



# TOSHA INSTRUCTION

TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
DIVISION OF OCCUPATIONAL SAFETY & HEALTH

**DIRECTIVE NUMBER:** TED-TN 01-00-019

**EFFECTIVE DATE:** October 1<sup>st</sup>, 2014

**SUBJECT:** Initial Training Program for TOSHA Compliance Personnel

## ABSTRACT

- Purpose:** This instruction provides TOSHA personnel with policy and guidelines for implementation of competency-based training programs for TOSHA compliance personnel.
- Scope:** This instruction applies TOSHA-wide.
- Action Offices:** TOSHA Central and Area Offices.
- Contact:** Manager of Standards and Procedures  
Division of Occupational Safety and Health  
220 French Landing Drive  
Nashville, TN 27243-1002
- Approval:** By and Under the Authority of Steve Hawkins  
Administrator of TOSHA

## Executive Summary

This instruction provides guidance and direction to the Tennessee Occupational Safety and Health Administration (OSHA) Central and Area Offices concerning TOSHA's policies and procedures for training of Compliance Safety and Health Officers (CSHOs). It is essential that CSHOs have the requisite knowledge, skills, capability and varied professional backgrounds to accomplish TOSHA's mission of promoting safe and healthful working conditions for Tennessee's working men and women. In this instruction, TOSHA has provided detailed guidance for training required during the CSHO's career, including recommended training that assists the CSHO with preparation for professional certification exams.

The goal of this instruction is to assist CSHOs and their supervisors with direction, guidance and training options that directly contribute to the CSHO's ability to represent TOSHA with a high degree of professional expertise. In addition, the CSHO training program identifies a correlation between CSHO competency and achieving respected credentials in the fields of safety, health and construction such as Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH) and Certified Construction Health and Safety Technician (CCHST®).

## Table of Contents

I.	Purpose.....	1
II.	Scope.....	1
III.	Action Offices.....	1
IV.	Goals and Objectives of CSHO Training.....	1
V.	First Three Years of CSHO Training.....	2
VI.	Organizational Responsibilities.....	5
VII.	Professional Development during the CSHO's Career.....	6
VIII.	Waiver from Required Training Program.....	10
IX.	Time Extensions.....	10
X.	Monitoring the Training Program.....	11
XI.	Continuation of CSHO Development.....	12
XII.	Evaluation.....	13
	Appendix A - OTI Courses Required or Recommended in OSHA Directives.....	A-1
	Appendix B - Correlation of OTI Courses to Professional Certification.....	B - 1

- I. Purpose. This instruction provides TOSHA personnel with policy and guidelines for implementation of competency-based training programs for TOSHA compliance personnel.
- II. Scope. TOSHA-wide.
- III. Action Offices. TOSHA Central and Area Offices.
- IV. Goals and Objectives of CSHO Training. The goal of this instruction is to assist CSHOs and their supervisors with direction, guidance, and training options that directly contribute to the CSHO's ability to represent TOSHA with a high degree of professional expertise.
  - A. Competency-Based Curriculum.
    1. The OSHA Training Institute offers formal training for CSHOs with a competency-based approach to curriculum, using the CSHO Functional Competency Model as the guide. A copy of the CSHO Competency Model and related information on the OTI curriculum and professional certification can be found on OSHA's Directorate of Training and Education Extranet web pages.
    2. It is important to note that competence cannot be achieved through formal training alone. Proficiency requires a mix of experiences over time, personal initiative to develop to the highest level of professionalism possible, and structured on-the-job training as well as formal training.
  - B. Formal Training Program. OTI's formal training program provides a wide range of training opportunities and learning experiences to assist CSHOs with their professional development goals. A flexible program that incorporates technology-enabled learning, self-study packages, on-the-job experiences and formal training has been developed to accommodate the varying levels of experience and competence during the CSHO's career. OTI's safety, health and construction training paths reflect basic requirements and competencies applicable to all CSHOs as well as those intending to gain additional expertise.
  - C. Technical Training during the First Three Years. OTI's flexible yet structured approach to curriculum meets the needs of CSHOs with highly diverse academic backgrounds and experiences. Supervisors and managers are encouraged to incorporate their office's training priorities into the CSHO's training program. For example, the needs of the Area Office may dictate that new CSHOs receive technical training in industrial noise or machine guarding within their first year. The OTI training program offers supervisors and managers the opportunity to incorporate up to four additional technical courses at any time during the CSHO's initial three year training plan provided the CSHO has completed both the #1000 Initial Compliance and one of the Standards courses. Selection of the technical courses to be attended and determination of the sequencing and priority are at the supervisor or manager's discretion.
  - D. Professional Certification. OTI's articulated progression of training requirements for the first three-year period of a CSHO's career supports the pursuit of professional certification and encourages CSHOs to strive for the recognition that such certification provides. Since OTI's courses are designed to support OSHA's mission, there may not always be a one-to-one correlation between an OTI technical course and the competencies required to achieve certification. Correlation of OTI

courses to professional certification can be found in Appendix B of this instruction.

- V. First Three Years of CSHO Training – Phase 1. TOSHA Career Path for CSHOs (see Figure 1) illustrates a recommended training sequence for the CSHO’s career.
- A. The following two courses must be completed within the first year of a CSHO’s career. Although these courses are required during the first year, there is no limit to the number of courses a CSHO may take during any year.
1. #1000 Initial Compliance.
  2. One of the following courses on OSHA Standards.
    - a. #1050 Introduction to Safety Standards for Safety Officers (safety career path/safety specialists).
    - b. #1250 Introduction to Health Standards for Industrial Hygienists (health career path/industrial hygienists).
- B. The following courses will be taken after the CSHO has completed one of the Standards courses.
1. #1310 Investigative Interviewing Techniques.
  2. #1410 Inspection Techniques and Legal Aspects.
  3. #1230 Accident Investigation
  4. #2000 Construction Standards—Safety Career Path.
  5. #1280 Safety Hazard Awareness for Industrial Hygienists—Industrial Hygienists Career Path.
- C. At least two of the following courses or by choice of the Administrator/Manager/Supervisor will be taken during a CSHO’s initial three-year period to enhance multi-disciplinary competence.
1. Safety career path CSHOs will take at least two of the following:
    - a. #1080 Health Hazard Awareness for Safety Officers.
    - b. #3090 Electrical Standards.
    - c. #3010 Excavation, Trenching & Soil Mechanics.
    - d. #2540 Machine Guiding & Hazardous Energy.
    - e. #2450 Evaluation of Safety and Health Management Systems.
    - f. Selection by Administrator/Manager/Supervisor of other OTI safety courses.
  2. Health career path CSHOs will take at least two of the following:

- a. #2200 Industrial Noise
  - b. #2220 Respiratory Protection
  - c. #2340 Biohazards.
  - d. #2450 Evaluation of Safety and Health Management Systems.
  - e. Selection by Administrator/Manager/Supervisor of other OTI health courses.
- D. The FEMA Incident Command System IS-100 and IS-200 courses must be taken during the initial three years of training; however, the specific sequence is not critical.
- E. Additional technical courses can be assigned by the Supervisor through the Manager during the initial three years of the CSHO's training plan as specified in Section VII.C.
- F. During Phase #2 of the CSHO's career a minimum of six technical course in year five through year eight will be assigned by the Training Manager or Supervisor.
- 1. Through year four to year 5 CSHOs will take four technical courses.
  - 2. Through year six to year eight CSHO's will take two technical courses.
- G. During Phase #3 of the CSHO's career a minimum of one technical course every three years.
- H. Technical courses may include but not limited to:
- 1. Selection from OTI Course Calendar
  - 2. Tennessee Safety & Health Congress
  - 3. TOSHA Co-Sponsor Training
  - 4. TOSHA Approved Outside Training

# TOSHA CSHO TRAINING REQUIREMENTS

## FIGURE 1

The Administrator has the discretion to waive any of the required courses and timelines listed.

### PHASE #1

(Minimum of 8 initial OTI courses in year 1-3)

#### Year 1 through year 3

<b><u>Safety</u></b> #1000 Initial compliance #1050 Introduction to Safety Standards for Safety Officers #1310 Investigative Interviewing Techniques #1410 Inspection Techniques and Legal Aspects #1230 Accident Investigation #2000 Construction Standards FEMA IS 100.b & IS 700.a Incident Command System (online) & <u>Select #2:</u> #2450 Safety and Health Programs; #1080 Health Hazard Awareness for Safety Officers; #3090 Electrical Standards; #3010 Excavation, Trenching and Soil Mechanics; #2540 Machine Guarding & Hazardous Energy Control  Selection by Administrator/Manager/Supervisor of other OTI courses.	<b><u>Health</u></b> #1000 Initial compliance #1250 Introduction to Health Standards for Industrial Hygienists #1310 Investigative Interviewing Techniques #1410 Inspection Techniques and Legal Aspects #1230 Accident Investigation #1280 Safety Hazard Awareness for Industrial Hygienists FEMA IS 100.b & IS 700.a Incident Command System (online) & <u>Select #2:</u> #2450 Safety and Health Programs; #2200 Industrial Noise; #2220 Respiratory Protection; #2340 Biohazards; #2350 Expanded Health Standards  Selection by Administrator/Manager/Supervisor of other OTI courses.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### PHASE #2

(Minimum of 6 Technical Courses in year 5 through year 8)

#### Year 4 through 5 (Total of 4 technical courses listed below):

- Selection from OTI Course Calendar
- Tennessee Safety & Health Congress
- TOSHA Co-Sponsor Training
- TOSHA Approved Outside Training – AIHA; ASSE; Asbestos Inspector; Link Systems; Trench Safety; Scaffolding; etc.

#### Years 6 through 8 (Total of 2 technical courses listed below):

- Selection from OTI Course Calendar
- Tennessee Safety & Health Congress
- TOSHA Co-Sponsor Training
- TOSHA Approved Outside Training – AIHA; ASSE; Asbestos Inspector; Link Systems; Trench Safety; Scaffolding; etc.

### PHASE #3

(Minimum of 1 Technical Courses every 3 years)

#### Years 9 throughout the CSHO's career (Total of 1 technical course listed below every 3 years):

- Selection from OTI Course Calendar
- Tennessee Safety & Health Congress
- TOSHA Co-Sponsor Training
- TOSHA Approved Outside Training – AIHA; ASSE; Asbestos Inspector; Link Systems; Trench Safety; Scaffolding; etc.

