receive sufficient OSH training to enable them to activity and effectively support OSH programs in their specific areas of responsibility. In addition to an overview of appropriate statues, regulations and applicable Navy safety and health standards, management level training shall include:

1. An in-depth examination of management's responsibilities in relation to the activities OSH program. The general emphases for this aspect of management level training shall be aimed to ensuring that an aggressive and continuing OSH program is implemented throughout the activity. Training topics shall include compliance procedures, mishap cost, and prevention strategies, and performance standards and evaluation.
2. A review of Navy policy on all relevant aspects of the Navy Occupational Safety and Health (NAVOSH) Program. A broad understanding of this program is essential.
3. An examination of activity OSH program goals and objectives.
4. A review of local mishap experience, trends and reduction target areas.
5. An overview of current CNO emphases programs.

Target Audience: All NAES Managers/Supervisors/Military/Civilian

Training Requirements: Annual

Instructor: Provided by OSH Office

Course Length: 1 hour

SUPERVISOR AND EMPLOYEE REPRESENTATIVE SAFETY TRAINING

Training for such personnel shall include introductory and specialized courses to enable them to recognize unsafe and unhealthful working conditions and practices in the workplace. For supervisory personnel, training shall also include the development of skills necessary to manage the activity's OSH program at the work unit level. These management skills require the training and motivation of subordinates in the development of safe and healthful work practices and involve the integration of occupational safety with job training. Training for supervisory personnel shall also include OSH performance measurement (both in terms of mishap/hazard prevention and individual employee or supervisor performance), hazard identification, and analysis, enforcement of NAVOSH standards, accident investigation, the use and maintenance of personal protective equipment, and Hazardous Material control and Management Program. Newly appointed supervisors shall receive OSH training within 120 days of their appointment and receive annual refresher training. Initial training shall include sight conservation.

Target Audience: All Supervisors and Employee Representatives

Training Requirements:

1. Initial training within 180 days of appointment
2. Annual Re fresher

Initial Safety Training for New supervisors/Employee Representative

Annual Safety Training for New Supervisors/Employee Representative

Instructor: To be assigned by Safety

Course Length: 1 hour

NEW EMPLOYEE SAFETY ORIENTATION

Arrangements shall be made to provide training to all new personnel as close to the time of assuming their responsibilities as possible. Initial training for new employees shall include:

1. Employee should be aware the Navy Occupational Safety & Health Program exist and the Ashore governing directive is 5100.23E
2. Understand the goals of the NAES Command Safety and Health Policy
3. Understand the NAES NAVOSH Program directives on safety and health (command specific)
4. Understand how to report mishaps(on-duty or off-duty) and unsafe and unhealthful working conditions.
5. Understand safety and health individual responsibilities.
6. Hazardous Communication Plan.
7. Awareness of hazards common to the individual's worksite, trade, occupation or task including sight conservation (specific hazards).
8. Specific hazards of chemicals/materials used in the workplace.

Note: Appropriate training must be provided prior to an employee working with Hazardous Material/Hazardous Waste.

Target Audience: All new employees (civilian & military) including temporary personnel

Training Requirements: As soon as can be scheduled

Instructor: 1. Provided by Safety Department and assigned by HRO on a regular basis
2. Provided by the supervisor for items 7 and 8.

Course Length: 1 hour

BACK INJURY PREVENTION AND CARE

Required for employees working in potential back injury areas, employees with previous work related back injuries, and personnel upon initial assignment to work involving cramped work spaces.

Target Audience: All employees,
Supervisors
Anyone sustaining a back injury

Training Requirements: 1. Optional upon initial assignment
2. Annual refresher
3. ASAP after injury

Video available upon request.

Instructor/ Point of Contact: Assigned by Safety, supervisor can conduct training during stand-up safety meeting.

Course Length: 2 hours

ASBESTOS AWARENESS

Required for all employees who may encounter asbestos containing materials in a manner unlikely to expose them above the medical surveillance level.

Target Audience: All occupants of buildings that contain asbestos

Training Requirements: 1. Upon initial assignment
2. Annual refresher for workers

Instructor: Assigned by Safety

Course Length: 1 hour

BLOODBORNE PATHOGENS

Training shall be provided to those personnel who may be exposed to blood or other potentially infectious body fluids...

Target Audience: EMT, Fire Personnel, and Police

Training Requirements: 1. Upon initial assignment
2. Annual Refresher

All other personnel shall receive a summary of bloodborne pathogens and be informed of available personal protective equipment by video.

Instructor: NAES Fire Personnel

Course Length: 2 hour Initial
1 hour Refresher

CADMIUM

Required for all employees working with cadmium.

