**Version 2.0**

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**Emergency Responder Health and Safety Manual**

**Chapter 2**

**Health and Safety Training Program**

**Final**

**Customized for Organization Name on Date**



U.S. Environmental Protection Agency

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# LIST OF ACRONYMS

|  |  |
| --- | --- |
| AED | automated external defibrillator |
| APRs | air-purifying respirators  |
| CFR | Code of Federal Regulations |
| CPR | cardiopulmonary resuscitation |
| EPA | U.S. Environmental Protection Agency |
| FRM | Field Readiness Module |
| HASP | site-specific health and safety plan |
| HAZWOPER | Hazardous Waste Operations and Emergency Response |
| HSPC | Health and Safety Program Contact |
| OEM | Office of Emergency Management |
| OLEMOSC | Office of Land and Emergency Management (formerly called Office of Solid Waste and Emergency Response [OSWER])On-Scene Coordinator |
| OSHA | Occupational Safety and Health Administration (U.S. Department of Labor) |
| PAPRs | powered air-purifying respirators |
| PPE | personal protective equipment |
| SCBA | self-contained breathing apparatus |
| SHEM | safety, health and environmental management |
| SHEMPSOHSD | Safety, Health and Environmental Management ProgramSafety, Occupation Health and Sustainability Division (formerly called Safety and Sustainability Division (SSD)) |

# 1.0 INTRODUCTION

The U.S. Environmental Protection Agency’s (EPA’s) Emergency Responders address sudden releases of oil and hazardous materials (including events involving the release of chemical, biological, radiological, and nuclear agents), and they perform physically demanding work under variable environmental conditions. Before allowing emergency responders to work in the field, EPA must ensure that they are aware of the potential hazards they might encounter and know how to minimize or eliminate the possibility of being harmed while performing their job duties. Toward that end, the agency’s emergency responders must complete a variety of health and safety training requirements – put forth in EPA and Occupational Safety and Health Administration (OSHA) regulations and policies – to ensure their readiness. This chapter identifies those basic health and safety training requirements. Emergency responders who wish to become certified to serve in Incident Management Team key leadership positions (e.g., Safety Officers) will be required to take additional training, which is outlined in [EPA Order 2073](https://intranet.epa.gov/ohr/rmpolicy/ads/orders/2073.pdf) – *EPA Incident Command System Training, Qualifications, and Certification Standards*.

## 1.1 Background Information and Regulatory Basis

A variety of laws, regulations, and internal agency policies give EPA the authority to administer a health and safety training program. Additionally, [EPA Order 1440.2](http://intranet.epa.gov/ohr/rmpolicy/ads/orders/1440_2.pdf) (titled *Safety and Health Training Requirements for Agency Employees*) and [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf) (titled *Safety, Health and Environmental Management Training*) present the agency’s overall approach for administering its training program. Both documents also include specific requirements that apply to all Field Employees, including On-Scene Coordinators (OSCs), Special Team Members and other emergency responders, as do the following resources:

* [*EPA’s Emergency Responder Health and Safety Manual*](http://response.epa.gov/_HealthSafetyManual/manual-index.htm). The manual’s chapters provide information about training requirements that must be fulfilled to address programmatic requirements (e.g., medical surveillance, respiratory protection) or specific hazards (e.g., radiation, bloodborne pathogens).
* A National OSC Workgroup (NOW) document, titled [[*Training Requirements and Professional Development Guidelines for U.S. EPA On-Scene Coordinators*](https://www.trainex.org/download/OSC_Professional_Development_Guidelines_Final_July_2022.pdf)(July 2022)](http://www.trainex.org/pdf/OSC_training_guidelines.pdf).

The following laws, regulations, and internal EPA policy orders establish the need for a training program:

[Occupational Safety and Health Act of 1970](https://www.osha.gov/laws-regs/oshact/completeoshact)

[29 Code of Federal Regulations (CFR) Part 1960, Basic Program Elements for Federal Employees](https://www.osha.gov/laws-regs/regulations/standardnumber/1960)

[29 CFR 1910.120(b)(1)(ii)(d)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765)

[Executive Order 12196](http://www.archives.gov/federal-register/codification/executive-order/12196.html), Occupational Safety and Health Programs for Federal Employees

[EPA Order 1440.1](http://intranet.epa.gov/ohr/rmpolicy/ads/orders/1440_1.pdf), Safety, Health and Environmental Management Program

This chapter, which serves as a written safety and health training program as required under [29 CFR 1910.120(b)(1)(ii)(d)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765), summarizes emergency responder health and safety training requirements, identifies key players who must administer the training program, outlines recordkeeping procedures, and directs readers to citations and references that provide additional information on course content.

## 1.2 Instructions for Users

This chapter must be implemented across all EPA regions, Office of Land and Emergency Management (OLEM) Special Teams, and Headquarters. These organizations must adopt the requirements and management practices listed in this chapter and produce a customized version of the chapter that is reviewed/updated on an annual basis.

To customize the chapter, users must (1) complete [Appendix A](#Aooendix_A) and (2) verify that the task assignments presented throughout the chapter (highlighted in yellow) are correct or modify them accordingly to reflect organization-specific practices. Additionally, if organizations advocate additional requirements, policies, or procedures, they must document them in [Appendix B](#Aooendix_B). See the [Introduction chapter](https://response.epa.gov/_HealthSafetyManual/manual-index.htm) and the [manual’s website](http://response.epa.gov/_HealthSafetyManual/specific.htm) for more details on customizing and posting the chapter. The website also includes tools and resources that will be helpful to users, including downloadable forms, reference documents, and training materials.

# 2.0 ROLES AND RESPONSIBILITIES

Removal Managers; Safety, Health, and Environmental Management Program (SHEMP) managers; immediate supervisors; and Health and Safety Program Contacts (HSPCs) assist in administering and enforcing the Agency’s health and safety training program. [Appendix A](#Aooendix_A) summarizes the tasks that these key personnel must perform. Organizations may delegate a task to someone other than the default assignment presented in the appendix if they wish to do so.

## 2.1 Identifying and Meeting Emergency Responder Training Needs

Immediate supervisors and SHEMP Managers (assisted by the HSPC) must collaborate to ensure that emergency responders have the knowledge and skills they need to perform their job duties safely. As a first step, they must determine which courses and hands-on exercises each emergency responder requires. To assist them, EPA has identified a core set of health and safety training requirements that all OSCs, Special Team members, and other emergency responders must complete (see [Table 1](#Table_1)).

Individual OSCs and other emergency responders may also require additional health and safety training if they are assigned to work at sites where they could be exposed to an OSHA-regulated hazard listed in [29 CFR 1910 Subpart Z](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910SubpartZ) or some other hazard (e.g., operating a utility vehicle). For example, employees assigned to work at sites with asbestos-containing material (or presumed asbestos-containing material) will be required to take an asbestos-related course such as Asbestos Awareness or a more detailed course depending on the level of anticipated exposure. Similarly, employees reporting to a site with known carcinogens (e.g., [acrylonitrile](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10065&p_table=standards), [benzene](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10042&p_table=STANDARDS), OSHA’s [13 carcinogens](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10007)) may be required to take additional chemical-specific training as well. Immediate supervisors and SHEMP Managers must also assess each emergency responder’s specific job tasks to determine if additional training that goes beyond the core requirements is required.

