

**PROCEDURE 24 - Safety Training Program**

<u>Table of Contents</u>	<u>Page</u>
Synopsis .....	24-ii
Safety Training Program Checklist .....	24-iii
24 SAFETY TRAINING PROGRAM.....	24-4
24.1 Purpose and Scope.....	24-4
24.2 Definitions .....	24-4
24.3 Procedure .....	24-4
24.4 Responsibilities.....	24-24
24.5 References.....	24-24
24.6 Attachments .....	24-25
ATTACHMENT A .....	24-A-1
Sample Safety Orientation Outline .....	24-A-1
ATTACHMENT B .....	24-B-1
Site-Specific Training Requirements (WFO Springfield, MO) .....	24-B-1
ATTACHMENT C .....	24-C-1
Safety Training for Supervisors and Collateral Duty Safety Personnel .....	24-C-1

## **Synopsis**

This procedure establishes requirements and guidance for the NWS occupational safety and health training. The procedure applies to all NWS facilities, work locations, and employees.

### **Initial Implementation Requirements:**

- **Analyze Site Operations versus Requirements of the Procedure**
- **Develop/Obtain Documentation/Information required for Site**
  - Evaluate and document site-specific training requirements. (24.5.2b, 24.3.3b, Attachment B)
  - Develop site-specific Safety Orientation. (24.5.2c, 24.3.2b, 24.3.3a, Attachment A)
- **Designate Person to Administer Safety Training Procedure Requirements**
- **Provide Local Training of Site Personnel**
  - Safety Orientation for the visitors, contractors and newly hired site personnel. (24.3.2b, 24.3.3a, Attachment A)
  - Focal Points Training on safety procedures applicable to the site. (24.3.3c)

### **Recurring and Annual Task Requirements:**

- **Review/Update Documentation/Information required for Site**
  - Perform annual review of Site-Specific Training Requirements. (24.4.2)
  - Maintain/File/Review Training Records. (24.5.3b)
- **Provide Refresher Training of Site Personnel (as required)**
  - Focal Points Training on safety procedures applicable to the site. (24.3.3c)

**Safety Training Program Checklist**

<b>Requirements</b>	<b>Reference</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>Comments</b>
Is initial and annual review of this procedure conducted and documented?	24.4.2				
Do short and long term visitors and contractor personnel receive an appropriate safety orientation as required by this procedure?	24.3.2a,b Attachment A				
Are contractor personnel required to have all applicable safety training before commencing work?	24.3.2d				
Do new NWS employees receive a safety orientation within one week of being hired?	24.3.3a				
Do all site personnel receive applicable safety and health training for specific job tasks?	24.3.3b Attachment B				
Does Safety or Environmental/Safety Focal Point receive initial online safety training?	24.3.3c				
Has the Station Manager been provided with an overview of applicable safety procedures?	24.3.3d				
Are all training records maintained in an accessible location on site?	24.5.3b				

## 24 SAFETY TRAINING PROGRAM

### 24.1 Purpose and Scope

As part of its goal to provide a safe and healthful workplace, the National Weather Service (NWS) is promulgating this procedure to establish requirements and guidance for the NWS occupational safety and health training. This procedure applies to all NWS facilities, work locations, and employees.

### 24.2 Definitions

Field Office. A Field Office may include the following: Weather Forecast Office (WFO), River Forecast Center (RFC), Weather Service Office (WSO), and a Data Collection Office (DCO).

Hazardous Energy Source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy that has the potential to cause injury to employees.

Long-Term Visitor. A visitor whose intended stay is estimated at more than 10 working days.

NWS Employees. For the purpose of this procedure, this includes full-time, part-time and temporary NWS employees.

Operating Unit. For the purpose of this procedure, Operating Unit includes the National Centers for Environmental Prediction (NCEP), National Data Buoy Center (NDBC), NWS Training Center (NWSTC), National Reconditioning Center (NRC), Radar Operations Center (ROC), or the Sterling Field Support Center (SFSC).

Safety Orientation. An overview of NWS selected safety and health procedures and site-specific information which is presented as part of new employee and contractor orientation.

Short-Term Visitor. A visitor whose intended stay is estimated at 10 working days or less.