Target Audience: 1. Specific Hazard Communication Training:
2. OSH Compliance Training

Training Requirements: 1. Upon initial assignment
2. Annual refresher

Instructor: Supervisor will conduct training using recommendations provided by I.H. personnel as noted in Annual I.H. Survey.

Course Length: 1 hour Initial
1 hour Refresher

CARDIOPULMONARY RESUSCITATION (CPR ADULT)

Required for personnel who may be exposed to electrical, chemical and laser hazards in their work environment. Personnel in other shop/office areas are encouraged to attend to be able to provide CPR on an emergency basis.

Target Audience:

1. Employees involved in the maintenance or operation of electrical power plants, power distribution or electrical/electronic equipment
2. Laser operators
3. Gas-Free Engineers and Technicians
4. Hazardous Materials Personnel
5. Employees working in or around confined spaces
6. Employees designated from shop/office areas
7. Personnel assigned to:

Training Requirements:

1. Upon initial assignment (4 hours)
2. Annual refresher (3 hours)

Instructor: In-house Red Cross Certified Instructors

Course Length: 4 hours (Initial assignment)
3 hours (Annual Refresher)

CONFINED SPACE ENTRY

Required so all employees who work in a permit required confined and/or aviation fuel cell acquire the understanding knowledge and skills necessary for the safe performance of the duties assigned:

1. Before the employee is first assigned these duties.
2. Before there is a change in assigned duties.
3. Whenever there is a change in the confined space operation that presents a hazard about which an employee has not previously been installed.
4. Whenever the employee has reason to believe either that there are deviations from the confined space entry procedures or there are inadequacies in the employee's knowledge or use of these procedures.

Note: Confined space will refer to both the permit required confined space program and the aviation fuel cell program.

Target Audience: All employees required to enter a confined space

Training Requirements:

1. Upon initial assignment
2. Two year refresher

Instructor: To be assigned by safety

Video available upon request.

Course Length: 8 hour initial
4 hour refresher

CRANE HOIST OPERATORS SAFETY

Required for all employees who at any time operate a Category III hoist or crane.

Target Audience: All supervisory personnel/employee using electric/pneumatic hoists or other weight handling equipment.

Training Requirements:

1. Upon initial assignment
2. As needed/films upon request

Instructor: To be assigned by safety

Course Length: 8 hours

ELECTRICAL SAFETY

Target Audience: Electricians, Electrical Engineers

Training Requirements: Apply to employees who face a risk of electric shock that is not reduced to a safe level by the electrical installation requirements.

1. Initial
2. Annual Refresher

Instructor: To be assigned by Safety, supervisor can conduct training during stand-up safety meeting

Video available upon request

Class Length: 2 hours initial

ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT)

Target Audience: Maintenance workers and related trades that perform maintenance or preventative maintenance on equipment shall be provided training to ensure that the purpose and function of the energy control program are understood and that the knowledge and skills required for the safe application, usage, and removal of energy controls are acquired by employees.

Training Requirements:

1. Upon initial assignment
2. Retraining shall be conducted in accordance with Chapter 24 of OPNAVINST 5100.23F

Instructor: To be assigned by Safety

Video available upon request

Course Length: 3 hours initial
1 hours refresher

ERGONOMICS

Required for all employees.

Target Audience: All employees

Training Requirements:

1. Upon initial assignment
2. Annual Refresher
3. ASAP after hazard analysis

Video available for refresher training only. The Ergonomics Program Manager conducts initial training.

Instructor: To be assigned by Safety

Course Length: 2 hours initial
1 hour refresher

FORKLIFT OPERATOR'S SAFETY

Required for personnel who operate/drive a forklift.

Target Audience: Required for personnel who operate/drive a forklift.

Training Requirements:

1. Upon initial assignment
2. Refresher every three (3) years

Instructor: To be assigned by Safety

Course Length: 8 hour initial assignment
2 hour refresher

HAZARD COMMUNICATION

Required for all employees to insure their knowledge of hazardous chemicals and are apprised of potential hazards.

Target Audience and Training Requirements:

Management	0.5 hour initial
Supervisors and Employee Reps*	3 hour initial, annual refresher plus spill response & emergency for supervisors
Non-supervisory personnel*	3 hours initial and ** refresher as required
Hazardous Material Emergency Response Team, HW Handlers & Cleanup Personnel	See 29 CFR 1910.120 and OPNAVINST 4110.2

* For personnel occupationally involved with the use of or exposure to Hazardous Material (All production Shops).

**On-The-Job Training must include appropriate review of chemicals used (Refer to Material Safety Data Sheet (MSDS)). Stand-up safety meetings can be used for this purpose.