VI. Organizational Responsibilities.

- A. Central Office. The TOSHA Central Office shall support the training program, as appropriate, by providing resources, supplying current information on the status of agency programs, standards, regulations, and directives, ensuring program consistency.
- B. TOSHA Administrator. The TOSHA Administrator shall direct the execution of the state-wide TOSHA training and education program in accordance with TOSHA policy, through the Manager of Training and Education. The TOSHA Administrator may grant waivers and time extensions in accordance with the procedures explained in Sections VIII and IX of this instruction.
- C. Manager of Training and Education. The Manager of Training and Education shall direct the planning and execution of the training and education program and serve as a focal point in coordinating and managing the program. Specifically, the Manager of Training and Education shall:
  - 1. Provide guidance and assistance to supervisors and CSHOs concerning information contained in this instruction.
  - 2. Implement the TOSHA training and education program.
  - 3. Assist in providing resource material and current training information to managers and supervisors concerning the implementation of the objectives of the training program.
  - 4. Evaluate and monitor all records of training.
  - 5. Enroll students in the appropriate courses using the Learning Link system.
  - 6. Maintain the data base of TOSHA training records.
  - 7. Process technical training requests, and provide training registration information to managers, supervisors and CSHOs.
  - 8. Provide to the Director of the Directorate of Training and Education a copy of the alternative training completion for the FEMA IS-100 and IS-200 Incident Command System courses.
- D. Managers. The TOSHA Managers shall be responsible for facilitating, and monitoring the development and training of the CSHOs in his/her section through the appropriate Supervisors.
- E. Supervisors. Supervisors shall ensure the successful implementation of the training program for compliance personnel as outlined in this instruction. Specifically, the Supervisors shall:

1. Ensure the professional development of CSHOs under his/her supervision in accordance with the detailed training options outlined in this instruction and Appendices.
  2. Identify and document through an Individual Development Plan (IDP) process the training needs of CSHOs assigned to his/her supervision, and plan and coordinate all training.
  3. Provide and coordinate instruction, assistance, and guidance consistent with the IDP process for CSHOs to meet the training program objectives outlined in this instruction.
  4. Review and discuss training progress with each CSHO under his/her supervision during the interim and annual performance reviews.
  5. Assign, as needed, experienced personnel to assist in the on-the-job training of newly-hired CSHOs.
  6. Assess and document CSHO abilities and if appropriate send waiver and/or time extension requests to the TOSHA Administrator through the appropriate Manager.
  7. If appropriate assign additional technical courses during the initial three year period of a CSHO's training program. This is in addition to the required OTI courses outlined in this instruction.
- F. Compliance Safety and Health Officer (CSHO). The CSHO has the responsibility to perform to the best of his/her ability in all training programs. Specifically, the CSHO shall:
1. Discuss his/her performance and training progress with their supervisor.
  2. Participate in the planning of training activities.
  3. Fully attend, participate in, and complete all assigned training courses, seminars and other events.

VII. Professional Development during the CSHO's Career:

- A. Required Training. In the interest of consistency, it is expected that CSHO will attend the required courses outlined in this instruction offered by the OSHA Training Institute. The information provided in this section is intended to assist the TOSHA Administrator in determining equivalency when issuing waivers. The Directorate of Training and Education Intranet page offers up-to-date information on course objectives, whether a course is blended, or has specific prerequisites.
- B. Blended Courses. Blended courses include at least one online, web-based training



requirement plus an instructor-led portion. Whenever a course prerequisite includes an online, blended session, that web-based training must be completed prior to attending the instructor-led session. There is no waiver process or equivalent to completing the online prerequisite of an OTI course. This strict requirement is due to the close link between the training offered online and the subsequent classroom (i.e., instructor-led) training which is designed specifically to complement one another.

C. Course Sequence. Both the Initial Compliance course and a Standards course must be completed in year one of the CSHO's training path. It is recommended that courses listed as third through ninth should be completed in a sequence optimal to attaining professional development goals and at the discretion of the TOSHA Administrator.

1. #1000 Initial Compliance. This course is designed for newly hired CSHOs and focuses on the basic elements of conducting inspections in accordance with current OSHA policy. Also emphasized is the importance of personal conduct and professional development. Role-play is used to allow students to practice how to conduct an opening conference. The course ensures that participants have the fundamentals of information gathering to document the *prima facie* elements in a case file. During a mock inspection, participants work in teams to investigate and document the validity of alleged complaint items. At the conclusion of this course, the student will be able to identify CSHO responsibilities related to conducting an inspection as well as promoting, assessing and enforcing workplace safety and health compliance.
2. Standards Courses. The purpose of these courses is to provide CSHOs with an introduction to the organization and content of the standards, hazard recognition, and documentation of identified hazards.
  - a. #1050 Introduction to Safety Standards for Safety Officers. This course is designed specifically for safety officers and emphasizes a wide range of safety hazards covered by 29 CFR 1910. During the course, students observe staged hazardous conditions in the OTI safety laboratories where they will evaluate, document, select and apply standards and recommend corrective actions. At the conclusion of the course, the student will be able to apply inspection techniques, basic safety hazards recognition and abatement for general industry inspections.
  - b. #1250 Introduction to Health Standards for Industrial Hygienists. This course is designed specifically for industrial hygienists and emphasizes recognition, evaluation and control of a wide range of health hazards covered by 29 CFR 1910 and substance-specific standards in 29 CFR 1926. The featured practicum in this course includes analysis of the health hazards in a foundry. At the conclusion of this course, the student will be able to employ basic

health hazard recognition; apply inspection sampling and instrumentation techniques and related OSHA policies; and, identify abatement methods.

3. #1310 Investigative Interviewing Techniques. This course is intended to serve as a practical interviewing guide for OSHA compliance personnel. A major component of this course includes role-play using scenarios that provide the opportunity for students to practice interviewing skills. The course emphasizes developing a plan for gathering the necessary facts, characteristics of good questioning techniques, active listening, and cross-cultural communication.
4. #1410 Inspection Techniques and Legal Aspects. This course introduces the student to inspection techniques related to OSHA compliance activity and to the associated formal requirements and processes of the legal system. Emphasis is placed on documenting a legally sufficient case file. The course includes the essential elements of conducting walk-around inspections and interviews, and analyzing, organizing and documenting information related to inspections and investigations. Students develop a sample legally defensible case file and participate in a mock trial as the culminating learning experience.
5. #2000 Construction Standards--Safety Track. This course is specifically designed for safety specialists and industrial hygienists who will conduct construction inspections. The CSHO will become acquainted with how the building process proceeds from site clearing to building finishing. Corresponding subparts of 29 CFR 1926 are presented in conjunction with the building process. The course features a field trip to a construction site to emphasize and reinforce learning.
6. #1280 Safety Hazard Awareness for Industrial Hygienists—Industrial Hygiene Track. This course provides industrial hygienists with the knowledge and skills to become aware of selected safety hazards related to common worksite processes. By the end of the course, students will be able to decide if a referral is appropriate in accordance with OSHA's occupational safety standards and guidelines.
7. #1230 Accident Investigation. This course covers the key elements that are essential to conducting successful accident investigations. Major topics include investigation planning, documenting the scene, collecting facts through interviewing, failure analysis and analytical tools, collecting and analyzing physical evidence, and control strategies. Using a case file and interactive class workshops, students work in teams to gather and analyze evidence to develop facts, findings and conclusions.
8. FEMA IS-100 and IS-200 Online Courses. When responding to an identified

incident, the CSHO will be able to operate efficiently within the parameters of an Incident Command System (ICS).

- a. FEMA IS-100 and IS-200 online courses. These NIMS courses are located on FEMA's Emergency Management Institute Independent Study Program Internet website. The current title for IS-100 is, *Introduction to Incident Command System I-100* and the current title for IS-200 is, *ICS for Single Resources and Initial Action Incidents*.
  - b. The Supervisors will furnish to the Manager of Training and Education a copy of the IS-100 and IS-200 completion certificates for inclusion in the CHSO's training record.
9. Multi-Disciplinary Courses. The Administrator/Manager/Supervisor can choose two additional OTI courses within the first three years of the CSHO's career and annually thereafter depending on the students needs. An OTI course catalog is available at: <https://www.osha.gov/dte/oti/>

#### VIII. Waiver from Required Training Program.

- A. Waiver Conditions. The training program outlined in this instruction is required to be completed during the CSHO's career. The TOSHA Administrator has discretion to waive any of the required courses listed; Waivers shall be used rarely and shall be granted only when appropriate.
- B. Assessment and Documentation. The appropriate Manager must assess and document that the CSHO has demonstrated that he/she can perform the tasks listed in the course objectives for the course being waived. After an assessment has been made, waiver requests shall be submitted in writing by the Section Manager to the TOSHA Administrator and to the Manager of Training and Education. The waiver request will document why the CSHO does not need to attend the specified course. The documentation will include how the CSHO has acquired the levels of knowledge, skills and abilities reflected in the objectives of the course for which the waiver is being requested. Not only must equivalent technical knowledge and skills be documented, but the documentation shall also indicate that the CSHO has institutional understanding of OSHA-specific policies and procedures. For example, criteria may include experience as a former compliance officer with an OSHA State Plan State, Federal OSHA, or as a former 21(d) OSHA consultant.
- C. Waiver Requests. Only the TOSHA Administrator can grant a waiver. The TOSHA Administrator shall respond to waiver requests in writing. Copies of responses approving waiver requests shall be provided to the Manager of Training and Education.
- D. Training Record Annotated. The Manager of Training and Education shall annotate the CSHO's training record to reflect required courses waived by the TOSHA

Administrator.

- IX. Time Extensions. The time requirements for completing the training shown in this instruction must be met. Only the TOSHA Administrator can grant a time extension, which must be based on extenuating circumstances. The time allowed to complete the required courses should also allow insertion of technical courses throughout the CSHO's career. Technical courses may be taken at any time during the CSHO's career after completion of both #1000 Initial Compliance and one of the standards courses within the first year.
- A. Time Extension Conditions. If there are circumstances that prevent the CSHO from completing the required courses, the TOSHA Administrator can extend the time for completion of the required courses for a period of up to one year. Time extensions may not exceed twelve months. The use of time extensions could extend the time allowed for a CSHO to complete the required courses.
- B. Time Extension Requests. Time extensions shall be submitted in writing by the Section Manager to the TOSHA Administrator and to the Manager of Training and Education. Time extension requests include the reason(s) additional time is needed by the CSHO to complete the required training, the amount of time requested and the course(s) that will be completed during the requested time extension.
- C. Time Extension Approvals. The TOSHA Administrator shall respond to the time extension request in writing. Copies of the responses approving time extension requests shall be provided to the Manager of Training and Education.
- D. Training Record Annotated. The Manager of Training and Education shall annotate the CSHO's training record to reflect the extension of time.
- X. Monitoring the Training Program. Monitoring the CSHO's progress through their career is critical to ensure the success of the training program. Monitoring provides information regarding the benefits and effectiveness of the training received. In addition, it provides information on the ability of the CSHO to achieve training goals and objectives. Both the CSHO's Supervisor and Manager play major roles in the monitoring process.
- A. Supervisors. The CSHO's Supervisor shall:
1. Ensure that each CSHO has completed the necessary prerequisites before attending mandatory OSHA training courses.
  2. Review the CSHO's performance of recommended self-study and on-the-job training (OJT) assignments.
  3. Conduct a review with the CSHO following each recommended self-study and OJT inspection activity. This review provides the supervisor with information on the progress of the CSHO and can assist in identifying areas requiring further training.

4. Determine when the CSHO has sufficient experience to participate fully in developing the actual case file; the OJT review may be discontinued when this has been effectively accomplished.
- B. Manager. The appropriate Section Manager shall monitor Area Office implementation of the training program outlined in this instruction through review of training documents and discussions with CSHOs and Supervisors.