Removal Managers must provide the resources (including time and monetary support) that are needed for OSCs to complete the health and safety training requirements.

SHEMP Managers (assisted by HSPCs) must schedule and provide training, and immediate supervisors must ensure that their employees attend scheduled training sessions.

## 2.2 Recordkeeping – Documenting the Completion of Training Requirements

### 2.2.1 Training Documentation

Upon completing a course or exercise, emergency responders must obtain documentation (such as a certificate or some other form of documentation) showing that they successfully completed training. They must present a copy to their SHEMP Manager (or another designated person), who in turn will ensure that the training is documented in the agency’s Emergency Management Portal’s Field Readiness Module (FRM) (described in more detail below). Once the completed training has been entered into the FRM, the SHEMP Manager (or another designated person) is not required to retain a hardcopy of the training documentation. Employees are advised, however, to retain a copy of all training-related documentation in their files.

### 2.2.2 Field Readiness Module

The FRM – an Internet-accessible database managed by the Office of Emergency Management (OEM) – provides a central repository for documenting the status of employee training requirements and other readiness elements (e.g., medical clearance status).

All regions and Special Teams must use the FRM to track the completion of health and safety requirements for emergency responders (including OSCs) as directed in memos from OEM and the Safety Occupational Health and Sustainability Division (SOHSD). Employees have access to portions of the FRM, but restrictions have been established to prevent them from updating their own health and safety training requirements. To ensure data integrity, credit for these courses can only be entered by designated Data Managers – individuals who have been granted rights to enter data on behalf of their region or Special Team. SHEMP Managers have such rights, and they may ask OEM to assign rights to other people on their staff (e.g., HSPCs) to assist with the data entry and tracking process.

### 2.2.3 Tracking Emergency Responder Training Status

The SHEMP Manager (assisted by the HSPC or other designated Data Managers) must:

* Keep track of which emergency responders have met their health and safety training requirements.
* Contact employees who have not completed necessary training to inform them that they need to do so and alert them of the next available training session.
* Alert the immediate supervisor and Removal Manager (or another designated person) if an OSC has not met a training requirement.

OEM has developed an OSC Health and Safety Certificate (available through FRM) to assist with the tracking process. It is an optional tool that Data Managers can use to obtain a snapshot of which OSCs within their region or Special Team members are up to date with their requirements.

## 2.3 Determining Eligibility for Field Assignments

If an OSC lacks a health and safety training requirement, the Removal Manager (or another designated person) may prevent the OSC from working in the field (or at a minimum restrict their job assignments) until he or she completes the necessary training.

# 3.0 HEALTH AND SAFETY TRAINING REQUIREMENTS

[Section 3.1](#_3.1_Core_Health_1) summarizes core health and safety training requirements that all OSCs and emergency responders must complete. As noted in [Section 3.2](#_3.3_Additional_Courses), emergency responders may also need to take additional health and safety training courses depending on their regional or Special Team affiliation and their specific job assignments.

## 3.1 Core Health and Safety Training Requirements for Emergency Responders

[Table 1](#Table_1) identifies training (classes and exercises) that emergency responders must complete. Those who are not up to date with these requirements may be subject to job restrictions. The courses listed in Table 1 do not all have to be delivered as standalone classes. For example, many of them, particularly the refresher courses, may be covered during annual 8-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) training. \* Course titles in **bold** have an SOHSD-approved eLearning option in FedTalent.

###### **Table 1Mandatory Health and Safety Training for OSCs**

| **Course Title\*** | **Applicability** | **Description** | **Frequency** | **Training Hours** | **Basis for Requirement and References that Provide Information on Course Content** |
| --- | --- | --- | --- | --- | --- |
| Asbestos Worker for Superfund Site Activities (OSHA Class III) Initial29 CFR1926.1101(k)(9)(v) | To meet relevant requirements of the OSHA Class III Worker for OSCs, Remedial Project Managers (RPMs), and the Office of Land and Emergency Management (OLEM) employees who support Superfund sites led by EPA; this includes management of a project where asbestos is removed, and soil sampling is conducted for a Removal Site Evaluation (RSE) or Remedial Investigation/ Feasibility Study (RI/FS)This training does not cover supervision or performance of asbestos abatement for asbestos in school, public or commercial buildings.Additional training would also be required if an EPA employee is conducting a NESHAP or AHERA/ASHARA inspection, acting as a supervisor of an abatement crew, or performing actual asbestos abatement | This includes relevant work practices and engineering controls in 29 CFR 1926(g), all training elements in (k)(9)(viii), and “hands-on” training in work practices applicable to each category of material disturbed.Topics include:* Introduction
* Basics of asbestos
* Hazards and health risks
* Regulatory overview and group activity
* Removal actions
* Emergency response scenario
* Framework for investigating asbestos- contaminated Superfund sites
* An investigative scenario such as a hands-on soil sampling activity
 | At the time of initial assignmentAnnual refresher | 16 hours4 hours | [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)  |
| Automated External Defibrillators (AED) – Certification | Any employee who is responsible for using an AED, typically in the absence of a nearby infirmary, clinic, or hospitalBased on OSHA guidance, at field sites without medical service availability, at least one person shall be trained in first aid, CPR and AED use | Training must be provided by certified instructor on AED use.First aid and CPR training are frequently combined with a short session on AED training. | Upon assignment of dutiesRefresher training every two years as required by the provider (e.g., American Red Cross/American Heart Association [AHA]) | 1 hour minimum | * [29 CFR 1910.151](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9806&p_table=STANDARDS) and [29 CFR 1926.21(b)(4)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10607&p_table=STANDARDS)
* [*Training Requirements and Professional Development Guidelines for U.S. EPA On-Scene Coordinators*](https://www.trainex.org/download/OSC_Professional_Development_Guidelines_Final_July_2022.pdf)(July 2022)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| **Bloodborne Pathogens (BBPs)****29 CFR 1910.1030** | Employees with potential occupational exposure to human blood or other potentially infectious materialsField Safety and Health – General Awareness – elective course | Awareness training that also covers (in depth) the BBPs, modes of transmission, decontamination, recognizing tasks with exposure and the hepatitis B vaccineMust have opportunity for interactive questions | At time of initial assignment to tasks where exposure to bloodborne pathogens is likelyAnnual refresher | 1-2 hours1 hour | * [29 CFR 1910.1030(g)(2)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.6 of the [Bloodborne Pathogen Exposure Control Plan](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| Cardiopulmonary Resuscitation (CPR) Certification29 CFR 1910.151 | Any employee who is responsible for rendering CPR in the absence of a nearby infirmary, clinic or hospitalBased on OSHA guidance, at field sites without medical service availability, at least one person shall be trained in first aid, CPR and AED use | Training provided by certified instructor on CPR techniques.Should meet American Red Cross/AHA standards.First aid and CPR training are frequently combined with a short session on AED training. | Upon assignment of dutiesRefresher training as required by the provider (e.g., American Red Cross/AHA) | 4 hours4 hours | * [29 CFR 1910.151](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9806&p_table=STANDARDS) and [29 CFR 1926.21(b)(4)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10607&p_table=STANDARDS)
* [*Training Requirements and Professional Development Guidelines for U.S. EPA On-Scene Coordinators*](https://www.trainex.org/download/OSC_Professional_Development_Guidelines_Final_July_2022.pdf)(July 2022)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| Chemical and Biological Agent Awareness | OSCs and emergency responders | See *Emergency Responder Health and Safety Manual*, Chapters 2 and 10 | See *Emergency Responder Health and Safety Manual*, Chapter 2 | 1-2 hours | * [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