Instructor: Provided by contractor assigned by Environmental and Safety personnel

Course Length: Above

HAZARDOUS WASTE AWARENESS “HAZWOPER”

This course enables the participants to identify their responsibilities in event of hazardous material spill and normal handling of applicable hazardous waste, spent hazardous material, and waste POLS.

Target Audience: Hazardous waste workers, Supply personnel, Fire personnel, hazardous response team

Training Requirements: 1. Upon initial assignment
2. Annual Refresher

Instructor: To be assigned by Safety, provided by contractor

Course Length: 1. 40 hour
2. 8 hour

HEARING CONSERVATION

To provide employees knowledge of when to wear hearing protective equipment and what type of protective equipment is available. Also the different aspects of hearing loss and significant threshold shifts. (STS)

Target Audience: 1. All employees exposed to hazardous work that could result in damage hearing.
2. All employees in the Hearing Conservation Program refer to the shops Annual Industrial Hygiene Survey)

Training Requirements: 1. Upon initial assignment
2. Annual refresher

Video available upon request for refresher training.

Instructor: Branch Medical Clinic/Safety Staff

Course Length: 1 hour

INDUSTRIAL HYGIENE

Required as part of the Hazard Communication Training, Industrial Hygiene training is specific to each shop. Each year, the Naval Hospital Industrial Hygiene Division surveys workplaces with potential health hazards. The resulting report, *The Periodic Industrial Hygiene Survey*, identifies potentially hazardous operations in the workplace. The operations are reviewed to ensure health hazards are controlled. If better controls are needed, recommendations are provided in the *The Periodic Industrial Hygiene Survey*. Also included in *The Periodic Industrial Hygiene Survey*, are what jobs require respirators and medical surveillance.

Target Audience: Affected shops

Training Requirements: Annual review of shop survey

Instructor: Shop Supervisor shall conduct training during stand-up safety training.

Course Length: 1 hour

LASER SAFETY

Required for users and all other personnel working with Class 3 and 4 lasers. The level of training provided will be commensurate with the degree of potential laser hazard and must be adequate to insure control of the laser hazards in the Depot. It must provide employees assigned to use or maintain laser and laser systems, the knowledge required to protect themselves and fellow employees from the associated hazards of laser operations. The training program will include all operators, technicians, engineers, maintenance, service personnel, etc., involved in the laser systems of the Depot.

Target Audience: 1. All Laser operations supervisors
2. Laser Operators
3. Maintenance Personnel

Training Requirements: Initial

Instructor: To be assigned by Safety Office

Course Length: 4 hours

LEAD AWARENESS TRAINING

Target Audience: All lead abatement workers and newly appointed lead workers. Any worker who has exposure to lead.

Training Requirements: 1. Annual
2. Upon initial appointment

Instructor: To be assigned by Safety Office

Class length: 1 hour

MACHINE GUARDING AWARENESS

Target Audience: All personnel operating machinery

Training Requirements: Upon initial assignment

Instructor: Shop Supervisor to train employees during stand-up safety meeting

Video available upon request.

Class Length: 1 hour

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Target Audience: All Employees who use PPE

Training Requirement: 1. Initial
2. Annual Refresher

Instructor: Supervisor to train employees during stand-up safety meeting.

Video available upon request

Class Length: 1 hour

RESPIRATORY PROTECTION

Target Audience: All employees who are required to wear a respirator

Training Requirement: 1. Initial
2. Annual Refresher

Instructor: To be assigned by Safety

Class Length: 3 hour initial
1 hour refresher

SIGHT CONSERVATION

Target Audience: All employees who work in sight hazard operations

Training Requirement: 1. Initial
2. Annual Refresher

Instructor: Supervisor to train employees during stand-up safety meeting

Video available upon request

Class Length: 1 hour

WELDING/CUTTING/BRAZING SAFETY

Target Audience: All welders, metal fab workers or employee assisting welders

Training Requirement: Initial

Instructor/Point of Contact: Shop supervisor to train employees during stand-up safety meeting

Video available upon request

Class Length: 1 hour

LAB SAFETY

Target Audience: All Lab workers

Training Requirement: 1. Initial
2. Refresher Training

Instructor/Point of Contact: Supervisor can conduct training as part of stand-up safety meeting.

Class Length: 1 hour

FALL PROTECTION

Target Audience: Employee who use Fall Arrest Systems, rigging personnel, confined space entry personnel.

Training Requirement: 1. Initial
2. Refresher Training

Instructor/Point of Contact: To be assigned by Safety, supervisor shall train employees during stand-up safety training.

Class Length: 1. 8 hour initial
2. 4 hour refresher every 2 years