XI. Continuation of CSHO Development.

- A. Professional Standing, Recognition and Professional Certification. The series of courses listed for the CSHO's career provide a foundation for proficiency. Those CSHOs who choose to work toward a high level of knowledge and skill are encouraged to continue to attend technical courses at the OTI and equivalent sources. While professional certification is an important career milestone, it is not the only path to gaining professional standing or recognition. CSHOs that complete new, complex or difficult assignments expand their capabilities and broaden their role as a safety and health professional inside and outside of TOSHA.
- B. Role of Individual Development Plans. An Individual Development Plan (IDP) is an active plan to help the CSHO achieve organizational and career goals. IDPs must be updated annually and serve as a tool to provide documentation for each CSHO to chart and monitor his/her own progress toward developmental goals. An IDP can help a CSHO:
1. Achieve and enhance the level of knowledge and skills required to achieve the functional competencies of a CSHO.
  2. Build expertise as a TOSHA safety and health professional.
  3. Continue professional development throughout his/her career.
- C. IDPs for the Initial Three-Year Period – Phase 1. The CSHO's First Year Orientation and Training Plan administered by the appropriate supervisor and the CSHO's Training Path (Figure 1) serve as the CSHO's IDP during the first three years. The IDP reflects:
1. Mandatory training required during the three-year period as outlined in this document – Phase 1.
  2. Area office and central office training and orientation procedures outlined in the CSHO's First Year Orientation and Training Plan. This document includes, for example:
    - a. Personnel procedures required by the Tennessee Department of Labor and Workforce Development.

- b. Procedures for becoming familiar with the OSHA and TOSHA Acts, the OSHA and TOSHA internet and intranet, and other appropriate document and Web sites.
  - c. Schedule for on-the-job training and mentoring.
  - d. Schedule for review, study, and discussion of standards and other documents (CPL's, etc.) adopted by TOSHA.
  - e. Familiarization with appropriate technical equipment and instruments.
3. Other developmental training as determined by the CSHO's Supervisor. For example:
- a. Supplemental training at the Central and Area Office levels that includes formal and/or informal mentoring by higher graded personnel and/or CSHO's with specialized experience.
  - b. Participation in various classes of inspections and a variety of industries and worksites.

D. IDPs Developed after the Three-Year Period – Phase 2 & 3.

- 1. An IDP helps the CSHO continue to improve his/her present performance and prepare him/her for more responsible work in accordance with his/her potential and interests, and the needs of TOSHA.
- 2. Appendices A, B & C are provided to assist supervisors and CSHOs in preparing IDPs for continuing development.

XII. Evaluation. An overall evaluation of the training program for TOSHA compliance personnel effectiveness will be conducted by management team of TOSHA.

A. Established evaluation processes and criteria include:

- 1. OTI is accredited through third party evaluations such as the International Association of Continuing Education and Training (IACET). OTI and DTE have been accredited by IACET since 2002. Retaining accreditation requires periodic internal reviews and reaccreditation not less than every five years.
- 2. Maintaining effective management of human capital through an annual review by the TOSHA management team of the progress of the training plan for each CSHO.

## Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1

### Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1

**Background and Description of Appendix A.** This Appendix is recommended as a tool for supervisors of first year CSHOs.

The OSHA Training Institute (OTI) offers formalized training for CSHOs through its competency-based approach to curriculum. As a professional, the CSHO will acquire additional knowledge, skills, abilities and behaviors through other sources such as Self-Instruction (SI) and On-the-Job Training (OJT) which enhance the formal training a new CSHO receives at OTI. This Appendix offers recommendations for both SI and OJT activities to be completed along with formal training at OTI.

The Appendix A table lists activities that should be completed in the Area Office prior to and after attending specified OTI courses. Items listed in the “Activity” column should be completed by all CSHOs. Activities recommended specifically for safety specialists, industrial hygienists or construction specialists are listed in the last three columns. Each activity and discipline-specific recommendation is provided to complement material covered in the formal OTI training courses.

Time allotted to accomplish SI and OJT assignments should be compatible with the newly-hired CSHO’s current knowledge, skill and experience levels. The supervisor should verify the CSHO’s ability to successfully complete SI and OJT assignments. Training assignments may also be supplemented by other comparable task assignments deemed appropriate and/or equivalent by the supervisor.

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
<b>PRIOR to Attending OSHA Training Institute’s Course #1000 Initial Compliance</b>					
<b>OJT</b>	Work with office administrative personnel to identify and become familiar with office administrative procedures (both personnel and citation processing).	_/_/___	<i>No Additional Discipline-Specific Recommendations</i>		
	Work with a team leader or assigned mentor to review the <i>Area Office New Employee Orientation Checklist</i> on the CSHO Resources page (Intranet) This will be helpful especially during the first weeks of CSHO employment.	_/_/___	<i>No Additional Discipline-Specific Recommendations</i>		

**Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1**

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
OJT	<p>Explore the OSHA Intranet and Internet sites Begin with the following.</p> <p>OSHA Intranet:</p> <ul style="list-style-type: none"> <li>* Current NCR system or new OSHA Information System, OIS (general application)</li> <li>* OSHA forms (e.g., OSHA-1, -1A, and -1B)</li> <li>* Use of OSHA Integrated Management Information System (IMIS) data</li> <li>* SAVES – Standard Alleged Violation Elements</li> <li>* Directorate of Information Technology (DIT) Help Desk page (review topics related to data entry, program applications, FAQs, the Oracle and stand-alone applications and other application-based training provided by DIT)</li> </ul> <p>OSHA Public Page (Internet):</p> <ul style="list-style-type: none"> <li>* <i>OSHA Field Operations Manual (FOM)</i></li> <li>* Directives system</li> <li>* <i>OSHA Technical Manual (OTM)</i></li> <li>* Whistleblower protection program</li> </ul>	<p>___/___/____</p>	<p><i>No Additional Discipline-Specific Recommendations</i></p>	<p>OSHA-1B (IH) form</p>	<p><i>No Additional Discipline-Specific Recommendations</i></p>
	<p>Receive training and instructions on use and limitations of PPE (e.g., hard hats, safety glasses, hearing protection, high-visibility clothing and safety shoes).</p>	<p>___/___/____</p>	<p><i>No Additional Discipline-Specific Recommendations</i></p>		
	<p>Receive training and instructions on personal use of respirators, according to National, Regional, and Area Office programs; be fit-tested.</p>				
<p>With team leader or assigned mentor, review basic programs such as:</p> <ul style="list-style-type: none"> <li>* Hazard Communication</li> <li>* The Control of Hazardous Energy (Lock-out/Tagout)</li> <li>* Recordkeeping</li> </ul>					



**Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1**

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
<b>SI</b>	Read and review OSH Act and become familiar with: <ol style="list-style-type: none"> <li>1. which employers and employees are covered and</li> <li>2. the responsibilities of employers and employees</li> </ol>	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
	Review the contents of 29 CFR 1910 and 29 CFR 1926 and become familiar with the types of hazards covered by OSHA regulations.  Consult with team leader or assigned mentor to determine which hazards are more likely to be investigated by safety specialists and which are more likely to be investigated by industrial hygienists.	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
	Review the public (Internet) and Intranet web pages related to OSHA's compliance assistance: <ul style="list-style-type: none"> <li>* Alliance Program</li> <li>* Compliance Assistance</li> <li>* Consultation Programs</li> <li>* Small Business Initiatives</li> <li>* Strategic Partnership Program</li> <li>* Voluntary Protection Programs</li> </ul>	__/__/____			
	Review the Regional Emergency Management Plan (REMP).	__/__/____			
<b>OJT</b>	Accompany a fully-qualified CSHO on a programmed inspection and observe the following: <ul style="list-style-type: none"> <li>* Inspection preparation</li> <li>* Calibration of instruments</li> <li>* Opening conference</li> <li>* Walkthrough</li> <li>* Use of instruments or other measuring devices</li> <li>* Closing conference</li> <li>* Preparation of citations</li> </ul>	__/__/____	Instruments might include Santronics AC sensor, velometer	Instruments might include air or noise sampling equipment	Instruments might include inclinometer, engineering rod
	Accompany a fully-qualified CSHO on a general schedule follow-up inspection.	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		

**Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1**

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
<b>Attend OTI Training: Course #1000 Initial Compliance - including web-based segment prior to instructor-led (i.e., classroom) training</b>		__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
<b>SI</b>	Review the contents of 29 CFR 1915, 1917, and 1918.	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
	Consult with team leader or assigned mentor to determine whether the office has a history of making inspections under these standards.	__/__/____			
	Review the contents of 29 CFR 1928.	__/__/____			
<b>OJT</b>	If the Area Office conducts inspections under the 29 CFR 1915, 1917 and 1918 standards, accompany a fully qualified CSHO on an inspection involving shipyard employment and marine cargo handling industries.	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
	If the Area Office conducts inspections under the 29 CFR 1928 standard, accompany a fully qualified CSHO on an inspection involving agriculture operations.	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
	Identify consensus or other standards referenced in the OSHA standards.  Discuss with the supervisor whether the provisions of the identified standards are incorporated by reference or are advisory in nature.  Determine how personnel in your office access copies of needed consensus standards.	__/__/____	All Subparts in 1910 (excluding Subpart Z except Hazard Communication Std. - 1910.1200) Also, refer to 29 CFR 1910.6	1910 Subparts I, J and Z Also, refer to 29 CFR 1910.6	1926.65, 1926.95 through 1926.102, 1926.104, and 1926.152 (or other standards assigned by the supervisor)

**Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1**

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
OJT	Specific to your career path, accompany a fully qualified CSHO on an inspection and discuss related technical information from that inspection.	__/__/____	Example: after inspection involving storage of flammable and combustible liquids, discuss chemistry related to fire and solvents	Example: after an inspection involving lead exposures, discuss toxicology and health effects, dose-response relationships, feasible engineering controls	Example: after a trench inspection, discuss the following: trigonometry applicable to trenching and mechanics
	With a team leader or assigned mentor, identify the instruments used by personnel in your specific discipline that are maintained at the Area Office (e.g., detector tube pumps, carbon monoxide and/or multiple gas meters, receptacle (three-light) tester, sound level meters, camera, tape measure).	__/__/____	Examples include: Santronics AC sensor, voltage tester	Examples include: air monitoring equipment, noise instrumentation, velometers, heat stress monitors	Examples include: engineering rod, inclinometer, penetrometer, calipers
	With a team leader or assigned mentor, review the 5(a)(1) process for your Region.	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
<b>Attend OTI Standards Course per Selected Discipline</b>		__/__/____	<b>Course #1050 Introduction to Safety Standards</b>	<b>Course #1250 Introduction to Health Standards</b>	<b>Course #2000 Introduction to Construction Standards</b>
OJT	Work with a team leader or assigned mentor to identify and become familiar with OSHA's Nationally Recognized Testing Laboratory (NRTL) program.	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
OJT	With a team leader or assigned mentor, review calibration and maintenance requirements of equipment used in your discipline (e.g., detector tube pumps, carbon monoxide and/or multiple gas meters, receptacle (three-light) tester, sound level meters, camera, tape measure).	__/__/____	Examples include: Santronics AC sensor, voltage tester	Examples include: air monitoring instrumentation, noise dosimeters, four gas meters	Examples include: engineering rod, inclinometer, penetrometer, calipers

**Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1**

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
<b>SI</b>	Review the office library's basic texts, references, and materials related to your discipline's hazards and controls.	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		
	Prepare a written technical report or PowerPoint presentation using basic texts from the library and Internet resources for a specific type of hazard related to your discipline. Include: <ul style="list-style-type: none"> <li>* Types of worksites where the hazard may be expected to occur</li> <li>* Work activities that may involve the hazard</li> <li>* Equipment that may be associated with the hazard</li> <li>* Engineering and/or administrative controls and PPE that may be required to control the hazard</li> <li>* Related OSHA standards</li> </ul>	__/__/____	Examples include: amputations, electrical	Examples include: noise, temperature stress, exposure to toxic air contaminants	Examples include: fall from heights, trenching
<b>OJT</b>	Post-inspection and under the direction of a team leader or assigned mentor, prepare a written case file for a specific type of hazard documenting: <ul style="list-style-type: none"> <li>* Which standard applies</li> <li>* Standard is violated</li> <li>* Employees are exposed</li> <li>* Employer knowledge</li> <li>* Recommended abatement (e.g., engineering, administrative controls, PPE)</li> <li>* Recommended penalties</li> </ul>	__/__/____	<i>No Additional Discipline-Specific Recommendations</i>		

**Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1**

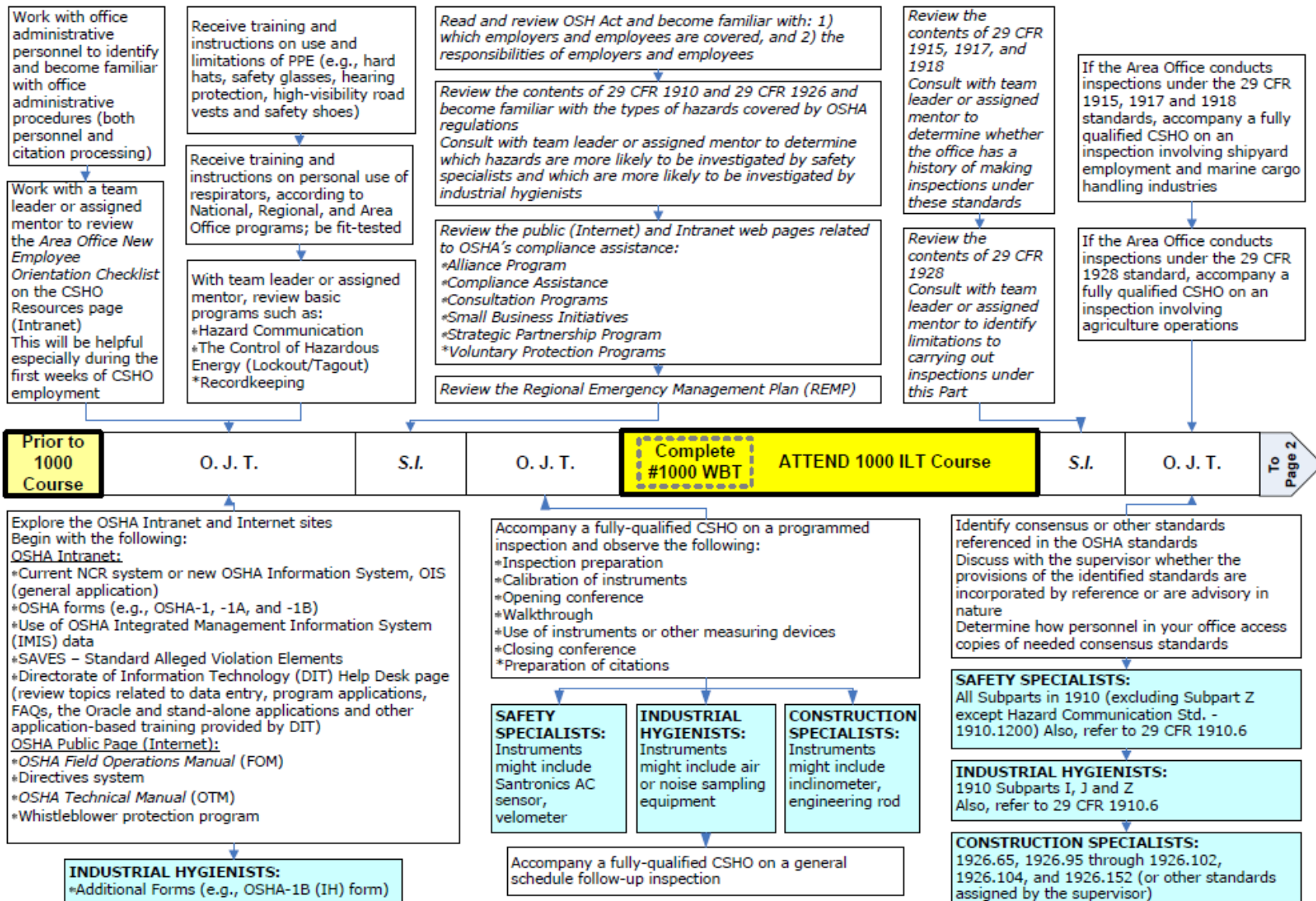
Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
OJT	Participate in a follow-up inspection and perform the following: * Review the case file to determine equipment necessary to evaluate the implementation of controls * Prepare all equipment for the follow-up inspection * Conduct an opening conference * Set up or operate all equipment for determining compliance * Answer routine questions concerning scope of survey, reasons for taking measurements, and general methods of controlling common hazards * Conduct the closing conference	__/__/__	<i>No Additional Discipline-Specific Recommendations</i>		
	With a team leader or assigned mentor, discuss regional review process for multi-employer worksite inspections.	__/__/__			
	Participate as a team member in an inspection involving a multi-employer worksite Present an oral summary of hazards and violations identified and citations recommended to the Area Director.	__/__/__			
	Participate as a team member in a special emphasis program inspection Present an oral summary of hazards and violations identified and citations recommended to the Area Director.	__/__/__			
SI	Perform a literature and web search to resolve a problem in hazard identification and control. Develop a written report incorporating the information.	__/__/__	<i>No Additional Discipline-Specific Recommendations</i>		
OJT	Observe an experienced CSHO recommending penalties to the Area Director.	__/__/__	<i>No Additional Discipline-Specific Recommendations</i>		
	Attend an informal conference.	__/__/__			

**Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1**

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
SI	For each of three inspection case files assigned by the supervisor, prepare a written report that summarizes: <ul style="list-style-type: none"> <li>* Reason(s) for the inspection</li> <li>* Nature and characteristics of the worksite</li> <li>* Hazards investigated, equipment used, and samples or measurements taken</li> <li>* Violations identified</li> <li>* Abatement methods used by the employer</li> </ul>	___/___/____	<i>No Additional Discipline-Specific Recommendations</i>		
	Review three Area Office accident investigation case files assigned by the supervisor.	___/___/____			

# Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1

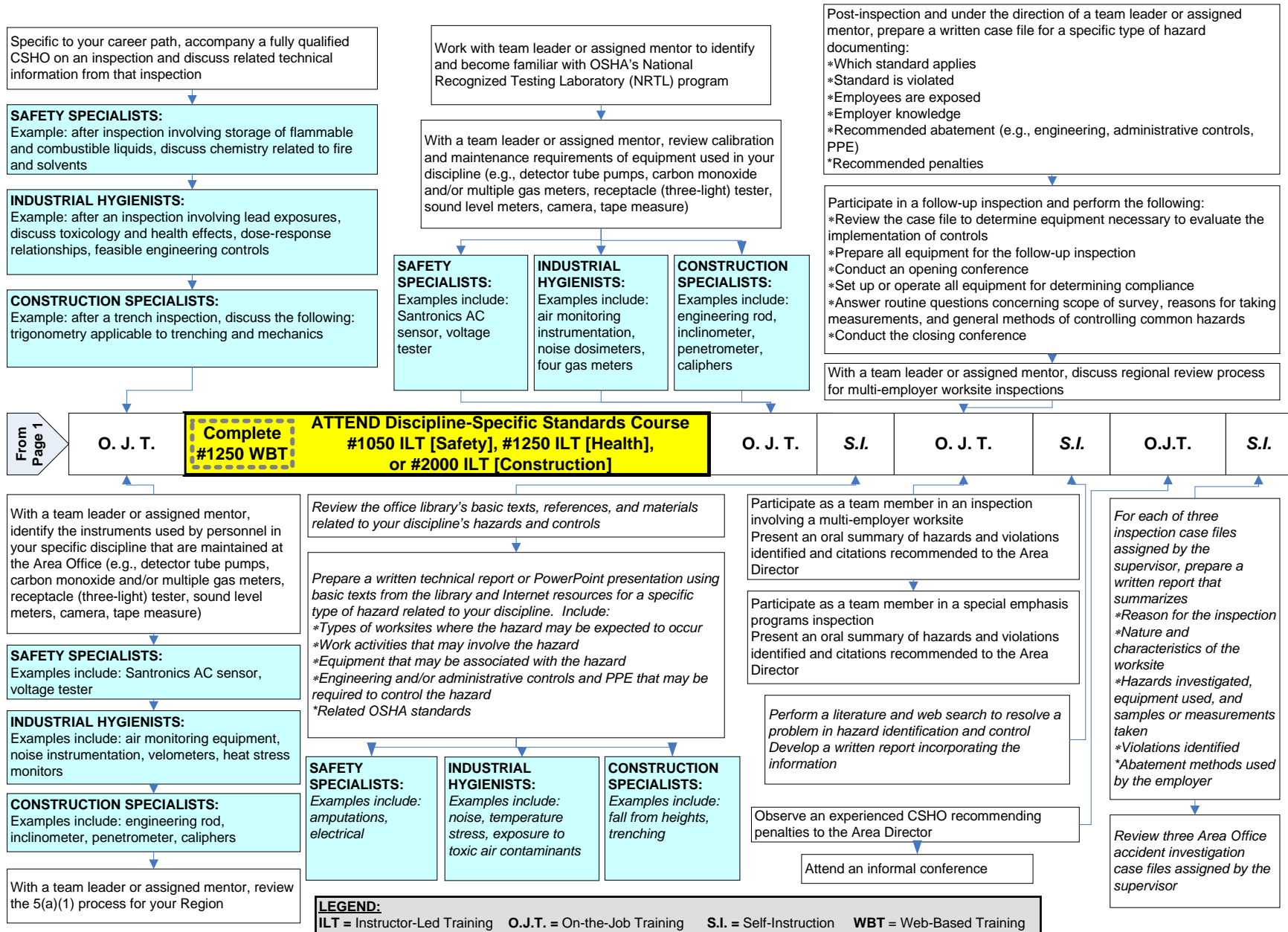
## CSHO First Year Training Plan [TED Appendix A] Summary - Page 1 of 2



**LEGEND:**  
 ILT = Instructor-Led Training    O.J.T. = On-the-Job Training    S.I. = Self-Instruction    WBT = Web-Based Training

# Appendix A. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Year 1

## CSHO First Year Training Plan [TED Appendix A] Summary - Page 2 of 2





## Appendix B. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Through Year 3

### Appendix B. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Through Year 3

**Background and Description of Appendix B.** This Appendix is a tool for supervisors of CSHOs to use to plan training during the CSHOs' second and third year of employment. Ideally, the courses would be taken in the order listed. The proposed sequence assists CSHOs with building professional expertise by setting incremental, achievable goals.