EPA’s Emergency Responder Health and Safety Manual (see Section 3.0 of the [Chemical and Biological Agents chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))The training may be provided as a standalone course or as part of initial 40-hour HAZWOPER training or annual 8-hour refresher training. |
| **Confined Space/ Permit-Required Confined Space Awareness** | Field Safety and Health – General Awareness – elective course | General awareness course to introduce employees to confined space situations.Actual permit-required confined space situations require additional hands- on training under the permit-required confined space standard | Upon initial assignment to dutiesAs needed | 1 hour | * [29 CFR 1910.146(g)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9797)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.14 and Table 3 of the [Confined Space Safety Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

This training is required for all OSCs, even those who hire contractors to enter confined spaces and prohibit EPA employees from entering.The training may be provided as a standalone course or as part of initial 40-hour HAZWOPER training or annual 8-hour refresher training. |
| Confined Space/Permit- Required – Air Monitoring Personnel 29 CFR 1910.146(g) | The person responsible for testing or monitoring the permit space to determining if acceptable entry conditions are present before entry and are maintained during entry operations | Training equivalent to entrant/attendant plus additional training in air monitoring equipment and procedures for confined spaces | Upon initial assignment to dutiesWhenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trainedWhenever the employer has reason to believe either that there are deviations from the permit space entry procedures or that there are inadequacies in the employee’s knowledge | 8 hoursVariesVaries | * [29 CFR 1910.146(g)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9797)
* [29 CFR 1926 Subpart AA](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=14215)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.14 and Table 3 of the [Confined Space Safety Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))

This training is only required for personnel who have been assigned the role at an emergency response site. |
| Confined Space/Permit Required – Entry Supervisor Certification 29 CFR 1910.146(g) | The person (such as the employer, foreman or crew chief) responsible for determining if entry conditions are acceptable at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry as required by this section | Training equivalent to entrant/attendant plus additional training in hazard recognition and the employer-specific confined space program | Upon initial assignment to dutiesBefore there is a change in assigned duties | 8 hours | * [29 CFR 1910.146(g)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9797)
* [29 CFR 1926 Subpart AA](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=14215)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.14 and Table 3 of the [Confined Space Safety Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))

This training is only required for personnel who have been assigned the role at an emergency response site. |
| Confined Space/Permit Required – Rescue Team Certification29 CFR1910.146(k)(2)(iv) | The personnel designated to rescue employees from permit spaces | Each member of the confined space rescue team must be trained to properly use the PPE and rescue equipment necessary for making rescues from permit- required confined spaces and to perform the assigned rescue duties; each member of the rescue service shall also receive the training required of authorized entrants.Members of the rescue team shall be trained in CPR and first aid | Upon initial assignment to dutiesBefore there is a change in assigned dutiesAt least once every 12 months | 8 hours8 hours8 hours | * [29 CFR 1910.146(g)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9797)
* [29 CFR 1926 Subpart AA](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=14215)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.14 and Table 3 of the [Confined Space Safety Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))

This training is only required for personnel who have been assigned the role at an emergency response site. |
| Confined Space/Permit Required – Entrant/ Attendant Certification 29 CFR 1910.146(g) | Any employee who, during the course of their job, needs to enter a confined space with unknown or known hazards.“Authorized entrant”: an employee who is authorized by the employer to enter a permit space.“Attendant”: a person stationed outside one or more permit spaces who monitors the authorized entrants and who performs all attendant’s duties assigned in the employer’s permit space program | Authorized entrance and attendants receive specific training on the hazards of the confined space | Upon initial assignment to dutiesBefore there is a change in assigned dutiesWhenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trainedWhenever the employer has reason to believe either that there are deviations from the permit space entry procedures or that there are inadequacies in the employee’s knowledge | Two to three daysVariesVariesVaries | * [29 CFR 1910.146(g)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9797)
* [29 CFR 1926 Subpart AA](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=14215)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.14 and Table 3 of the [Confined Space Safety Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))

This training is only required for personnel who have been assigned the role at an emergency response site. |
| OSHA 10-HourConstruction Safety and HealthEPA Order 2073 | Employees serving as Incident Command System (ICS) Safety Officers and Assistant Safety OfficersGeneral employees | Training for general employees on the recognition, avoidance, abatement and prevention of safety and health hazards in workplaces in constructionMust be delivered by an OSHA-authorized trainer | Upon initial hire or assignment | 10 hours | [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf) |
| Driver Safety – Commercial Driver’s License – Annual Refresher | Employees who operate vehicles that require a commercial driver’s license (need determined by SHEMP manager) | Course reviews specific vehicle operating characteristics and commercial driver’s license requirements | Annual refresher | 1-4 hours | * [SHEM Guideline 31](http://intranet.epa.gov/ssd/content/guides/31_guide508.pdf)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| Driver Safety – Commercial Driver’s License | Employees who operate vehicles that require a commercial driver’s license | Course reviews specific vehicle operating characteristics and commercial driver’s license requirements | Upon initial assignment to duties | 4-8 hours | * [SHEM Guideline 31](http://intranet.epa.gov/ssd/content/guides/31_guide508.pdf)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA Order 4833.2, EPA Government Vehicle Commercial Driver’s License (CDL) Policy and Program Components
 |
| **Driver Safety – Field Activities** | Field Safety and Health – required course | General awareness | Upon initial assignment to dutiesAnnual refresher | 1 hour1 hour | * [SHEM Guideline 31](http://intranet.epa.gov/ssd/content/guides/31_guide508.pdf)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| Driver Safety/Defensive Driving Program | Employees who drive for EPA business an average of two or more times per month must complete the training | SOHSD-provided training course (e.g., National Safety Council, GSA) | Upon initial assignment to dutiesEvery 3 years | 4 hours4 hours | * [SHEM Guideline 31](http://intranet.epa.gov/ssd/content/guides/31_guide508.pdf)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| **Field Safety and Health – General Awareness (24 Hour Initial)****EPA Order 1440.2** | Employees participating in field activities as defined by EPA Order 1440.2 | See Section 51-04OJT (three days) under experienced employee required within six months of completing initial field safety training | Upon initial assignment to duties | 24 hours | * [EPA Order 1440.2](http://intranet.epa.gov/ohr/rmpolicy/ads/orders/1440_2.pdf) (see Section 8[c][1])
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

