DEPARTMENT OF THE INTERIOR
BUREAU OF OCEAN ENERGY MANAGEMENT, REGULATION AND ENFORCEMENT MANUAL

TRANSMITTAL SHEET

Release No. 333

SUBJECT: Administrative
Part 485: Safety and Occupational Health Program
Chapter 12: Employee Safety and Occupational Health Training

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter specifies the minimum Safety and Occupational Health Program requirements for safety and occupational health training for Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE) employees.

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Acting for Director

FILING INSTRUCTIONS:

REMOVE:

Part	Chapter	Pages	Release
485	2	4	49

INSERT:

Part	Chapter	Pages	Release
485	2	3	333

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Bureau of Ocean Energy Management, Regulation and Enforcement
Bureau of Ocean Energy Management, Regulation and Enforcement Manual

Effective Date: February 15, 2011
Series: Administrative
Part 485: Safety and Occupational Health Program
Chapter 12: Employee Safety and Occupational Health Training

Originating Office: Office of Administration and Budget

1. Purpose. This chapter specifies the minimum Safety and Occupational Health Program requirements for safety and occupational health training for Bureau of Ocean Energy Management, Regulation and Enforcement (BOEMRE) employees.

2. Objective. The objective of this chapter is to ensure that employees receive adequate training and understand safety protocols in their areas of responsibility and work environment.

3. Authorities and References.

A. Departmental Manual, Part 485, Chapter 13: Safety and Health Training

B. 29 CFR 1960, Subpart H, Training

C. Executive Order 12196, Section 1-201 (f) and (h)

D. Department of the Interior (DOI) Occupational Health and Safety Training Guide, July 2009

4. Requirements. BOEMRE safety and occupational health training program is designed to provide employees with the skills and knowledge to perform their work in a safe and healthful manner, provide sufficient information for managers and supervisors to recognize and perform their responsibilities, and provide the capabilities for personnel with safety and occupational health responsibilities to perform their duties effectively.

A. Employee Safety Orientation: All BOEMRE employees will receive orientation training in the safety and occupational health program, and information on the Occupational Safety and Health Act of 1970, Executive Order 12196, 29 CFR 1960, this document, and other applicable regulations. The following groups of employees are required to complete initial safety and occupational health orientation training:

(1) Executives (Senior Executive Service Positions)
(2) Supervisors (GS-15 and below)
(3) Employees
(4) Collateral Duty Safety Officers and Safety and Occupational Health Professionals

B. **On-going Training:** All employees will have ongoing training to safely, efficiently, and effectively perform their jobs. Employees who perform hazardous and emergency work activity will be screened to ensure that they have the knowledge and skills to recognize and respond safely to hazardous and emergency situations. In addition to the general guidance on occupational health and safety training provided in the "DOI Occupational Health and Safety Training Guide," employee safety and occupational health training will include:

(1) Job specific training on existing and potential hazards
(2) Hazard identification and associated emergency actions
(3) Hazard prevention
(4) Employee certification or qualification for certain job assignments

C. **Collateral-Duty Safety Officers (CDSOs):** In addition to the Safety and Occupational Health Orientation requirement for CDSOs, employees in this position will also receive additional training necessary for the performance of duties within the nature and scope of operations and as required in the "DOI Occupational Health and Safety Training Guide." Training may be accomplished via several avenues, including the Occupational Safety and Health Administration Training Institute's course for Federal Agency Collateral Duty Safety Officers or an equivalent course of instruction that encompasses the same curriculum. In addition, CDSOs will complete a minimum of 16 hours of annual training each and every year after the first year of appointment.

D. **Safety and Occupational Health Committee members:** will receive, in addition to the Safety and Occupational Health Orientation required for all employees, basic training in occupational health and safety committee operations and functions, and hazard identification and control. In addition, committee members should receive education/training as necessary to complement their assigned function and pertinent to their operation. These areas should include, but are not limited to:

(1) Conducting Workplace Safety Inspections
(2) Office Ergonomics
(3) Fire Prevention
(4) General Electrical Safety
(5) Housekeeping Requirements

Safety and Occupational Health committee members can receive education and training via a number of modes including, but not limited to, videos, DVDs, subject matter experts, and online courses.

E. **Safety and Occupational Health Professionals (S&OH):** are qualified by Office of Personnel Management standards for series and grade. Formal training is needed in hazard recognition and control; safety and occupational health evaluation; techniques and procedures; and application of standards. In addition to the Safety and Occupational Health Orientation required for the S&OH Professional, the S&OH Professional is required to document a minimum of 24 hours per year of formal occupational health and safety training between years 2 and 6 of assignment. It is recommended that they receive and document at least 24 hours per year of

professional development and safety and occupational health training beginning in the 7th year and every year following. Involvement with professional safety and occupational health organizations and tradeshows is advisable and helpful in keeping safety and occupational health professionals up-to-date on industry changes.

The DOI established training guidelines for Safety and Occupational Health Professionals can be found in the "DOI Occupational Health and Safety Training Guide."

4. Evaluation. Formal training and certification programs and records will be evaluated periodically and maintained for at least 5 years.

5. Documentation of Employee Training. Accurate employee training records will be maintained to ensure that new and existing employees receive appropriate training and additional instruction when required. Employee training records should include at a minimum, the following:

A. Course title
B. Purpose of training (initial, refresher, remedial)
C. Course objectives
D. Training methods (seminar, on-the-job, home study)
E. Training aids or course materials used
F. Methods of evaluation (written tests, performance)
G. Name of instructor and qualifications