Some of the initial courses recommended for years two and three include an application of technical knowledge; however, the initial courses are not intended to provide an in-depth perspective in a specific technical area. OTI offers additional courses that deal specifically with skills and knowledge in several technical areas related to safety, health or construction. Refer to Appendix D *Correlation of OTI Courses to Professional Certification* for more detailed information about OTI courses that relate to professional certification.

After completion of each of the required courses and optional recommended technical courses, supervisors should assign CSHOs inspections which further reinforce the retention and transfer of the course learning objectives.

Years two and three offer the CSHO opportunities to reach professional development goals by:

- Completing the required OTI courses
- Selecting optional technical courses to support professional development
- Self-Instruction (SI)
- On-the-Job Training (OJT)
- Completing training required by various directives as assigned per Regional and Area Office plans (Refer to Appendix C for more information).

Required OTI Courses	Follow-up On-the-Job Training (OJT)	Self-Instruction (SI)	Applies Technical Knowledge
#1310 Investigative Interviewing Techniques	After completion of: <ul style="list-style-type: none"> <li>○ #1310 <i>Investigative Interviewing Techniques and</i></li> <li>○ #1230 <i>Accident Investigation</i></li> </ul> CSHOs should: <ul style="list-style-type: none"> <li>○ Participate in three accident/fatality investigations under the guidance of a team leader and/or an experienced CSHO</li> <li>○ Be given the opportunity to demonstrate effective investigative interviewing techniques</li> </ul>	None	This course does not specifically apply technical knowledge related to safety, health or construction.

**Appendix B. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Through Year 3**

Required OTI Courses	Follow-up On-the-Job Training (OJT)	Self-Instruction (SI)	Applies Technical Knowledge
#1410 Inspection Techniques and Legal Aspects	<p>After completion of:</p> <ul style="list-style-type: none"> <li>○ #1410 <i>Inspection Techniques and Legal Aspects</i></li> <li>and</li> <li>○ Three inspections</li> </ul> <p>The CSHO should discuss with his/her team leader:</p> <ul style="list-style-type: none"> <li>○ Whether each case has adequate documentation to defend the case during legal proceedings</li> <li>○ What additional documentation might have strengthened the case</li> </ul>	<p>Research and read new and applicable court cases, settlement cases and other OSHA policy documents related to course content.</p>	<p>This course does not specifically apply technical knowledge related to safety, health or construction.</p>
#2450 Evaluation of Safety and Health Management Systems	<p>After completion of #2450 <i>Evaluation of Safety and Health Management Systems</i>, the CSHO should:</p> <ul style="list-style-type: none"> <li>○ Participate in a minimum of three inspections of establishments that have a written safety and health program</li> <li>○ For each inspection, the compliance officer should               <ul style="list-style-type: none"> <li>• Evaluate the effectiveness of the safety and health program</li> <li>• Document his/her reasoning</li> <li>• Discuss the evaluation with his/her supervisor</li> </ul> </li> </ul>	<p>Research and read new and applicable Letters of Interpretation, directives, court cases, memoranda of understanding and other OSHA policy documents related to course content.</p>	<p>This course applies basic technical knowledge related to safety, health and construction.</p>
#1230 Accident Investigation	<p>After completion of:</p> <ul style="list-style-type: none"> <li>○ #1310 <i>Investigative Interviewing Techniques</i></li> <li>and</li> <li>○ #1230 <i>Accident Investigation</i></li> </ul> <p>CSHOs should:</p> <ul style="list-style-type: none"> <li>○ Participate in three accident/fatality investigations under the guidance of a team leader and/or an experienced CSHO</li> <li>○ Be given the opportunity to demonstrate effective investigative interviewing techniques</li> </ul>	<p>Research and read new and applicable Letters of Interpretation, directives, court cases, memoranda of understanding and other OSHA policy documents related to course content.</p>	<p>This course applies basic technical knowledge related to safety, health and construction.</p>

**Appendix B. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Through Year 3**

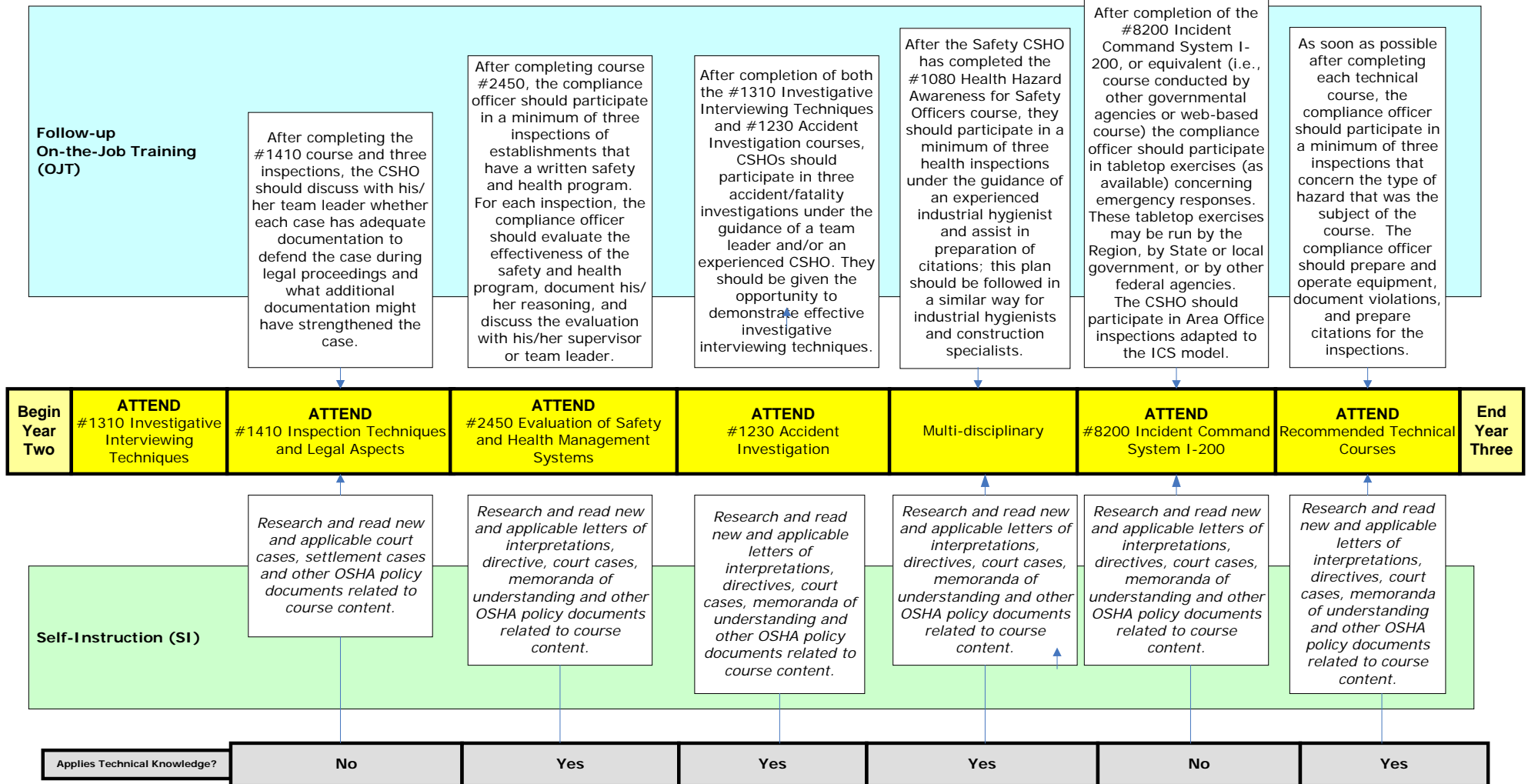
Required OTI Courses	Follow-up On-the-Job Training (OJT)	Self-Instruction (SI)	Applies Technical Knowledge
<p>Safety Specialists #1080 Health Hazard Awareness for Safety Officers</p> <p>Industrial Hygienists #1280 Safety Hazard Awareness for Industrial Hygienists</p> <p>Construction Specialists #1080 Health Hazard Awareness for Safety Officers</p>	<p>Safety Specialists. After the Safety Specialist has completed the #1080 <i>Health Hazard Awareness for Safety Officers</i> course, they should participate in a minimum of three health inspections under the guidance of an experienced industrial hygienist and assist in preparation of citations.</p> <p>Industrial Hygienists. After the Industrial Hygienist has completed the #1280 <i>Safety Hazard Awareness for Industrial Hygienists</i> course, they should participate in a minimum of three safety inspections under the guidance of an experienced safety specialist and assist in preparation of citations.</p> <p>Construction Specialists. After Construction Specialists have completed the #1080 <i>Health Hazard Awareness for Safety Officers</i> course, they should participate in a minimum of three health inspections under the guidance of an experienced industrial hygienist and assist in preparation of citations.</p>	<p>All three disciplines: Research and read new and applicable Letters of Interpretation, directives, court cases, memoranda of understanding and other OSHA policy documents related to course content.</p>	<p>These courses apply basic technical knowledge related to safety, health and construction.</p>
<p>#8200 Incident Command System I-200</p>	<p>After completion of the #8200 <i>Incident Command System I-200</i>, or equivalent (i.e., course conducted by other governmental agencies or web-based course) the compliance officer should participate in tabletop exercises (as available) concerning emergency responses. These tabletop exercises may be run by the Region, by state or local government, or by other federal agencies.</p> <p>The CSHO should participate in Area Office inspections adapted to the ICS model.</p>	<p>Research and read new and applicable Letters of Interpretations, directives, court cases, memoranda of understanding and other OSHA policy documents related to course content.</p>	<p>This course does not specifically apply technical knowledge related to safety, health or construction.</p>