SHEMP Managers may determine if employees who have taken 40-hour HAZWOPER training have already satisfied all the elements listed in the Field Safety and Health – General Awareness (24 Hour Initial) training course. If so, SHEMP Managers may give employees credit for this training requirement. |
| **Field Safety and Health – Annual Refresher (8 hours)****EPA Order 1440.2** | Employees participating in field activities as defined by EPA Order 1440.2 | Review of field Safety hazards, concepts and standardsMay be broken into smaller training components throughout the year or taken as one complete course; see Section 51-04 | Annual refresher | 8 hours | * [EPA Order 1440.2](http://intranet.epa.gov/ohr/rmpolicy/ads/orders/1440_2.pdf) (see Section 8[c][1])
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

The SHEMP Manager may opt to satisfy this training requirement with 8-hour HAZWOPER refresher training. |
| Field Safety – Specific Hazard Training | Employees participating in field activities as defined by EPA Order 1440.2 | Generic training description to be used when providing field- related hazard training on a location-specific/topic- specific/OSHA-chemical- specific standard not otherwise described by another listed title | Varies | Varies | [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)  |
| First Aid Certification 29 CFR 1910.151 | EPA divers and vessel operators – required certification.Any employee who is responsible for rendering first aid in the absence of a nearby infirmary, clinic or hospitalBased on OSHA guidance, at field sites without medical service availability, at least one person shall be trained in first aid, CPR and AED use | Specific training: first aid facilities (e.g., health units) shall maintain a person trained to administer first aid and shall be readily accessible for use at all times. | Upon initial assignment to dutiesRefresher training as recommended by the American Red Cross | 4 hoursVaries | * [29 CFR 1910.151](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=9806&p_table=STANDARDS) and [29 CFR 1926.21(b)(4)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10607&p_table=STANDARDS)
* [*Training Requirements and Professional Development Guidelines for U.S. EPA On-Scene Coordinators*](https://www.trainex.org/download/OSC_Professional_Development_Guidelines_Final_July_2022.pdf)(July 2022)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

First aid and CPR training are frequently combined with a short session on AED training. |
| OSHA 10-Hour General Industry Safety and HealthEPA Order 2073 | Employees serving as ICS safety officersGeneral employees | Training for general employees on the recognition, avoidance, abatement and prevention of safety and health hazards in workplaces in general industryMust be delivered by an OSHA-authorized trainer | As needed | 10 hours | [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf) |
| **Hazard Communication 29 CFR 1910.1200** | All employees who handle chemicals in the course of their assigned dutiesField Safety and Health –required courseLaboratory Employee – required course | General training on the standard for all employees who use chemicals in the workplace, as well as chemical-specific training.This training must comply with the new globally harmonized OSHA standard | General employees – as needed or upon new chemical hazardsUpon initial assignment to dutiesField Safety and Health – annual refresher required. | 1 hour1 hour1 hour | * [29 CFR 1910.1200(h)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10099)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Hazard communication does not have to be delivered as a standalone course. For example, it can be covered during an employee’s 24-hour general field safety awareness training and annual 8-hour refresher training. |
| Hazardous Materials Transportation – DOT Shipper49 CFR 172.704(Subpart H) | All employees involved in any portion of the preparation of hazardous materials for shipment off site, including packaging, loading, unloading, paperwork preparation, emergency response and vehicle placarding; also, any employee who operates a vehicle used to transport hazardous materials | Hazmat employees must be trained on the specific functions they are required to perform, the hazards presented by hazardous materials and emergency response information.Also see other required security training listed separately | Within 90 days of the first day of employment or the first day of a change in job function requiring the employee to prepare or ship hazardous materialsRefresher every three years | 24 hours8 hours | Regulation-required: Records must be kept for the duration of the three- year training cycle while the hazmat employee is employed and for 90 days after the employee leaves employment.Training records must include the following:* The hazmat employee’s name
* The most recent training completion date
* A description of, copy of or reference to training materials used to meet the training requirements.
* The name and address of the person providing the training.
* A certification that the person has been trained and tested as required
 |
| Hazardous Waste Operations and Emergency Response – (40-Hour Initial Training for General Site Worker)29 CFR1910.120(e)(3)(i) | General site workers (EPA employees) engaged in hazardous substance removal or other activities shall receive a minimum of 40 hours of instruction off the site, and a minimum of three days actual field experience (on site) under competent supervision.Cleanup operations required by a governmental body (federal, state, local or other) and involving hazardous substances at uncharacterized or uncontrolled hazardous waste sites.Occasional site workers; transport, storage, and disposal (TSD) workers; and emergency response personnel are described in separate listings below | Initial 40-hour training for workers at uncontrolled hazardous waste sites; additional training depending on the level of involvement at the uncontrolled hazardous waste site.Those intimately involved in cleanup activities require more in-depth training, and those only occasionally on site for specific tasks require less training | Upon initial assignment to duties involving hazardous substances cleanup sites as listed in “Applicability”See refresher requirements listed at “Hazardous Waste Operations and Emergency Response – (Eight- Hour Refresher Training for Hazardous Waste Site Workers)” | 40 hours of initial trainingSee also: “Hazardous Waste Operations and Emergency Response – (Three Days Field Experience for General Site Worker)” | * [29 CFR 1910.120(e)(3)(i)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765)
* EPA’s Emergency Responder Health and Safety Manual (see Section 4.2 of the [Site-Specific Health and Safety Plan (HASP) Development chapter](http://www.epaosc.org/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Required for OSCs, Special Team Members, RPMs and other employees who are regularly conducting operations at HAZWOPER regulated sites.  |
| Hazardous Waste Operations and Emergency Response – (Three Days Field Experience for General Site Worker)29 CFR1910.120(e)(3)(i) | Required for employees following HAZWOPER 40-hour initial training for general site workers | Three days required field experience training (hands-on) should enable employees to familiarize themselves with the equipment and field conditions they will be expected to work underThe field experience may be done at any site that is directly related to the type of work the employee will be expected to perform, and that is under competent supervision.When employees begin work at a new site, they are required to repeat the three days of supervised field experience, although they do need to be made aware of site-specific hazards | Upon initial assignment to duties involving hazardous substances cleanup sites, following initial 40-hour training | Three days of actual field experienceExperience must include supervised performance of actual field duties and should not be solely observation | * [29 CFR 1910.120(e)(3)(i)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765)
