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EXECUTIVE SUMMARY

This Safety & Health Training program outlines the components of the required safety & health training including required training frequencies as established by Branscome Corporate Safety rules and procedures and provides some suggested safety & health training resources. This program serves as a guideline to required safety & health training. Facilities must tailor their programs based on employee workplace exposures.

1.0 PURPOSE

Comprehensive, detailed, and high quality safety & health training enhance safety and health programs. In addition, there are various types of safety and health training required by governmental agencies (Occupational Safety & Health Administration). In addition, other types of training required by Branscome are designed to result in a well-trained work force.

2.0 SCOPE

2.1. These requirements apply to all appropriate employees (including managers and supervisors) at the Branscome Companies.

2.2. These requirements shall be considered minimum guidelines. Facilities may require more extensive as well as other types of training, based on department needs or exposures.

2.3 This program addresses requirements, employees affected, the frequency of refresher training, and guidelines addressing meetings when the training should be provided. These requirements are summarized in Attachment A.

3.0 RESPONSIBILITIES

3.1 Safety Department -

3.1.1 Develop training packages, covering the training requirements of this program, for use by facility personnel.

3.1.2 Monitor training to ensure quality and effectiveness.

3.1.3 Develop/Implement/Present training in programs outlined in the "Specialized" training area.

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3.2 Department Management -

3.2.1 Support the department trainers through affording time for the preparation and delivery of safety & health training programs.

3.2.2 Ensure that employees receive all required safety and health training.

4.0 DEFINITIONS

4.1 Affected Employee -Employees who are, or are likely to be, exposed directly or indirectly to the specific potential hazards due to an emergency incident, inadequate work practices, or control measures during the normal course of work.

4.2 Training Plan - A list of all required training courses that apply to the Branscome Companies, corporate guidelines, OSHA requirements, and potential exposures.

4.3 Upon Assignment - Indicates that the safety & health training MUST occur before commencing the assigned activities. If proof of understanding tests, evaluations, or surveillance test is performed, the results of these must be known before work commences.

4.4 Proof of competency or proficiency - Where indicated, the trainees must demonstrate an understanding of the training materials, and in some cases, demonstrate proficiency in applying the requirements of the procedure. Competency or proficiency maybe demonstrated through tests (oral or verbal) or demonstrations. Proof of competency or proficiency MAY NOT be used to exempt any employee from initial or refresher training.

5.0 REFERENCES

5.1 Federal Code of Regulations - 29 CFR 1910.

6.0 SAFETY & HEALTH TRAINING PROGRAM STRUCTURE

The Safety & Health Training Program is divided into three major areas: New Employee Safety & Health Training, New/Revised/Refresher Procedural Training, and Specialized Training Programs. By dividing the program into these three areas, all aspects of a sound safety & health training program are covered.

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6.1 New Employee Safety & Health Training Program

The New Employee Safety & Health Training Program is designed to provide training in the basic policies/procedures that employees should have before reporting to departments. The program is designed to cover policies/procedures that address workplace hazards to which anyone could be exposed on a first visit to the work area. The procedures to be covered include, but are not limited to, Personal Protective Equipment, Accident Prevention Signs, the Emergency Management Plan, Hazard Communication, etc. The program is to be conducted as often as necessary and employees are required to attend before reporting to assigned departments. This training will be provided by the Regional Safety Specialist.

On the employee's first day with his department, the employee's supervisor shall cover the New Employee Orientation Supervisor's Guide with the employee. The guide provides one-on-one contact between supervisor and employee as to the specifics of the employee's job and safety performance are explained in detail. Upon completion, this training shall be documented to the Regional Safety Specialist.

6.2 New/Refresher/Procedural Training

This program provides new procedural and procedural update training to employees as part of an annual training format. Training is conducted as per the schedule in the Safety & Health Training Program with scheduled coverage for revisions as issued.

The Safety Department develops the training materials. Facility trainers then carry this training to the workforce. This affords a consistent program format throughout the facility and reduces the opportunity for multiple interpretations of training materials.

6.3 Specialized Training Programs

Specialized Training Programs are programs that fall outside of the required Safety & Health Training Program. These programs are intended to provide individuals with specialized training in order to carry out designated activities associated with our Safety efforts. These programs include accident investigation techniques, task analysis, job demands studies, OSHA 1910/1926 Standards, etc.

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These programs are designed for targeted audiences such as Superintendents, supervisors, Foremen, etc.

7.0 SOURCES OF TRAINING MATERIAL

The Safety Department has pertinent safety and health training material and can provide assistance in locating additional resources.

8.0 DOCUMENTATION OF TRAINING

8.1 It is very important to ensure that all employees receive the required training. For a variety of reasons, employees may miss regularly scheduled training sessions. Make-up sessions MUST be scheduled for employees who missed the scheduled presentations.

Number	Effective Date	Revision	Author
Original	January, 2012		Alvin Trotman
Revision 1	March, 2013	• To change title to SH-11 • Modify section 7.0 Sources of Materials • Add requirements for NESOP Supervisor Guide	Alvin Trotman