

COUNTY OF RIVERSIDE STANDARD SAFETY OPERATIONS MANUAL

DOCUMENT NUMBER: 502

SUBJECT: Safety Summary of OSHA Mandated Training and Internal Trainings **DATE ISSUED:** 11/01/91
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PURPOSE: This document will identify the minimum training required for all County of Riverside employees, as determined by Cal/OSHA regulations and specific training classes that are presented by the County Safety Office.

POLICY: The training of all County of Riverside employees, in safety methods and practices related to their work environment is an essential element of our safety and loss prevention program and is required by Cal/OSHA.

OBJECTIVE: To identify specific training needed based on the actual job done or work environment employees are exposed to. Training will be provided through department/agency/district Managers, Supervisors, Safety Representatives, or the County of Riverside Safety Office. Initial training and frequency of training required is also a vital essential of the program, as required by Cal/OSHA.

SCOPE: All County of Riverside employees.

I. REQUIRED TRAINING

As required by Cal/OSHA – General Industry Safety Orders regulations, CCR Title 8, along with self-evaluation guidelines utilized by the County Safety Office, the training listed has been determined to be the most common required by County of Riverside employees, based on their job assignment or exposure.

Training is listed in alphabetical order for quick reference, and is not to be construed a level of importance.

TRAINING REQUIREMENTS	FREQUENCY OF TRAINING
AERIAL DEVICES: Those employees who work full time, part time, or periodically with aerial devices are familiar with the operation, standard operation, standard operating procedures and safety factors in accordance with GISO Section 3638 & 3648.	Training will be provided to an employee assigned to work with such devices, PRIOR TO THE EMPLOYEE OPERATING THEM. Training will be documented and periodic training will take place for proficiency operation of the device.
AIRBORNE PATHOGENS: Employees, whose job duties expose them to the airborne pathogen tuberculosis, shall receive training about the safety hazards and precautions associated with such job duties in accordance with GISO Section 3203.	Upon initial assignment and periodically thereafter. Training documentation records shall be maintained for three years.
ASBESTOS: Employees who work with, or within a work environment where asbestos is present, will be provided training on recognizing safe and unsafe exposure levels of asbestos in accordance with GISO Section 5208.	Informational training will be provided to employees working with, or working within a work environment where asbestos may be present. Employees must recognize that the presence of asbestos does not pose a hazard as long as it is not disturbed.
BLOODBORNE PATHOGENS: The employer shall implement a training program for all employees exposed to Bloodborne pathogens, taught by a person knowledgeable in the subject matter as it relates to the specific workplace the training addresses, which contains a copy and explanation of GISO Sections 5193 and 5193 Appendix A,	

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TRAINING REQUIREMENTS	FREQUENCY OF TRAINING
<p>BLOODBORNE PATHOGENS: (continued) explanations of epidemiology and symptoms, modes of transmission, employer's Exposure Control Plan, risk identification, method of compliance, personal protective equipment, exposure incident, signs and labels, information on decontamination and disposal, Hepatitis B Vaccination, emergency response, post-exposure evaluation and follow-up and an interactive question and answer session.</p> <p>Employees of HIV, HBV and HCV research laboratories and production facilities shall receive additional training that ensures that they demonstrate proficiency in standard microbiological practices and techniques and prior experience in the handling of human pathogens or tissue cultures before working with HIV or HBV. The employer shall assure that employees participate in work activities involving infectious agents only after proficiency has been demonstrated.</p> <p>All training shall be in accordance with GISO Section 5193.</p>	
<p>Cal/OSHA: All County of Riverside employees will be made aware of Provisions of the California Occupational Safety and Health Act, Section 3203, as they apply to employee responsibilities, rights and reporting potentially unsafe or unhealthful environments or practices.</p>	<p>Upon hire, employees will be scheduled to attend the New Employee Orientation provided by Human Resources. Cal/OSHA Employee Rights and Regulations will be ongoing throughout the employee's work career via training, Safety Meetings, Safety Posters and safety newsletter.</p>
<p>CARCINOGENS: Employees who work with, handle are exposed to, or work within an environment where carcinogens are present will be trained on the Hazard Communication Policy. This policy will provide the employee what precautionary measures, if any, to take in case of exposure due to inhalation, absorption, ingestion or fire, in accordance with GISO Section 5209.</p>	<p>Hazard Communication will be provided to an employee upon work assignment and anytime a new product identified as a carcinogen is introduced to the work environment. See Hazard Communication/SDS for additional information.</p>
<p>CHANGING AND CHARGING BATTERIES: Employees who do charging and changing of batteries will be informed of the hazards associated with their tasks, along with the safety precautions to be taken in accordance with GISO Section 5185.</p>	<p>Training will be provided prior to the employee doing such work, and documented. Periodic training should be conducted to maintain a recognized proficiency level thereafter.</p>
<p>CONFINED SPACE OPERATIONS: Those employees who work in a confined space or are associated in working around such an environment, as identified by Cal/OSHA, will be trained in the associated risks and hazards of such operations in accordance with GISO Sections 5156 thru 5158, inclusive.</p>	<p>Prior to any confined work assignment, employees working within or associated with any such activity will be trained in the hazards of such operations and the safety measures to be taken. Each confined space activity will be assessed and evaluated to determine a Safety Action Plan, for those working in the confined space and those monitoring/working outside of the confined space.</p>
<p>CRANE OPERATIONS, INSPECTIONS AND MAINTENANCE: Employees operating, inspecting, providing, maintaining, and working within such environment will be provided training in the associated hazards of such operations in accordance with GISO Sections 5001, 5006.1 and 5031.</p>	<p>Training will be provided prior to the operation, inspection, and maintenance of such equipment. Training will be documented and periodic training will be provided to maintain a minimum level of proficiency, as determined by the department.</p>