* EPA’s Emergency Responder Health and Safety Manual (see Section 4.2 of the [Site-Specific Health and Safety Plan (HASP) Development chapter](http://www.epaosc.org/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Required for OSCs, Special Team Members, RPMs and other employees who are regularly conducting operations at HAZWOPER regulated sites.  |
| Hazardous Waste Operations and Emergency Response – (Eight-Hour Refresher Training for Hazardous Waste Site Workers) 29 CFR 1910.120(e)(8) | Annual required training for all employees required to do HAZWOPER-related general, occasional, regular or supervisory site work | Refresher training for workers at uncontrolled and fully characterized hazardous waste sites.A review of topics as listed in 29 CFR 1910.120(e)(2) and/or (e)(4), any incidents in the past year, and other relevant topics | Annual refresher | 8 hours | * [29 CFR 1910.120(e)(3)(i)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765)
* EPA’s Emergency Responder Health and Safety Manual (see Section 4.2 of the [Site-Specific Health and Safety Plan (HASP) Development chapter](http://www.epaosc.org/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Required for OSCs, Special Team Members, RPMs and other employees who are regularly conducting operations at HAZWOPER regulated sites.  |
| Hazardous Waste Operations and Emergency Response – (Eight-Hour Training for On-Site Management and Supervisors)29 CFR 1910.120(e)(4) | Onsite management and supervisors directly responsible for, or who supervise employees engaged in, hazardous waste or emergency response operations | Specialized training at the time of job assignment | Initial training upon assumption of supervisory duties | 8 hours | * [29 CFR 1910.120(e)(4)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765)
* EPA’s Emergency Responder Health and Safety Manual (see Section 4.2 of the [Site-Specific Health and Safety Plan Development chapter](http://www.epaosc.org/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* [[*Training Requirements and Professional Development Guidelines for U.S. EPA On-Scene Coordinators*](https://www.trainex.org/download/OSC_Professional_Development_Guidelines_Final_July_2022.pdf)(July 2022)](http://www.trainex.org/pdf/OSC_training_guidelines.pdf)
 |
| Hazardous Waste Operations and Emergency Response – (24-Hour Initial Training for Occasional Site Worker or Regular Site Worker on Fully Monitored and Characterized Site)29 CFR1910.120(e)(3)(ii)1910.120(e)(3)(iii) | Occasional site workers for sites that have been fully monitored and characterized (exposure is not likely) receive 24 hours of instruction off the site, and a minimum of one day actual field experience (on site) under competent supervision.Cleanup site general workers, occasional workers, TSD workers and emergency response workers are described in separate listings below | Initial 24-hour training for workers at fully characterized hazardous waste sites.Additional training depends on the level of involvement at hazardous waste sites | Upon initial assignment to duties at fully characterized hazardous waste sitesSee refresher requirements listed at “Hazardous Waste Operations and Emergency Response – (Eight- Hour Refresher Training for Hazardous Waste Site Workers)” | 24 hours of initial trainingSee also: “Hazardous Waste Operations and Emergency Response – (One Day Field Experience for Regular Site Worker on Fully Monitored and Characterized Site)” | * [29 CFR 1910.120(e)(3)(i)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765)
* EPA’s Emergency Responder Health and Safety Manual (see Section 4.2 of the [Site-Specific Health and Safety Plan (HASP) Development chapter](http://www.epaosc.org/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Required for employees who occasionally enter a HAZWOPER regulated site while supporting emergency response operations. Not required for employees who have taken the 40-hour Initial Training for General Site Worker HAZWOPER Training |
| Hazardous Waste Operations and Emergency Response – (One Day Field Experience for Occasional Site Worker or Regular Site Worker on Fully Monitored and Characterized Site)29 CFR1910.120(e)(3)(ii)(iii) | Required for employees following HAZWOPER 24-hour initial training for occasional site workers or regular site workers on fully monitored and characterized sites | One day of required field experience training (hands-on) should enable employees to familiarize themselves with the equipment and field conditions they will be expected to work underThe field experience may be completed at any site that is directly related to the type of work the employee will be expected to perform, and that is under competent supervision | Upon initial assignment to duties involving hazardous substances cleanup sites, following initial 24-hour training | One day of actual field experienceExperience must include supervised performance of actual field duties and should not be solely observation | * [29 CFR 1910.120(e)(3)(i)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=9765)
* EPA’s Emergency Responder Health and Safety Manual (see Section 4.2 of the [Site-Specific Health and Safety Plan (HASP) Development chapter](http://www.epaosc.org/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* Required for employees who occasionally enter a HAZWOPER regulated site while supporting emergency response operations. Not required for employees who have taken the 40-hour Initial Training for General Site Worker HAZWOPER Training
 |
| Health and Safety Plan Awareness | Employees responsible for development of written health and safety plans (HASPs) | Introduction to the writing and development of HASPs, including JHAs, field work control plans, dive safety plans, vessel safety plans, float plans, site safety plans, etc. | Upon initial assignment to dutiesRefresher – as needed to maintain proficiency | Minimum of 1 hourVaries | * EPA’s Emergency Responder Health and Safety Manual (see Section 4.2 of the [Site-Specific Health and Safety Plan (HASP) Development chapter](http://www.epaosc.org/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| **Hearing Conservation Awareness for Collateral Duty Employees** | Collateral Duty Health and Safety Employees – required course.See “Occupational Noise Exposure” training below on the effects of noise on hearing, audiometric testing and the use of hearing protection – required for employees in a hearing conservation program (29 CFR 1910.95) | General awareness | Upon initial assignment to duties | 1 hour | * EPA’s Emergency Responder Health and Safety Manual (see Section 3.0 and Section 8.0 of the [Physical Stress Management Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| **Heat and Cold Stress Awareness****SHEMP Guideline 33** | Employees working in environments of potential elevated or suppressed temperatures.Field Safety and Health – General Awareness – required courseOSCs | General awareness*Emergency Responder Health and Safety Manual*, Chapter 7 | Upon initial assignment to dutiesUpon identification of potential hazard to employeesRefresher – as needed to maintain proficiency | 1 hourVariesVaries | * EPA’s Emergency Responder Health and Safety Manual (see Section 3.0 of the [Physical Stress Management Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 33](http://intranet.epa.gov/ssd/content/guides/33_hac_guide508.pdf) (see pages 22-23 and 29-30)
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

