Bryan Evans

bryanevans@hsetechnology.com

Abstract

The OSHA Safety Training standards (29 CFR 1910.9(b)) establish uniform requirements to ensure that employees receive training or that the employer train employees, provide training to employees, or institute or implement a training program, impose a separate compliance duty with respect to each employee covered by the requirement.

Safety TRAINING

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**A. GENERAL POLICY**

1. The Company has designed safety programs and training that are necessary for the protection of the health and safety of its employees. The goal of this health and safety training is to reduce or eliminate injuries and illnesses and to increase morale.
2. Each section in this HSE Manual has specific training requirements and similarities in organization. It is the Company Manager or Supervisors' responsibility to:
   1. Provide overviews of the subjects to be learned;
   2. Relate, whenever possible, new information or skills to the employees goals, interests and/or experience.
   3. Reinforce what the employees learn by summarizing the objectives and key points of the information covered.
   4. Hold periodic and timely Safety, Toolbox and Training Meetings for both Company and Contract personnel
3. A *Safety Meeting Attendee List (Appendix A)* will be completed including the subject(s) covered in any Safety, Toolbox Meeting or training session, as well as a list of attendees and their signatures. After the forms are completed, the COMPANY Manager or the HSE Department will maintain them for a period of one year.

**B. SAFETY INSTRUCTION**

1. Safety information will be disseminated by the HSE Department, Management or the designee utilizing multi-media. This information will cover topics within the Company’s HSE Manual, as well as other safety issues. This list will be kept on file with the Manager or the HSE Department.
2. The Company’s HSE Manual will be reviewed annually for overall effectiveness and implementation. The HSE Department, a third party HSE Firm, the appropriate COMPANY Manager/Supervisor and if feasible, a selected Safety Committee will perform this task. Records of these reviews and any changes that may arise from them will be kept at the HSE Department office and/or the acting COMPANY Manager’s Office, on file with the HSE Manual original document.

**C. TASK CERTIFICATION OR TRAINING**

1. All jobs or tasks that require certification or specific training will be performed by personnel who have completed training and received the appropriate certification(s). Jobs or tasks requiring certifications will be listed. Appropriate disciplinary action or dismissal will result for willful violation of the Company’s health and safety policies, including unauthorized job or task performance by uncertified or untrained personnel or abuse of alcohol, drugs or firearms by certified or trained personnel. Documentation showing proof of the satisfactory completion of any necessary training and certification courses will be kept in the employee’s personnel file or Contractor’s personnel file.