**Appendix B. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Through Year 3**

<b>Required OTI Courses</b>	<b>Follow-up On-the-Job Training (OJT)</b>	<b>Self-Instruction (SI)</b>	<b>Applies Technical Knowledge</b>
<p><b>Technical Courses</b></p> <p><b>Safety Specialists</b> Build on skills and experience in a related technical area such as machine guarding or lock-out/tagout.</p> <p><b>Industrial Hygienists</b> Build on skills and experience in a related technical area such as noise sampling or air contaminant sampling.</p> <p><b>Construction Specialists</b> Build on skills and experience in a related technical area such as conducting a trench or scaffolding inspection.</p>	<p><b>Safety Specialists.</b> After the Safety Specialist has completed a technical course such as the #2030 <i>Basic Electrical Principles</i> or the #2040 <i>Machinery and Machine Guarding Standards</i>, the Safety Specialist should participate in a minimum of three inspections that:</p> <ul style="list-style-type: none"> <li>o Concern the type of hazard that was the subject of the technical course</li> <li>o Prepare and operate equipment appropriate for an inspection related to the technical area</li> <li>o Document violations and prepare citations for inspections related to the technical area</li> </ul> <p><b>Industrial Hygienists.</b> After the Industrial Hygienist has completed a technical course such as the #2200 <i>Industrial Noise</i> or the #2210 <i>Principles of Ventilation</i>, the Industrial Hygienist should participate in a minimum of three inspections that:</p> <ul style="list-style-type: none"> <li>o Concern the type of hazard that was the subject of the technical course</li> <li>o Prepare and operate equipment appropriate for an inspection related to the technical area</li> <li>o Document violations and prepare citations for inspections related to the technical area</li> </ul> <p><b>Construction Specialists.</b> After the Construction Specialist has completed a technical course such as the #3010 <i>Excavation, Trenching and Soil Mechanics</i> or the #3080 <i>Principles of Scaffolding</i>, the Construction Specialist should participate in a minimum of three inspections that:</p> <ul style="list-style-type: none"> <li>o Concern the type of hazard that was the subject of the technical course</li> <li>o Prepare and operate equipment appropriate for an inspection related to the technical area</li> <li>o Document violations and prepare citations for inspections related to the technical area</li> </ul>	<p>All three disciplines: Research and read new and applicable Letters of Interpretation, directives, court cases, memoranda of understanding and other OSHA policy documents related to technical course content.</p>	<p>These courses apply technical knowledge that is beyond the basic level related to safety, health or construction.</p>

## Appendix B. Recommended CSHO Training Activities for Phase 1 – Initial Courses, Through Year 3

### CSHO Years Two & Three Training Plan [TED Appendix B] Summary Page



## Appendix C. OTI Courses Required or Recommended in OSHA Directives

### Appendix C. OTI Courses Required or Recommended in OSHA Directives

This Appendix is recommended as a tool for supervisors to help determine additional training specifically required or recommended by OSHA directives. The training listed in this Appendix may be taken at any time after completion of the two required courses: #1000 Initial Compliance course and the appropriate Standards course (#1050 Introduction to Safety Standards for Safety Officers, #1250 Introduction to Health Standards for Industrial Hygienists or #2000 Construction Standards).

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
ADM 04-00-001 <a href="#">Safety and Health Management System</a> (05/23/2011) Chapter 14 “Permit-Required Confined Spaces”	CSHOs that will be entering a permit space	<p><i>“Minimum training for employees who will be entering a permit space and the attendant is:</i></p> <ul style="list-style-type: none"> <li>• <i><u>The Confined Space Entry course offered by OSHA's Training Institute or equivalent</u></i></li> <li>• <i><u>Respiratory Protection course offered by OSHA's Training Institute or equivalent</u></i></li> </ul> <p><i>Training in the use of any personal protective equipment required for confined space entry.”</i></p> <p><i><u>“Introduction to Industrial Hygiene for Safety Personnel” course offered by OSHA's Training Institute or equivalent training and/or experience.</u></i></p>	<ul style="list-style-type: none"> <li>• #2260 Permit-Required Confined Space Entry</li> <li>• #2220 Respiratory Protection</li> <li>• #1280 Safety Hazard Awareness for Industrial Hygienists formerly titled Safety Hazard Recognition for Industrial Hygienists</li> </ul>		
ADM 04-00-001 <a href="#">Safety and Health Management System</a> (05/23/2011) Chapter 18 “Respiratory Protection”	Regional Respirator Program Administrator	<p><i>“The Program Administrator must have attended the OSHA Training Institute course on respiratory protection and will be responsible for providing the necessary training to all OSHA employees who use respirators unless another qualified individual is assigned the responsibility.”</i></p>	#2220 Respiratory Protection		

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<p>CPL 02-00-100  <a href="#">Application of the Permit-Required Confined Spaces (PRCS) Standard, 29 CFR 1910.146 (05/05/1995)</a></p>	<p>CSHOs that will be entering a permit space</p>	<p><i>“Minimum training for a CSHO who will be entering a permit space is:</i></p> <p><i>a. <u>The Confined Space entry course offered by OSHA's Training Institute or equal.</u></i></p> <p><i>b. <u>Respiratory Protection course (9-day) offered by OSHA's Training Institute or equal.</u></i></p> <p><i>c. <u>Introduction to Industrial Hygiene for Safety Personnel course offered by OSHA's Training Institute or equal”.</u></i></p>	<p>a. #2260 Permit-Required Confined Space Entry</p> <p>b. #2220 Respiratory Protection, now a blended course, with 12 hr. web-based component prior to attending a 3½ day instructor-led class</p> <p>c. #1080 Health Hazard Awareness for Safety Officers has replaced Introduction to Industrial Hygiene for Safety Personnel</p>		
<p>CPL 02-00-142  <a href="#">Shipyard Employment “Tool Bag” (08/03/2006)</a></p> <p align="center"><b>And</b></p>	<p>CSHOs that will participate in any shipyard employment interventions or inspections</p>	<p><i>“OTE offers a course that is specific to the shipyard employment industry titled, <u>“Shipyard Processes and Standards”</u>, course number 2090...To conduct an effective shipyard employment inspection the CSHO must spend an adequate amount of time preparing. Supervisors or team leaders are responsible for ensuring that CSHOs are qualified by either training or experience to inspect/ intervene in shipyard employment establishments.”</i></p>		#2090 Shipyard Employment	

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<a href="#">CPL 02-00-150</a> <a href="#">Field Operations</a> <a href="#">Manual (FOM)</a> Chapter 10, page <a href="#">20</a>		<i>CSHO Training.</i> <i>Supervisors or team leaders are responsible for ensuring that CSHOs are qualified to inspect/intervene in shipyard employment establishments. CSHOs should have completed the OTI Course #2090, Shipyard Processes and Standards, or have received equivalent training and/or experience prior to conducting shipyard inspections.</i>			



**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<p>CPL 02-00-147  <a href="#">The Control of Hazardous Energy – Enforcement Policy and Inspection Procedures</a>                      (02/11/2008)</p>	<p>CSHOs that inspect energy control practices and procedures</p>	<p><i>“Only CSHOs who are trained in energy control practices and procedures may evaluate machines and equipment to determine that they are properly locked and/or tagged out in accordance with §§ 1910.147 and 1910.333.</i></p> <p><i>NOTE: The OSHA Training Institute (OTI) currently integrates many important energy control principles and CSHO safety practices in various coursework, such as is the case with the <u>OTI Initial Compliance Course (#1000)</u>. Additionally, other OTI courses (e.g., <u>Courses #1010, #1050, #2030, #3090, #3094, 3095, #3190</u>) also include electrical energy control and LOTO requirements in this general safety curriculum. Experienced OSHA staff may already have many OTI courses (or other training with equivalent curriculum) that cover the LOTO and electrical safety-related energy control practices; therefore, employment records and training certificates may be used to certify that training has been accomplished.”</i></p>	<ul style="list-style-type: none"> <li>• #1280 Safety Hazard Awareness for Industrial Hygienists has replaced #1010 Safety Hazard Recognition for Industrial Hygienists</li> <li>• #1050, Introduction to Safety Standards for Safety Officers</li> <li>• #3090, Electrical Standards</li> <li>• #3190, Electrical Power Generation, Transmission, and Distribution</li> </ul>		<p>Although the directive recommends the #1000, Initial Compliance course, energy control principles are not covered in this course. Also, OTI no longer offers courses #2030, #3094 and #3095.</p>

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<a href="#">CPL 02-00-153 Communicating OSHA Fatality Inspection Procedures to a Victim's Family (04/17/2012)</a>	OSHA personnel who may be involved in fatality investigations	<i>“OSHA personnel involved in fatality inspections and in communicating with the next of kin must complete training in accordance with <a href="#">TED 01-00-018, Initial Training Program for OSHA Compliance Personnel</a> in addition to receiving on-the-job field training under the guidance of a supervisor and/or an experienced compliance officer.”</i>	#1000, Initial Compliance #1050, Introduction to Safety Standards #1080, Health Hazard Awareness for Safety Officers #1250, Introduction to Health Standards for Industrial Hygienists #1280, Safety Hazard Awareness for Industrial Hygienists #2000, Construction Standards #1230, Accident Investigation #1310, Investigative Interviewing Techniques #1410, Inspection Techniques and Legal Aspects #2450, Evaluation of Safety and Health Management Systems #8200, Incident Command Systems I-200		ISC courses are offered on-line by FEMA. Many of the course names and numbers have changed.

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<p>CPL 02-00-154 <a href="#">Longshoring and Marine Terminals "Tool Shed" Directive (07/31/2012)</a></p> <p align="center"><b>And</b></p> <p>CPL 02-00-150 <a href="#">Field Operations Manual (FOM) Chapter 10, Page 30</a></p>	OSHA personnel who conduct inspections in longshoring or marine terminals	<p><i>“Training consists of both internal training for OSHA consultation and enforcement staff, and external training for marine cargo handling industry employers and employees.... The OTI provides training and education in occupational safety and health for federal and State compliance officers, State consultants, other federal agency personnel, and the private sector.”</i></p>		#2060, Longshoring and Marine Terminal Processes and Standards	
		<p><i>“CSHO Training.</i> <i>Supervisors or team leaders are responsible for ensuring that CSHOs are qualified to inspect/intervene in marine cargo handling establishments. CSHOs should have completed the OTI Course #2060, Longshoring and Marine Terminal Processes and Standards, or have received equivalent training and/or experience prior to conducting marine cargo handling industry inspections.”</i></p>			

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<a href="#">CPL 02-01-038 Enforcement of the Electric Power Generation, Transmission and Distribution Standard (06/18/2003)</a>	CSHOs inspecting an electric power generation, transmission and/or distribution facility or other site covered by 1910.269 and who must enter an electrical restricted space	<p><i>“All CSHOs must, at a minimum, have received basic electrical safety training (OSHA Training Institute Course #309 or equivalent) to enter an electric power generation facility.... The minimum training requirements for any CSHO who will be inspecting an electric power generation, transmission, and/or distribution facility or other site covered by §1910.269 and who must enter an electrical restricted space as defined in X.A, are:</i></p> <p><i>1. Completion of the Electric Power Generation, Transmission, and Distribution OSHA Technical Institute (OTI) course #319 or its equivalent.”</i></p>	<ul style="list-style-type: none"> <li>• #3090 Electrical Standards formerly numbered 309</li> <li>• #3190 Electric Power Generation, Transmission, and Distribution, formerly numbered 319</li> </ul>		<p><i>“Some CSHOs have received electrical safety-related work practice training through utility or other industry work experience and training. This experience and outside training may be used to meet the minimum training requirements. Additionally, CSHOs who have outside training/experience or who have successfully completed the interim 3-day OTI course on 1910.269 may perform such inspections; however, they are encouraged to attend the OTI #319 course.”</i></p>
	CSHOs that may enter enclosed spaces or confined spaces	<p><i>“Furthermore, CSHOs may enter enclosed spaces or confined spaces only if they have successfully completed the minimum OTI training courses, or their equivalent, for: (1) Confined Space Entry, (2) Respiratory Protection, and (3) Introduction to Industrial Hygiene for Safety Personnel.”</i></p>	<ol style="list-style-type: none"> <li>1. #2260 Permit-Required Confined Space Entry</li> <li>2. #2220 Respiratory Protection</li> <li>3. #1080 Health Hazard Awareness for Safety Officers has replaced Introduction to Industrial Hygiene for Safety Personnel</li> </ol>		