This topic does not have to be delivered as a standalone course. For example, it can be covered during an employee’s 24-hour general field safety awareness training. |
| Illness, Injury and Near Miss Reporting | All employees | Employees shall be informed of procedures and requirements for accident and injury reporting | Upon initial employment | 10-30 minutes | * [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA’s Emergency Responder Health and Safety Manual (Section 8.0 of the [Injury, Illness, and Exposure Reporting chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm) includes a table that lists topics that should be covered for different positions, including emergency responders (e.g., OSCs), supervisors, and onsite Safety Officers.
 |
| **Medical Surveillance Awareness****EPA Order 1460.1** | All employees with the potential for exposure to occupational hazards (i.e., chemical, radiological and/or biological agents) and/or physical stressorsField Safety and Health – General Awareness – required courseLaboratory Safety and Health – General Awareness – required course | Advise personnel of the process and requirements | Initial – provided to each worker before, or at the time of, their enrollment into the medical surveillance program)Refresher – upon any changes to the program | 1 hourVaries | * [SHEM Guideline 57](http://intranet.epa.gov/ssd/content/guides/57_omsp_guide508.pdf) (see page 28)
* EPA’s Emergency Responder Health and Safety Manual (see Section 5.1 of the [Medical Surveillance Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

If changes are implemented to the medical surveillance program after an employee has taken awareness training, the changes may be communicated to them during annual 8-hour HAZWOPER refresher training. |
| **Nerve Agent Antidote (EPA)** | OSCs/special teamsCWA laboratory employees | Special training for OSCs, RSCs and CWA laboratory employees (as needed); examples include DuoDote™ injectors | InitialAnnual refresher | 1 hour1 hour | * [Directive OSWER-9200.51](http://response.epa.gov/_HealthSafetyManual/HQMarkIKitsGuidance.pdf) (training requirements are included as an attachment)
* EPA’s Emergency Responder Health and Safety Manual (see Section 5.2 of the [Medical Surveillance Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| **Occupational Noise Exposure****29 CFR 1910.95****29 CFR 1926.52** | Each employee who is exposed to noise at or above an 8-hour time-weighted average of 85 decibels.(Exposure levels differ for construction employees)Field Safety and Health – General Awareness – required course | General awareness and specific provisions as per the standardTraining in the use and care of all hearing protectors provided to employees in the hearing conservation program | Initial – prior to any known high noise exposure or enrollment in the hearing conservation programAnnually – for each employee included in the hearing conservation program | 1 hour1 hour | * 29 CFR 1910.95
* 29 CFR 1926.52
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.0 and Section 8.0 of the [Physical Stress Management Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Emergency responders must attend this training and be enrolled in EPA’s Hearing Conservation Program only if their occupation noise exposure exceeds the 8-hour Time Weighted Average |
| Personal Protective Equipment29 CFR 1910.13229 CFR 1926 Subpart E | Employees who are required to don PPE as part of their assigned duties | Hands-on user training | Initial hands-on training before donning PPEAnnual refresher | Minimum of 1 hourVaries | * [29 CFR 1910.132(f)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9777)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.2 of the [Personal Protective Equipment Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

PPE does not have to be delivered as a standalone course. For example, it can be covered during initial 40-hour HAZWOPER training and annual 8-hour HAZWOPER refreshers. |
| Physical Hazards Awareness | OSC emergency responders and their supervisorsOther employees for general awareness | See *Emergency Responder Health and Safety Manual*, Chapter 7General awareness | See *Emergency Responder Health and Safety Manual*, Chapter 2Refresher – As needed to maintain proficiency | 1 hourVaries | * [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA’s Emergency Responder Health and Safety Manual (Section 3.0 of the [Physical Stress Management Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm) identifies subtopics that may need to be covered, such as:
* Altitude
* Fatigue
* Vibration Stress
* Overexertion injuries/heavy manual labor
 |
| Physical Hazards – Manual Labor Awareness | OSC emergency responders and their supervisorsGeneral employees performing manual labor | See *Emergency Responder Health and Safety Manual*, Chapter 7* How overexertion injuries occur
* Symptoms and consequences of overexertion injuries
* Job tasks that cause injuries
* Methods to minimize injury
* Reporting injuries
 | OSC – see *Emergency Responder Health and Safety Manual*, Chapter 2Refresher – as needed to maintain proficiency | 1 hour1 hour | * [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA’s Emergency Responder Health and Safety Manual (Section 3.0 of the [Physical Stress Management Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm) identifies subtopics that may need to be covered, such as:
* Altitude
* Fatigue
* Vibration Stress
* Overexertion injuries/heavy manual labor
 |
| Physical Hazards – Vibrational Stress Awareness | OSC emergency responders and their supervisors – initial training upon employment and as needed thereafterEmployees subject to vibrational stress | See *Emergency Responder Health and Safety Manual*, Chapter 7Training on identification and minimizing vibration hazards | OSC – see *Emergency Responder Health and Safety Manual*, Chapter 2Refresher – as needed to maintain proficiency | 1 hour1 hour | * [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
* EPA’s Emergency Responder Health and Safety Manual (Section 3.0 of the [Physical Stress Management Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm) identifies subtopics that may need to be covered, such as:
* Altitude
* Fatigue
* Vibration Stress
* Overexertion injuries/heavy manual labor
 |
| Radiation Dosimetry (TLD) Awareness | Employees participating in the radiation dosimetry program | General awareness training on dosimetry requirements and proper wearing of assigned dosimetry badges | Upon enrollment in the program | 1 hour | * EPA’s Emergency Responder Health and Safety Manual (see Section 4.2.1.1 of the [Radiation Safety Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

These topics may be addressed as standalone training or as part of the above-listed basic or advanced radiation worker training series. |
| Radiation Worker – Basic Training29 CFR 1910.1096(i)SHEMP Guideline 38(GL 38)OSC H&S Manual, Radiation Safety Program | Any worker who has the potential to be exposed to ionizing radiation in their occupation.Biennial Refresher is not required if the emergency responder has completed Radiation Worker – Advanced Training and is current with the Radiation Worker – Advanced Biennial Refresher. | Training in principles and practices of radioactive material use, as well as measuring and monitoring methodsAdditional training may be required for specific NRC license requirements, as well as types and quantities of radioactive materials and/or radiation producing devices used at the facility | Upon initial assignment to dutiesBiennial refresher – radiation worker (every two years)Specific NRC license may have additional training requirements | Minimum 4 hours1 hourVaries – specific to NRC license | * [SHEM Guideline 38](http://intranet.epa.gov/ssd/content/guides/38_rad_guide508.pdf) (see Section 5)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.0 of the [Radiation Safety Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Emergency responders must take exams (and attain a score of at least 80 percent) to demonstrate their understanding of course material. |
| Radiation Worker – Advanced Training 29 CFR 1910.1096(i)SHEMP Guideline 38(GL 38)OSC H&S Manual, Radiation Safety Program | Those who routinely engage in, or expect to routinely engage in, work assignments in the field where the potential for exposure to ionizing radiation exists.Those who engage in emergency response activities where the potential for exposure to ionizing radiation exists.Those who are responsible for recognizing the need for, and requesting, expert radiation safety or health physics support in laboratory or field settings, such as SHEMP managers, RSOs, OSCs, RPMs and radiation program representatives when assuming appointed radiation safety duties | See GL 38 and *Emergency Responder Health and Safety Manual*, Chapter 8 | Upon initial assignment to dutiesBiennial refresher – radiation worker (every two years)Specific NRC license may have additional training requirements | Initial: four to five days (usually off site)1 hourVaries – specific to NRC license | * [SHEM Guideline 38](http://intranet.epa.gov/ssd/content/guides/38_rad_guide508.pdf) (see Section 5)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.0 of the [Radiation Safety Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Emergency responders must take exams (and attain a score of at least 80 percent) to demonstrate their understanding of course material. |
| RCRA Hazardous Waste Management Awareness 40 CFR 262.17 | All employees involved in hazardous waste generation, identification, handling or disposal who are not covered by large quantity generator or small quantity generator training requirements (e.g., employees generating hazardous wastes under very small quantity generator status) | General awareness | Upon initial assignment, then as needed | 1 hour | * [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)
 |
| **Respiratory Protection Awareness****29 CFR 1910.134** | General awareness for employees on respiratory protection devicesField Safety and Health – General Awareness – required course | General awareness | Upon initial assignment to duties | 1 hour | * [EPA Order 1440.3](http://intranet.epa.gov/ohr/rmpolicy/ads/orders/1440_3.pdf)
* [29 CFR 1910.134(k)](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=12716&p_table=standards)
* EPA’s Emergency Responder Health and Safety Manual (see Section 3.7.1 and 3.7.2 of the [Respiratory Protection Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm))
* [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf)