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DIVING OPERATIONS: Any department, which has employees who perform any diving operations, will be trained in the safety operations of equipment and the hazards associated with such tasks in accordance with GISO Sections 6050 thru 6058, inclusive.	Prior to any diving operation, whether diving or assisting in the diving operations, employees will be trained and/or certified in the operation of related equipment, safety measures to be taken and hazards associated with such operations. Training will be provided as required and needed, and will be documented.
ERGONOMICS: Employees shall be provided training that includes an explanation of the employer's program, the exposures which have been associated with RMI's, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries to the employer, and methods used by the employer to minimize RMI's in accordance with GISO Section 5110.	Upon initial assignment to perform jobs, processes or operations that are repetitive in nature, training documentation shall be maintained in accordance with GISO Section 3203 and County Safety Manual Document 2015.
EXPLOSIVES, HANDLING OR WORKING WITH: County employees, such as law enforcement, fire personnel, or similar classifications will be trained in the hazards of identification, handling, transporting, storage, detonating, safeguarding, or working with any explosive in accordance with GISO Section 5239.	No employee will work within such environment before being trained and/or certified, as determined by his or her department, in addition to periodic training, as required or deemed necessary.
FIRE PREVENTION PLAN: All County of Riverside employees will be informed of their responsibility of maintaining a safe work place from fire, in accordance with GISO Section 3221.	Upon arrival to their work assignment, employees will be made aware of all fire and life safety features in their facility such as fire sprinklers, fire alarms, and exits. Emergency evacuation drills will be conducted in April and October of each year.
FLAGGING: Flaggers shall be trained in the proper fundamentals of flagging, including equipment used, safety hazards, and precautions associated with such a job/task, use of signaling directions that conform to the "Manual" and must demonstrate a competency to perform flagging operations in accordance with GISO Section 1599.	Prior to being assigned as a flagger, a qualified and experienced person, in the proper fundamentals of flagging moving traffic, shall provide employees training. Training documentation shall be maintained in accordance with GISO Section 3203.
HAZARD COMMUNICATION – MATERIAL SAFETY DATA SHEETS/MSDS: All County of Riverside departments or agencies will maintain a Hazardous Material Program and will provide information and training in accordance with GISO Section 5194 and County of Riverside Hazard Communication Program.	Upon arrival to their work assignment, employees will be made aware of the procedures for maintaining a safe work environment by ensuring the safe transportation, storage, handling, and disposal of hazardous chemicals. Training will be documented and periodic training will be provided.
HAZARD IDENTIFICATION: All County of Riverside employees will be provided with training, which will allow them to identify, report and correct/abate potential hazards to personnel, equipment, or facilities due to accidental release of liquid, solid, or gaseous chemicals in accordance with GISO Section 3203.	Upon arrival to their work assignment, employees will be made aware of the procedures for maintaining a safe work environment by ensuring the safe transportation, storage, handling and disposal of hazardous chemicals. Training will be documented and periodic training will be provided.
HEARING CONSERVATION: Employees working in environments where Cal/OSHA has identified noise levels as potential hazards to a person's hearing will be provided protection in accordance with GISO Section 5097 through 5100 inclusive.	Employees exposed to long term or short-term noise exposure will be given a hearing test upon work assignment and annually thereafter.
HEATING, VENTILATION AND AIR CONDITION (HVAC) INSPECTIONS: Employees, whose responsibilities are to service, maintain and install HVAC equipment will be familiar with such equipment in accordance with GISO 5142 and 5143.	Prior to the employee working on such equipment, they will be trained in the potential hazards and safety measures to be practiced. Periodic training should be offered and documented to maintain a proficiency level of employees.

