

NEW EMPLOYEE AND CONTINUOUS IN-SERVICE TRAINING

Program Element

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New employee and continuous in-service training programs must be developed that include; safety and loss prevention education regarding property protection, liability exposure and workplace safety; agency specific safety training regarding emergency action plans, actions and first-aid and job specific safety training to employees performing tasks where frequent or severe accidents have occurred or where there is a potential for frequent or severe accidents.

Definition: The Loss Prevention Education and Training criteria consist of programs that prevent or mitigate losses. These programs are designed to provide employees with knowledge and skills regarding property protection, liability exposures, workplace safety and the knowledge and skills to respond to emergencies.

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Are there any mandatory training requirements that are specific to OSHA that must be developed by the agency?

Guidelines and Criteria:

A successful loss prevention education and training program encompasses new employee orientation, job/task specific training programs, refresher training programs and special interest training.

New Employee Orientation

Training for new or transferred employees is critical in ensuring that all employees are aware of the agency loss prevention program and the loss prevention policy letter guidance. This is an excellent opportunity for the agency director, or other executive staff member, to introduce the new employee to the safety culture of the agency. Procedures for reporting hazardous conditions, and/or injuries or illnesses should also be covered during this training.

Ideally, the new employee orientation training will be provided within a short time of initial hire of an employee. Many agencies already have an established newcomer programs that usually entails office procedures, new hire information and completion of forms. If this is a formal training program loss prevention can be incorporated easily into that training session. If employees receive the newcomers information one-on-one through the human resource division, it may be necessary to ensure that part of the in-processing include a visit to the agency loss prevention coordinator.

Mandatory Training

Yes. Often there are federal and state mandated training that employees must receive. For example, employees working with hazardous chemicals are required by 29CFR 1910.1200 to receive specific training as it relates to the use, storage and procedures that apply to the chemicals. Another example is 29CFR 1910.132

How do I determine what mandatory training requirements are required and are there resources available to assist me?

which mandates that any employee required to use personal protective equipment (gloves, goggles, face shields etc.) must receive training prior to being assigned any task requiring the use of the equipment.

The agency loss prevention coordinator, working in concert with supervisors, must identify the mandatory OSHA training requirements that apply to assigned employees to ensure that training is accomplished as required. Often this training is conducted on-site by the supervisor; however, occasionally an employee may be required to attend formal professional level training off-site to fulfill the requirement. It would not be possible to list all of the mandatory training that an agency may need to establish in this section of our guide; however, assistance in identifying training requirements that may apply to your agency is available by contacting Arizona Department of Risk Management (ADOA) Loss Prevention Section.

An *excellent source* for identifying mandatory training requirements can be found on the Department of Labor Occupational Safety and Health (OSHA) web site. The OSHA web site is located at the following web address:

www.osha.gov

To access the training requirements guidelines enter the term “training” in the search bar on the main page. You will be directed to a page listing all of the search results for training.

Locate the section titled Top Links (example below) and click on the Training Requirements in OSHA Standards Link. This will open a PDF document containing all of the required training for each of the OSHA Standards. These guidelines will provide information on how to identify training needs, how to develop goals and objectives for training, tips on conducting the training through the use of learning activities and evaluating the effectiveness of the training provided.

The guidelines provided in this document provide information as it relates to each of the OSHA Standard Subparts. For example, OSHA Standard subpart E contains requirements related to training employees on exit routes, emergency action plans and fire prevention plans. Each of the subparts of the standard are covered in this document.

If you need assistance locating this document or clarification on any of the listed requirements, contact ADOA Risk Management Loss Prevention section for assistance.

Top Links

★ [OSHA Training Institute](#)

★ [Office of Training and Education - Training Resources](#)

★ [Outreach Training Aids](#)

★ [Outreach Training Program](#)

★ [Susan Harwood Training Grant Program](#)

★ [Training Institute Course Schedule](#)

★ [Training Institute Education Centers](#)

★ [Training Requirements in OSHA Standards and Training Guidelines - OSHA Publication 2254 1998](#)

Supervisory Training

Supervisory training programs should be developed at the agency to ensure that supervisors are aware of the key role they play in the loss prevention program. Supervisors have day-to-day oversight on the operations that occur in the agency and therefore play a vital role in ensuring that safety and health policies and procedures are implemented at all levels of the agency. Supervisory training should include, but is not limited to, the following items:

- An overview of the agency safety and health policies and procedures
- Responsibilities for enforcing safety and health policies and procedures
- Training on how to investigate an accident or near miss incident focusing on the prevention of similar type events
- Employment issues such as sexual harassment, hiring, terminating and ADA issues

Defensive Driving and Van Dynamics Training

Employees who operate vans designed to carry nine (9) or more passengers must complete both Defensive Drivers and Van Dynamics and Behind the Wheel Training. These classes must be taken every four (4) years.