Respiratory protection does not have to be provided as a standalone training. For example, initial training may be fulfilled during 40-hour HAZWOPER training. Also, respirator refresher training can be credited towards an employee’s annual 8-hour HAZWOPER refresher requirement. |
| Respiratory Protection – User Training29 CFR 1910.134 | Employees using respiratory protection devices must be enrolled in the respiratory protection program, properly trained, medically cleared and fit tested | Respiratory hazards to which employees are potentially exposed during routine and emergency situations.Training must include use (including hands-on donning and doffing), maintenance, and cleaning; warnings on the specific respirator’s limitations; and respiratory hazards to which employees may be exposed during routine and emergency situations. | Initial: before wearing any respiratorRefresher training: at least annually, but any time an employee changes to a different respirator or has a change in duties that necessitates respiratory protection | Minimum of 2 hours1 hour | EPA’s Emergency Responder Health and Safety Manual. (Section 3.7.2 of the [Respiratory Protection Program chapter](http://response.epa.gov/_HealthSafetyManual/manual-index.htm) says “At least once a year, each emergency responder must participate in an exercise on the use of a negative-pressure APR and a PAPR by conducting an inspection, tear-down, cleaning, reassembly, and donning/doffing the respirator. In addition, on at least an annual basis, each emergency responder who uses a SCBA must practice using the equipment by conducting an inspection, donning/doffing, breathing down a tank of air (20 minutes minimum), cleaning, and reassembling the SCBA.”) |
| **Trailer Loading and Towing Awareness EPA Order 1440.2** | Employees whose duties may involve driving with trailers in tow | Awareness training on towing safety requirements and the need for further training | Upon initial assignment to dutiesAs needed | 1 hour | [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf) |
| Trailer Loading and Towing – Triennial EPA Order 1440.2 | All employees who operate vehicles with trailers in tow during EPA business | Identification of towing components and requirements, as well as a hands-on towing practical portion, to include:* Vehicle/trailer inspections
* Capacity verifications (tow vehicle, trailer, loading and hitch components)
* Trailer coupling/ uncoupling
* Actual driving (towing forward, backing up, K- turns, parking, launching/recovering boat, etc.)
* Trailer maintenance and storage
 | Upon initial assignment to towing dutiesTriennial refresher – required every three years for tow vehicle operators | 3 hours3 hours | [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf) |
| X-Ray Safety Awareness | Employees whose duties require the use of X-ray producing equipment (X-ray fluorescent, medical X-rays, baggage scanners, etc.) | See individual state requirements and *Safety Guidelines for the Installation and Operation of X-Ray Generating Equipment at EPA Facilities* | Prior to use of X- ray generating equipmentRefresher as needed | 1 hour1 hour | [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf) |

## 3.2 Additional Health and Safety Training That May Be Required

The trainings listed above in [Table 1](#Table_1) identify the *minimum* core health and safety requirements that OSCs and Special Team members must complete to ensure that they are adequately prepared to identify and mitigate potential job-related hazards in the field. Other emergency responders will also need to complete the training listed above in [Table 1](#Table_1) based on specific job duties. OSCs, Special Team members, and other emergency responders may also need to complete additional health and safety training depending on their regional or Special Team affiliation and their specific job assignments.

### 3.2.1 Region-Specific or Special Team-Specific Requirements

Individual regions or Special Teams may identify additional health and safety training requirements to prepare OSCs to address hazards that are unique to a particular geographical area or to meet state regulatory requirements. The National OSC Workgroup’s August 2011 document, titled [*Training Requirements and Professional Development Guidelines for U.S. EPA On-Scene Coordinators*](http://www.trainex.org/pdf/OSC_training_guidelines.pdf)*,* provides the following as an example:

Region 6 performs a significant amount of oil field work during the normal course of business. Region 6 requires EPA workers who perform oil-field activities to complete a hydrogen sulfide safety (sour gas) course and appropriate refreshers. Certain states have this requirement as well.

If regions or Special Teams have identified additional health and safety training that their OSCs must take, these requirements should be documented in [Appendix B](#Aooendix_B) of this chapter.

### 3.2.2 Training Needs Associated with Specific Job Assignments

Individual OSCs and other emergency responders may also require additional health and safety training if they are assigned to work at sites where they could be exposed to an OSHA-regulated hazard listed in [29 CFR 1910 Subpart Z](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910SubpartZ) or some other hazard (e.g., operating a utility vehicle). For example, employees assigned to work at sites with asbestos-containing material (or presumed asbestos-containing material) will be required to take an asbestos-related course such as Asbestos Awareness or a more detailed course depending on the level of anticipated exposure. Similarly, employees reporting to a site with known carcinogens (e.g., [acrylonitrile](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10065&p_table=standards), [benzene](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=10042&p_table=STANDARDS), OSHA’s [13 carcinogens](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10007)) may be required to take additional chemical-specific training as well.

**Examples of Additional Courses That OSCs *Might* Require Depending on Their Specific Assigned Duties**

**\*\*Not a Comprehensive List\*\***

* 13 Carcinogens
* Acrylonitrile
* Arsenic – Inorganic
* Asbestos Awareness
* Boating Safety Awareness
* Cranes, Derricks, Hoists, Elevators, and Conveyers
* Drum Handling Awareness
* Electrical Training
* Excavation/Trenching and Shoring
* Explosives and Blasting Agents
* Methylene Chloride
* Mine Safety Awareness
* Scaffolding
* Stack Sampling Safety Awareness
* Subsurface Investigations Safety Awareness
* X-ray Safety Awareness

*Source:* [*SHEM Guideline 51*](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf) *(Table 51-2)*

**Immediate supervisors and SHEMP Managers (assisted by HSPCs) are responsible for assessing each emergency responder’s specific job tasks to determine if he or she requires additional training that goes beyond core health and safety training requirements.** [SHEM Guideline 51](https://work.epa.gov/sites/default/files/2023-09/guideline-51-safety-health-environmental-management-training.pdf) provides two user-friendly tables that will assist with this endeavor. The first one (labeled Table 51-1) identifies course titles, outlines the content associated with each course, and includes a column that provides insight on which individuals might require the course. The second table (labeled Table 51-2) presents a matrix with course titles listed in rows and more than 10 EPA employee categories (e.g., field workers, dive team members, laboratory workers) listed in the columns.

### 3.3.3 Health and Safety Considerations During Trainings and Exercises

Many of the health and safety hazards present on an actual hazmat incident or removal site are also present during trainings, exercises, and drills. A health and safety plan (HASP) can be developed for these events to evaluate the hazards and mitigate the risk of injury. The HASP development process follows the same steps taken for an emergency response or removal. See [Chapter 1, Site Specific Health and Safety Plan Development](https://response.epa.gov/_HealthSafetyManual/manual-index.htm) for details.

The drill safety plan is written to protect participants from any real-world hazards that might have been present and from any hazards directly related to the exercise or training. Emphasis should be given to using the Incident Command System (ICS) and the Incident Action Plan (IAP) development process to organize and manage the training or exercise.

Training and exercise design should follow “the practice like you play” methodology. A training or exercise that follows the processes and procedures used and employed during an actual event or response will better prepare emergency responders for the real-world incidents. Level A and B exercises should include a realistic scenario and practice the use of radio communications, air monitoring and sampling equipment and other tools that will be used during an actual incident or response. Competence with PPE and response equipment is a critical aspect of an emergency responder health and safety program.