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<p>INDUSTRIAL TRUCK OPERATIONS: Only employees who have been authorized and trained in the safety operation of industrial trucks (Forklifts), pursuant to GISO Sections 3649 thru 3668 shall be permitted to operate such vehicles. Training must include classroom instruction, testing, practical hands on exercises and evaluation.</p>	<p>The employer shall ensure that each operator is competent to operate a Forklift as evidenced by successful completion of training and an evaluation specified in GISO 3668. Evaluations must be conducted at least once every 3 years thereafter and sooner if the employee operates the vehicle in an unsafe manner is involved in an accident or near miss incident, is assigned to drive a different type of forklift truck or a condition in the workplace changes in a manner that could affect safe operation of the truck.</p>
<p>INSPECTION OF SLINGS: Organizations that have employees, who, in the course of their work, utilize slings for hoisting materials or persons, will be trained in the use, inspection, and replacement of such appliances to ensure they are capable of accomplishing the task in accordance with GISO 5043.</p>	
<p>LAUNDRY AND DRY CLEANING EQUIPMENT: Organizations having their own laundry and dry cleaning plants will ensure their employees are familiar with the hazards associated with such operations in accordance with GISO Section 4494.</p>	<p>Prior to working in such an environment, employees will be trained in the associated risks and hazards of the equipment and chemicals. Training will be documented and periodic training should be offered.</p>
<p>LEAD: Employees working with or exposed to the properties of lead will be familiarized with the associated hazards and will be trained on the safety measures to be taken in accordance with GISO Section 5216.</p>	<p>Employees will be made aware, upon work assignment, if they will be working within the proximity of any environments that may have lead residuals. Precautionary measures will vary, based on the degree of exposure.</p>
<p>MEDICAL SERVICES AND FIRST AID: Organizations will ensure that selected employees are trained in basic First aid and CPR, to compensate for remoteness or unavailability of emergency services of the assigned facility or assigned fieldwork area. GISO 3400.</p>	<p>The County of Riverside currently uses The American Red Cross to provide initial training to organization-selected employees. First Aid is renewed every three years and CPR is renewed annually in accordance with The American Red Cross.</p>
<p>OXYGEN OR FUEL-GAS SUPPLY EQUIPMENT: Organizations using this type of equipment or system will train employees associated with such equipment of the hazards and precautions in accordance with GISO Section 4799.</p>	<p>Employees will be provided training prior to the use and operation of such appliance. Periodic training should be provided to ensure proper safe keeping of equipment.</p>
<p>PERSONAL FALL PROTECTION: Approved personal fall arrest, personal fall restraint or positioning systems shall be worn by those employees whose work exposes them to falling in excess of 7 ½ feet from the perimeter of a structure, unprotected sides and edges, leading edges, through shaft ways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees not otherwise adequately protected in accordance with GISO Section 3299.</p>	<p>Prior to an employee being lowered, lifted or draped and any employee associated with any such work, they will all be trained on the procedures, hardware, harnesses, safety lines and any other related equipment. Training will be documented. Periodic training will be provided to maintain a level of proficiency, as determined by the organization.</p>
<p>PERSONAL SAFETY DEVICES AND SAFEGUARDS: Organizations having jobs or tasks requiring the employees to use protective devices, appliances, safeguards and practices in order to accomplish the job, will ensure the employee complies with the protective measures addressed in accordance with nationally recognized practices.</p>	<p>Employees involved in jobs/tasks requiring personal protection and/or safeguarding, will be advised of the importance that protective measures be in place prior, during, and when required, after the job/task is done. Training will be done as required and documented.</p>
<p>PORTABLE FIRE EXTINGUISHERS: County of Riverside employees will familiarize themselves with location, operation, and limitations of fire extinguishers in their work area in accordance with GISO Section 6151.</p>	<p>During their organization's orientation, employees will be made aware of fire extinguisher location and their responsibility during a fire. See Fire Prevention Plan.</p>