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<a href="#">CPL 02-01-052 Enforcement Procedures for Investigating Workplace Violence Incidents (09/08/2011)</a>	CSHOs performing workplace violence inspections	<i>“Area Directors and Regional Training Coordinators shall ensure that Compliance Officers performing workplace violence inspections are familiar with the most recent guidelines on the subject and are adequately trained on workplace violence prevention, recognition of high-risk situations, and ways to defuse hostile situations.”</i>			OTI’s web-based #1000 “Initial Compliance” course provides workplace violence training.
<a href="#">CPL 02-01-054 Inspection and Citation Guidance for Roadway and Highway Construction Zones (10/16/2012)</a>  <b>And</b>  1/14/13 Fairfax Memo to RAs Subject: Work Zone Training Directive	Regional Traffic Control Coordinator (TCC)	<i>“The TCC should have at least 40 hours of classroom training or equivalent to equip the TCC with knowledge of typical temporary traffic control application and design, the standards applicable to roadway and highway construction work (including the standards in Part VI of the MUTCD)”</i>  <b>Fairfax memo</b> <i>“The combination of the two ATSSA courses and the two DTE webinars will meet the required training...”</i>	<ul style="list-style-type: none"> <li>• Webinar #0065 CSHO Safety in Highway Work Zones</li> <li>• Webinar #0066 Standards and Citation Policy for Roadway and Work Zone Inspections</li> <li>• American Traffic Safety Services Association (ATSSA) Course: Traffic Control Technician</li> <li>• American Traffic Safety Services Association (ATSSA) Course: Traffic Control Supervisor</li> </ul>		

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
	CSHOs inspecting high speed work zones ( <u>above</u> 45 mph)	<p><i>“Before performing any inspection at a highway or roadway construction work zone with speed limits above 45 mph, the CSHO must successfully complete a course for road work zone inspections approved by the OSHA Training Institute (OTI) in accordance with OSHA’s Policy for Local Occupational Safety and Health Training Courses (TED 01-00-017) This requirement goes into effect six months after OTI approves a course.”</i></p> <p><b>Fairfax Memo:</b> <u>“CSHOs inspecting high speed work zones (above 45 mph) will be required to take 1.5 – 2 hours webinars provided by DTE.”</u></p>	<ul style="list-style-type: none"> <li>• Webinar #0065 CSHO Safety In Highway Work Zones</li> <li>• Webinar #0066 Standards and Citation Policy for Roadway and Work Zone Inspections</li> </ul>		
	CSHOs inspecting work zones (at or <u>below</u> 45 mph)	<p><i>Recommended CSHO Training. “Before performing any inspection at a work zone with speed limits at or below 45 mph, the CSHO should successfully complete a course approved by the OSHA Training Institute for work zone inspections.”</i></p>		<ul style="list-style-type: none"> <li>• Webinar #0065 CSHO Safety in Highway Work Zones</li> <li>• Webinar #0066 Standards and Citation Policy for Roadway and Work Zone Inspections</li> </ul>	

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<a href="#">CPL 02-02-054 Respiratory Protection Program Guidelines (07/14/2000)</a>	Regional and Area Office Respirator Program Administrators	<i>“All program administrators must attend the OSHA Training Institute (OTI) course on respiratory protection or an equivalent course. The program administrator or other qualified individual will provide the necessary training to all CSHOs who may be assigned to wear respirators. Additional training may also be provided through completion of an OTI course in respiratory protection or other training source.”</i>	#2220 Respiratory Protection		
<a href="#">CPL 02-02-073 Inspection Procedures for 29 CFR 1910.120 and 1926.65 Paragraph (q): Emergency</a>	OSHA personnel responding to an emergency that involves hazardous substances	<i>OSHA personnel must: “Have the appropriate training required by 29 CFR 1910.120 before entering danger areas, and any applicable annual refresher training.”</i>		OTI offers #3315, EPA’s Health and Safety 40-Hour (HAZWOPER) course.	Enhanced 40-Hour Health and Safety Course for CSHOs to meet training requirements of 1910.120 and 1926.65. DTE is developing

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<a href="#">Response to Hazardous Substance Releases (08/27/2007)</a>	All OSHA personnel assigned a role or function related to implementing either the NEMP or REMP	<p><i>"...will complete the ICS Level 200 course, to ensure their familiarity with ICS concepts and nomenclature. In addition, Regional Administrators and their designees, the Assistant Secretary, the Deputy Assistant Secretaries, National Office executive staff, and other designated senior management staff will complete <u>ICS for Executives</u>.</i></p> <p><i>Regional OSHA On-site Leaders/ Coordinators will participate in the initial training identified for all OSHA personnel above and in OSHA's Risk Management training program, which includes <u>OTI 3600: OSHA Technical Assistance for Emergencies and OTI 3610: OSHA On-site Leaders/Coordinators Course</u>.</i>"</p>	<p>#3600 OSHA Technical Assistance for Emergencies</p> <p>#3610 OSHA On-site Leaders/Coordinators</p> <p>OTI Courses #3600 and #3610 are not offered in FY 2014.</p>		<p>course #3380, Enhanced 40-Hour Health and Safety Course for CSHOs to meet training requirements of 1910.120 and 1926.65, including the 40-hour training under paragraph (e).</p> <p>ISC courses are offered on-line by FEMA. Many of the course names and numbers have changed.</p>
<a href="#">CPL 02-02-077 Bloodborne Pathogens Exposure Control Plan and Guidance on Post-Exposure Evaluations for Federal OSHA Personnel (09/27/2010)</a>	Bloodborne Pathogens Trainer	<p><i>"Training will be given in accordance with 29 CFR 1910.1030 with one exception. OSHA field personnel will be given bloodborne pathogens training at the time of initial assignment to field duties and annually on the elements included in 29 CFR 1910.1030(g)(2) except for 29 CFR 1910.1030(g)(2)(vii)(I). The trainer must be knowledgeable in the subject matter contained in the training program as it relates to the workplace the training will address. The trainer must be familiar with the Bloodborne Pathogens standard and this directive."</i></p>		#2340 Biohazards	<p>Bloodborne pathogens training is offered at the Area Office level. The trainer must be knowledgeable in the subject matter.</p>



**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
CPL 03-00-008 <a href="#">Combustible Dust National Emphasis Program (Reissued)</a> (03/11/2008)	CSHOs conducting combustible dust inspections	<i>“When possible, only CSHOs trained in recognizing the hazards associated with combustible dust shall be assigned to conduct inspections under this NEP. A training course offered by the OSHA Training Institute (OTI) in recognizing combustible dust explosion hazards may be one source of such training. The training at OTI covers various topics, including engineering controls and methodologies in preventing combustible dust deflagration, other fire and explosion hazards. In addition, the training covers several NFPA documents referenced in Section III of this directive, including NFPA 654, NFPA 68, and NFPA 69. (Note: CSHOs knowledgeable in recognition and control of combustible dust hazards and familiar with NFPA provisions need not undergo the training at OTI). The Regional Administrators will ensure that an appropriate number of CSHOs trained in combustible dust hazard recognition are available for inspections under this NEP.”</i>		#3320 Combustible Dust Hazards and Controls	
CPL 03-00-010 <a href="#">Petroleum Refinery Process Safety Management NEP</a> (08/18/2009)	Team Leaders	<i>“All OSHA personnel who will serve as team leaders must have attended <u>OTI Course 3410, Advanced Process Safety Management</u> to receive training specific to leading team inspections under this instruction.”</i>	#3410 Advanced Process Safety Management		This NEP has not been officially closed; however, all required inspections have been completed.

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
	Level 1 Team Member	<p><i>“As a minimum, Level 1 training must include the OSHA Training Institute's (OTI) <u>Course 3300, Safety and Health in the Chemical Processing Industries</u>, and <u>Course 3400, Hazard Analysis in the Chemical Processing Industries</u>. Additionally, Level 1 Team Members should have additional advanced training such as <u>OTI Course 3410, Advanced Process Safety Management</u> or other equivalent specialized seminars in process safety management.”</i></p>	<ul style="list-style-type: none"> <li>• #3300 Safety and Health in the Chemical Processing Industries</li> <li>• #3400 Hazard Analysis in the Chemical Processing Industries</li> </ul> <p>OTI Course #3410 is not offered in FY 2014.</p>		
	Level 2 Team Member	<p><i>“...they have completed <u>OTI Course 3300, "Safety and Health in the Chemical Processing Industries"</u> (including offerings of this course prior to Fiscal Year 1991) and <u>OTI Course 3400, "Hazard Analysis in the Chemical Processing Industries."</u></i></p>	<ul style="list-style-type: none"> <li>• #3300 Safety and Health in the Chemical Processing Industries</li> <li>• #3400 Hazard Analysis in the Chemical Processing Industries</li> </ul>		

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
CPL 03-00-014 <a href="#">PSM Covered Chemical Facilities National Emphasis Program (11/29/2011)</a>	Level 1 Team Leader	<p><b><i>Option 1:</i></b> They have completed <u>OSHA Training Institute’s (OTI) Course 3300, Safety and Health in the Chemical Processing Industries, Course 3400, Hazard Analysis in the Chemical Processing Industries, and advanced training including either OTI Course 3430, Advanced PSM in the Chemical Industries or Course 3410, Advanced Process Safety Management</u> and they have prior experience (OSHA, other government agency, or industry) with chemical industry safety;</p> <p><b><i>Option 2:</i></b> They have completed <u>OSHA Training Institute’s (OTI) Course 3430, Advanced PSM in the Chemical Industries or Course 3410, Advanced Process Safety Management</u> and, they have 3 years’ experience working in PSM-covered manufacturing;</p> <p><b><i>Option 3:</i></b> They have completed <u>OSHA Training Institute’s (OTI) Course 3430, Advanced PSM in the Chemical Industries or Course 3410, Advanced Process Safety Management</u> and have 7 years Federal or State OSHA experience and have participated in greater than 20 PSM and/or chemical plant inspections where they were the team leader equivalent in at least two of these inspections.”</p>	<ul style="list-style-type: none"> <li>• #3300 Safety and Health in the Chemical Processing Industries</li> <li>• #3400 Hazard Analysis in the Chemical Processing Industries</li> <li>• #3410 Advanced Process Safety Management</li> </ul> <p align="center"><b>OR</b></p> <ul style="list-style-type: none"> <li>• #3430 Advanced PSM in the Chemical Industries</li> </ul> <p>OTI Course #3410 is not offered in FY 2014.</p>		<p>“Completion of Course #330 prior to Fiscal Year 1991 does not meet the requirements for Level 1 team members.”</p>