# 4.0 ONSITE SAFETY BRIEFINGS

[Section 3.0](#_3.0_HEALTH_AND) of this chapter addresses health and safety training requirements that must be completed before emergency responders report for duty in the field. Once they arrive at a specific site, they will continue to receive training in the form of onsite safety briefings.

In accordance with [29 CFR 1910.120(b)(4)(iii)](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9765), pre-entry briefings (“tailgate meetings”) must be conducted in the field at the start of each work shift to alert emergency responders of the hazards associated with a particular site. All personnel who might enter a site must attend the briefings. Discussion topics and attendance should be documented. A training roster or sign-in sheet may be used for this purpose (see the [“Forms” section of the manual’s website](http://response.epa.gov/_HealthSafetyManual/forms.htm) for a sample roster). Documentation should be retained in site files.

The briefings must identify the technical work objectives for the shift and cover the most significant safety and health issues that may be encountered. At least once a week during a field activity, the pre-entry briefing must also include a review of other site-specific HASP issues, such as evacuation procedures and protocols for handling onsite injuries. The information provided during pre-entry briefings is also covered by ICS operations briefings.

# 5.0 AVAILABLE TRAINING RESOURCES AND TOOLS

As noted above, SHEMP Managers (assisted by HSPCs) must schedule and provide training for OSCs. A variety of resources are available to assist with this effort. The EPA OSC website has developed a [training webpage](http://response.epa.gov/main/training.aspx) that provides links to numerous training-related resources and tools (e.g., TrainEx Training Exchange, CERCLA Education Center, Environmental Response Training Program Virtual University, OLEM Training Forum, FEMA Emergency Management Institute). Additionally, the manual’s website includes a webpage titled [“Training and Tools,”](https://response.epa.gov/_HealthSafetyManual/training.htm)

**APPENDIX A****Health and Safety Training Program:
Designation of Roles and Responsibilities**

**Instructions for Users**

Appendix A provides a place for users to insert organization-specific information into the Health and Safety Training Program chapter. The appendix presents a list of tasks that must be performed to ensure that regions or special teams are administering an effective health and safety training program for OSCs. Tasks are listed in rows. EPA position titles (e.g., Removal Manager, Health and Safety Program Contact) are listed in columns. Each task has been assigned to a default position. For some of the tasks, check marks have been placed in two or more columns to indicate that more than one person is responsible for that task. **Please note that users can re-delegate tasks.**

Users must take the following steps to customize Appendix A:

* Fill in the background information requested at the top of page A-3. For example, indicate when the table is being updated and who is doing the updating.
* Fill in actual names under the position titles.
* Add additional key players to the table (if necessary). *Note: The chapter authors have already provided a placeholder to add a new position, as the last column is labeled “Other.” Users should customize this column to identify the position title (and name) of any additional key player assigned responsibility to administer the training program. Users can insert more columns to include additional key players (if necessary).*
* Add rows to the table (if necessary) to provide information about activities that exceed the minimum requirements already included in Appendix A. (See [Appendix B](#Aooendix_B) for a list of your organization’s additional policies and procedures related to this chapter.)
* Determine whether any of the recommended task assignments must be delegated to another person. (If so, move the check marks to re-assign the task).
* Ensure that each task has been assigned.

**ATTENTION OLEM Special Teams and Headquarters Users:** The tasks and position titles that appear in Appendix A have been written with regional audiences in mind. OLEM Special Teams and Headquarters users should modify the language that appears in the rows and column headers to reflect the needs of their organization.

**APPENDIX A**
**Task Table for Implementing the Health and Safety Training Program Chapter**

**This table has been customized for:** EPA Organization **.**

**Last Updated on:** Month Day, Year**.**

**Updated by:** Name **.**

|  |  | **Who Is Responsible for Each Task or Action?** |
| --- | --- | --- |
| **TASKS** **▼** | **ROLES ►****See Appendix A-2 in the Introduction Chapter for the names of Regional Personnel who fill these roles.**  | **Removal Manager** | **SHEMP Manager** | **Health and Safety Program Contact** | **Immediate Supervisor**  | **Data Manager** | **Emergency Responders and OSCs** | **Other** |
| 1. Implement the Health and Safety Training Program chapterby: (1) customizing the chapter with organization-specific information, (2) reviewing/updating the customized version annually, and (3) adopting the requirements and practices in the chapter. Post the customized chapter to the manual’s website and inform stakeholders of its availability.
 |  |  |  |  |  |  |  |
| 1. Determine which training OSCs will need to ensure that they have the knowledge and skills needed to work safely in the field.
* Include core requirements for OSCs (see [Table 1](#Table_1)).
* Assess each OSC’s specific job tasks to determine if he or she requires additional training that goes beyond core requirements.
 |  |  |  |  |  |  |  |
| 1. Provide health and safety training to OSCs.
 |  |  |  |  |  |  |  |
| 1. Ensure that OSCs attend health and safety training.
 |  |  |  |  |  |  |  |
| 1. Obtain documentation (e.g., a certificate) each time you successfully complete a training course or exercise. Present a copy to your SHEMP Manager (or another designated person) and retain a copy for your files.
 |  |  |  |  |  |  |  |
| 1. Document the completion of health and safety training requirements in the FRM and:
* Track which OSCs have met their training requirements.
* Contact OSCs who have not completed necessary training to inform them that they need to do so and to alert them of the next available training session.
* Alert the immediate supervisor and the Removal Manager (or another designated person) if an OSC has not met a training requirement.
 |  |  |  |  |  |  |  |
| 1. Prevent OSCs from working in the field (or at a minimum restrict their job assignments) if they have not completed all required health and safety training.
 |  |  |  |  |  |  |  |
| 1. Ensure that (1) pre-entry briefings are held at the start of each shift, (2) all onsite personnel attend, (3) discussion topics and attendance are documented, and (4) documentation is retained in site files.
 |  |  |  |  |  |  |  |

\*Note: A list of the organization’s emergency responders (including OSCs) is provided in Appendix A-2 of the Introduction chapter.

**APPENDIX B

Health and Safety Training Program:
Documentation of Additional Policies and Procedures**

The procedures and tasks outlined in the Health and Safety Training Program chapter represent the **minimum requirements** that each EPA organization must meet. If organizations wish to require additional training or advocate the use of additional policies and procedures, they must document them in the table below. After doing so, they must also:

* Ensure that any of the additional policies and procedures that are added to the table below are also addressed in the main text of the chapter. This can be accomplished by either (1) inserting the additional policies and procedures directly into the relevant portions of the main body of the chapter or (2) adding a sentence within the main text that directs readers to Appendix B for more information.
* Update [Appendix A](#Aooendix_A) to capture any additional tasks that are listed in the table below and ensure that each task is assigned to a specific individual.

|  |  |
| --- | --- |
| **Topic** | **Please document any additional elected policies and procedures required for your organization here** |
| [**Section 2.0**](#_2.0_ROLES_AND)Roles and Responsibilities |   |
| [**Section 3.0**](#_3.0_TRAINING_REQUIREMENTS)Health and Safety Training Requirements  |  |
| [**Section 4.0**](#_4.0_ONSITE_SAFETY)Onsite Safety Briefings |  |
| **Other topics:**  |  |