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POWER OPERATED PRESSES: Organizations that have employees who work with power-operated presses will be provided training on the associated hazards and safety precautions to be taken in accordance with GISO Section 4203.	Training will be provided prior to the operation of such equipment, and will be documented. Periodic training will be provided to ensure a proficiency level as determined by the organization.
RESPIRATOR PROTECTIVE EQUIPMENT: Organizations having jobs or tasks requiring employees to wear respiratory protection against the environmental elements of the job being performed will be in compliance with GISO Section 5144.	Training will be applicable to the level of respiratory protection being required due to the nature of the job/task performed. Training will be periodically provided and documented.
TELE-COMMUNICATION TRAINING: All employees will be provided training in all job classifications to ensure their safety in accordance with GISO 8603.	Training will be provided prior to any use, operation, application, and involvement of any job or task where injury could occur or County property damaged. Training will be documented and provided as deemed necessary or required.
TREE MAINTENANCE OR REMOVAL: Employees assigned to maintain or remove trees will be trained on the use of manual, mechanical, or motorized equipment and the safety precautions associated with such a job/task in accordance with GISO Section 3203, 3420, & 3428.	Training will be provided prior to any work assignment being conducted by the employee and will be documented. Periodic training will be provided to maintain a proficiency level, as determined by the department.
UNIQUE HAZARDS: Special training will be provided to employees where the job or task is unique in itself, because of what needs to be accomplished. Potential hazards and safety precautions will be taken into consideration in accordance with GISO Section 3203.	Prior to any employee starting such a job or task, special precautionary training will be provided and documented. Training and safety policies and procedures will be reviewed. Precautionary measures may be taken into consideration from consultants, vendors, industry, and the comments from the employee(s) assigned to do the work, will be seriously considered. Policy and procedure should also be considered.
WELDING AND CUTTING OPERATIONS: Departments that employ the use of welding or cutting tools will provide training to their employees in the hazards associated and safety precautions to be taken, in accordance with GISO 4848.	Prior to the use of such equipment, training will be provided and documented. Periodic training will be provided to maintain a proficiency level, as determined by the department.
WORKPLACE VIOLENCE: All non-supervisory employees shall receive training and instruction on general and job specific workplace security practices in accordance with GISO Section 3203, County Safety Manual Document 2010, and County Board Policy C-27. Supervisors/Managers shall attend the Supervisor Workplace Violence class provided by the County Safety Office to satisfy this requirement.	To new employees, to existing employees not previously trained, to employees given new job assignments for which specific workplace security training for the job assignment has not previously been provided, and to employees impacted when new or previously unrecognized security hazards are identified. Training documentation shall be maintained in accordance with GISO Section 3203 and County Safety Manual Document 2010.

II. COUNTY SAFETY OFFICE PROVIDED TRAINING CLASSES

These classes are mandatory if applicable to the employee's job assignment:

TRAINING REQUIREMENTS	FREQUENCY OF TRAINING
AIRBORNE PATHOGENS: This is a 90-minute class.	See Training Requirements and Frequency of Training on page 502-1.
BLOODBORNE PATHOGENS: This is a 90-minute class.	See Training Requirements and Frequency of Training on page 502-1 & 502-2.
FIRST AID/CPR TRAINING: This is an 8:00 to 5:30 class. CPR Recertification only is 8:00 to 2:00.	See Medical Services and First Aid Training Requirements and Frequency of Training on page 502-4.
DRIVER'S TRAINING: Required if you must drive a County or private vehicle to conduct County business and a complete Form 30 has been approved by your organization and sent to the Safety Office. This is a 3-hour class.	Must attend within 6- months of hire and within 2-months of receipt of a PREVENTABLE accident determination letter from the Safety Office to your organization's Administrative Office.

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EMPLOYEE WORKPLACE VIOLENCE: This is a 3-hour class	See Training Requirements and Frequency of Training for Workplace Violence on page 502-5.
INDUSTRIAL TRUCK OPERATIONS/FORKLIFT TRAINING: This involves a 4-hour classroom instruction with students from several organizations and an evaluation at your workplace.	See Training Requirements and Frequency of Training on page 502-3 & 502-4.
REPETITIVE MOTION INJURY (RMI): This is a 3-hour class.	See Training Requirements and Frequency of Training on page 502-3.
RESPIRATORY FIT TESTING: Time varies depending on the number of students.	See Respiratory Protective Equipment information on page 502-4.
SAFETY ORIENTATION FOR MANAGERS/SUPERVISORS: This 4-hour class was developed to provide an awareness of supervisory responsibilities for Safety.	County mandated for all Managers and Supervisors.
SUPERVISOR WORKPLACE VIOLENCE: This is a mandatory 4-hour class.	The requirements and training frequency of this class are the same as for Workplace Violence, on page 502-5, except that this class contains information specific to the level and responsibilities of Supervisors and Managers.