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
	Level 2 Team Member	<p><i>“Level 2. OSHA personnel may be assigned as inspection team members under this notice, if:</i></p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> <i>They have completed <u>OTI Course 3300, Safety and Health in the Chemical Processing Industries</u> (including offerings of this course prior to fiscal year 1991) and <u>OTI Course 3400, Hazard Analysis in the Chemical Processing Industries</u>, and,</i></li> <li>– <i>They have two years of OSHA inspection experience or the equivalent, such as State OSHA experience, EPA RMP experience, U.S. Chemical Safety Board experience.</i></li> <li>• <b>Option 2:</b> <i>They have 3 years’ experience working in a PSM-covered manufacturing facility (chemical, petrochemical, refining) in a process engineering, operations, safety, or maintenance position.</i></li> <li>• <b>Option 3:</b> <i>7 years of Federal or State OSHA experience and they have participated in more than 20 PSM and/or chemical plant inspections where they were the team leader equivalent in at least two of these inspections.”</i></li> </ul>	<ul style="list-style-type: none"> <li>• #3300 Safety and Health in the Chemical Processing Industries</li> <li>• #3400 Hazard Analysis in the Chemical Processing Industries</li> </ul>		

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
CSP 02-00-002 <a href="#">Consultation Policies and Procedures Manual</a> (01/18/2008)	Consultant Trainers	<p><i>“Trainers’ Qualifications.</i></p> <p>A. <i>Informal Training. To be qualified to provide informal training the consultant must have:</i></p> <p>i. <i>Completed the Introduction to On-site Consultation Course (OSHA Course 1500);</i></p> <p>ii. <i>Completed the Evaluation of Safety and Health Management Systems Course (OSHA Course 2450); and</i></p> <p>iii. <i>Have subject matter knowledge in the area of the training being offered.”</i></p>	<p>A.i #1500 Introduction to On-site Consultation</p> <p>A.ii #2450 Evaluation of Safety and Health Management Systems</p>		
CSP 03-01-003 <a href="#">Voluntary Protection Programs (VPP): Policies and Procedures Manual</a>	On-site Evaluation Team	<p><i>“All team members must have at least the following: OSHA Course 2450, Evaluation of Safety and Health Management Systems or other formal classroom training in evaluating safety and health management systems (for OSHA personnel only).</i></p>	#2450 Evaluation of Safety and Health Management Systems		

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
(04/18/2008)	PSM "Level 1" Auditor	<p><i>"Specific requirements for a PSM "Level 1" Auditor include:</i></p> <p><i>a. <u>The OSHA Training Institute's (OTI) Courses 3300, Safety and Health in the Chemical Processing Industries, and 3400, Hazard Analysis in the Chemical Processing Industries.</u></i></p> <p><i>b. <u>Advanced training such as OTI Course 3410, Advanced Process Safety Management, or other equivalent specialized seminars in PSM.</u></i></p>	<p>a. #3300 Safety and Health in the Chemical Processing Industries</p> <p>#3400 Hazard Analysis in the Chemical Processing Industries</p> <p>b. #3410 Advanced Process Safety Management</p> <p>OTI Course #3410 is not offered in FY 2014.</p>		

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<p>HSO 01-00-001  <a href="#">National Emergency Management Plan (NEMP)</a>            (12/18/2003)</p>	<p>OSHA personnel assigned a role or function related to implementing the NEMP or REMP</p>	<p><i>“All OSHA personnel assigned a role or function related to implementing either the NEMP or REMP will complete <u>OTI 345: Basic Incident Command System [Emergency Management Institute (FEMA) Independent Study Course IS-195]</u> and the <u>ISC Level 200 course</u>, to ensure their familiarity with ICS concepts and nomenclature. In addition, Regional Administrators and their designees, the Assistant Secretary, the Deputy Assistant Secretaries, National Office Executive Staff, and other designated Senior Management staff will complete <u>ICS for Executives (Training Module 17 of the ICS training program)</u>. Regional OSHA On-site Leaders/Coordinators will participate in the initial training identified above and in OSHA’s Risk Management training program, which includes <u>OTI 3600: OSHA Technical Assistance for Emergencies (Course A)</u> and <u>OTI 3610: OSHA On-site Leaders/Coordinators Course (Course B)</u>, currently under development”.</i></p>	<ul style="list-style-type: none"> <li>• #3600: OSHA Technical Assistance for Emergencies</li> <li>• #3610: OSHA On-site Leaders/Coordinators</li> </ul> <p>OTI Courses #3600 and #3610 are not offered in FY 2014.</p>		<p>ISC courses are offered on-line by FEMA. Many of the course names and numbers have changed.</p>

**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
<p>HSO 01-00-001  <a href="#">National Emergency Management Plan (NEMP)</a>                      (12/18/2003)</p> <p><b>APPENDIX J</b></p>	<p>Members of Specialized Response Team</p>	<p><b>“Member Qualifications</b>  <i>All OSHA personnel appointed to a Specialized Response Team must meet the general prerequisites below:</i></p> <ul style="list-style-type: none"> <li>- <i><u>OTI 3600: OSHA Technical Assistance for Emergencies</u></i></li> <li>- <i><u>OTI 3610: OSHA On-site Leaders/Coordinators Course</u></i></li> <li>- <i><u>OTI 222: Respiratory Protection OR equivalent</u></i></li> <li>- <i><u>OTI 331: Hazardous Waste Site Inspections OR OTI 335: Emergency Response to Hazardous Substance Release OR OTI 312: Hazardous Waste Site Inspection and Emergency Response for Construction OR equivalent experience.</u></i></li> <li>- <i><u>OTI 345: Basic Incident Command System (Emergency Management Institute (FEMA) Independent Study Course IS-195)</u></i></li> <li>- <i><u>OTI 346: Emergency Response to Terrorism (National Fire Academy (FEMA) Self-Study ERT: SS Q534).</u></i>” </li></ul>	<ul style="list-style-type: none"> <li>• #3600: OSHA Technical Assistance for Emergencies</li> <li>• #OTI 3610: OSHA On-site Leaders/Coordinators Course</li> <li>• #2220 Respiratory Protection, formerly numbered 222</li> <li>• #331 Hazardous Waste Site Inspections*</li> </ul> <p>OTI Courses #3600 and #3610 are not offered in FY 2014.</p>		<p>*OTI offers #3315, EPA’s Health and Safety 40-Hour (HAZWOPER) course, which is equivalent to OTI course 331.</p> <p>OTI Course #345 and #346 are on-line courses offered by FEMA.</p> <p>DTE is developing course #3380, Enhanced 40-Hour Health and Safety Course for CSHOs to meet training requirements of 1910.120 and 1926.65.</p> <p>Courses #335 and #312 are no longer offered.</p> <p>Specialized Response Team training is coordinated by the DTSEM Health Response Team per Appendix J of the Directive.</p>



**Appendix C. OTI Courses Required or Recommended in OSHA Directives**

Directive	OSHA Personnel	Directive Language on OTI Training	Corresponding OTI Training Course(s)		NOTES
			Required	Recommended	
12/10/12 Fairfax Memo to RAs, Subject: "OTI Course #1412, Misclassification of Workers and Advanced Legal Aspects"	ADs and AADs	<i>"In order to ensure a consistent approach to our enforcement and litigation efforts, I am making <u>OTI Course #1412, Misclassification of Workers and Advanced Legal Aspects for Managers</u>, part of the required training curriculum for all Area Directors and Assistant Area Directors."</i>	#1412 Misclassification of Workers and Advanced Legal Aspects for Managers		
11/7/12 Fairfax E-Mail to RAs	ADs and AADs	<i>"I would like to reiterate my support for the Directorate of Training and Education (DTE) initiative that improves the value of our CSHO training program. In June 2012, the Directorate offered a seminar <u>#9500 Coaching CSHOs – Leading Your Staff Through Job Performance Training</u>. ... We have a FY 13 Operating Plan Goal to develop training effectiveness measures. Your support for this initiative will help support that Agency milestone, and I encourage your participation."</i>		#9500 Coaching CSHOs	Recommended to increase training effectiveness.

## **Appendix D. Correlation of OTI Courses to Professional Certification**

**Professional Certification.** Credentialing organizations such as the American Board of Industrial Hygiene and the Board of Certified Safety Professionals have spent many years developing a specific process for determining certification exam questions and the overall requirements that meet the level of achievement of a certified professional in a given field. Passing a certification exam means an individual has gained a high level of competence in their chosen profession, and the recognition accorded such an individual is commensurate with the achievement.

CSHOs are also encouraged to pursue other available professional certifications that may be appropriate for their current circumstances. For example, the certification of Associate Safety Professional (ASP) may be obtained by CSHOs who lack the required years of experience to qualify to become a Certified Safety Professional.

**Relationship of OTI Courses to Professional Certification.** Supervisors and CSHOs should be aware that OTI courses alone are not sufficient preparation for passing certification exams. This is due to the specific emphasis that OTI courses place on job functions and related on-the-job competencies that a CSHO must use every day. Certification exams are offered to the general public, not just OSHA compliance safety and health officers; they are designed to apply to a broad range of job functions and job competencies. It is recommended that regions consider in addition to OTI technical course attendance, other methods to supplement certification preparation study, such as use of certification preparation software, and mentoring by other certified regional staff.

This Appendix highlights OTI courses that may provide information or assistance with preparation for professional certification exams offered by the Council on Certification of Health, Environmental and Safety Technologists (CCHST), the American Board of Industrial Hygiene (ABIH) and the Board of Certified Safety Professionals (BCSP). Three certifications are addressed in this Appendix: Certified Construction Health and Safety Technician (CCHST<sup>®</sup>), Certified Industrial Hygienist (CIH) and Certified Safety Professional (CSP).

<b>Certified Construction Health &amp; Safety Technician®</b>	<b>Certified Industrial Hygienist</b>	<b>Certified Safety Professional</b>
2050 Cranes and Rigging	2200 Industrial Noise	2010 Hazardous Materials
2260 Permit-Required Confined Spaces	2210 Principles of Ventilation	2030 Basic Electrical Principles
3010 Excavation, Trenching and Soil Mechanics	2220 Respiratory Protection	2050 Cranes and Rigging for Construction
3020 Tunneling and Underground Operations	2230 Industrial Toxicology	2070 Fire Protection and Life Safety
3030 Concrete, Forms and Shoring	2240 Biohazards	2210 Principles of Ventilation
3080 Principles of Scaffolding	2250 Ergonomics Applied to Musculoskeletal Disorders and Nerve Disorders	2250 Ergonomics Applied to MSDs and Nerve Disorders
3090 Electrical Standards	2260 Permit-Required Confined Spaces	2610 Ionizing Radiation
3110 Fall Arrest Systems	2330 Indoor Air Quality	3090 Electrical Standards
3160 Steel Erection	2610 Ionizing Radiation	3400 Hazard Analysis in the Chemical Processing Industries
3500 Demolition	3220 Applied Welding Principles	4520 Certified Safety Professional Examination Preparation
	3280 Industrial Hygiene Chemistry	
	3350 Comprehensive Review of Emergency Response Under 1910.120(q)	
	4530 Certified Industrial Hygienist Examination Preparation	