Station Manager. For the purpose of this procedure, the Station Manager shall be either the NWS Regional Director; Directors of Centers under NCEP (Aviation Weather Center, NP6; Storm Prediction Center, NP7; and Tropical Prediction Center, NP8; Space Weather Prediction Center, NP9); Directors of the NDBC, NWSTC, and Chiefs of NRC, ROC and SFSC facilities; or Meteorologist in Charge (MIC), Hydrologist in Charge (HIC), or Official in Charge (OIC).

### 24.3 Procedure

24.3.1 In an effort to provide a safe and healthful workplace, safety training will be provided to all NWS employees, contractors, and long-term visitors. The safety training will emphasize risks that are present and controls that are in place. All NWS employees shall participate in the training programs that are required for their job category. An employee who feels that more information is needed shall inform his/her supervisor and/or the Safety or Environmental/Safety Focal Point.

24.3.2 Visitors

- a. Short-term visitors under escort will not be required to receive a safety orientation. However, short-term visitors without an escort will be given a safety orientation at the time of their arrival.
- b. On the day of their arrival at the NWS, long-term visitors will be given a safety orientation. The safety orientation shall be given by the Safety or Environmental/Safety Focal Point or his/her designee. Short-term visitors without an escort shall also be given a safety orientation at the time of their arrival (See Attachment A: Safety Orientation Outline).
- c. Before commencing work, contractors will attend a safety orientation. This orientation will provide a brief explanation of the NWS safety requirements (See Attachment A: Safety Orientation Outline).
- d. Contractor personnel will have all safety and health training applicable to the specific work being performed.

24.3.3 NWS Personnel. All NWS personnel shall participate in an ongoing process of safety training.

- a. Within one week of being hired, new employees will be given a safety orientation. In addition, new employees must take NOAA Safety, Environmental and Sustainability Awareness Course on line via NOAA's E-Learning system on <https://doc.learn.com/noaa>
- b. The mid-level supervisors will complete mandatory "Safety Training for Supervisors" (formerly known as "Stop Taking Avoidable Risks (STAR)" training) available on line via NOAA's E-Learning system on <https://doc.learn.com/noaa>
- c. All NWS employees will complete annual the web-based NOAA Safety, Environmental and Sustainability Awareness Course via NOAA's E-Learning system on <https://doc.learn.com/noaa>.
- d. Employees will also receive safety and health training applicable to the specific work being performed. NWS training courses and their applicability to employees and facilities are listed in table 24-1. Example of site-specific training requirements can be found in Attachment B.
- e. Safety or Environmental/Safety Focal Points will receive initial online training on all safety and health procedures applicable to their sites. They should also take "Safety Training for Supervisors" (formerly known as "Stop Taking Avoidable Risks (STAR)" training). Online courses are available via NOAA's E-Learning system: <https://doc.learn.com/noaa>
- f. All senior level management personnel (including Stations Managers) will complete online "Safety Training for Supervisors" via NOAA's E-Learning system on <https://doc.learn.com/noaa>

- g. A training matrix table can be found in the Attachment C.

Table 24 -1. Summary of NWS Training

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
1. Fall Protection	29 CFR 1910.28, .66, .145; 29 CFR 1926.104, Subpart M, Subpart L; ANSI Z359.1	Applicable to all NWS facilities. Applicable to all NWS personnel working on or near unguarded elevated surfaces or climbing/descending structures (e.g., towers, river gauges).	Initial 2.5-day Course for new climbers 2.5 days Refresher: Every 3 years - for climbers with assigned rescue role only.
2. Working Alone	NWS Occupational Safety and Health Procedure #1; “Fall Protection”, NWS Occupational Safety and Health Procedure #12, “Confined Space Entry”; OSHA 29 CFR 1910, Subpart Z, “Toxic Substances”; ACGIH “Threshold Limit Values”	Applicable to all NWS facilities. Applicable to NWS personnel who perform potentially hazardous duties that require additional personnel assignment.	When work is to be performed under high risk conditions, work shall not begin until a safety observer is present. Safety observers shall receive <b>initial and refresher training</b> (as appropriate) including First Aid/CPR training. <i>See paragraph 2.3.5b for additional information.</i>
3. Safe Electrical Work Practices	29 CFR 1910.145, .301-.308, .331-.335; NFPA 70E; NFPA 70; NWS Occupational Safety and Health Procedure 4, “Control of Hazardous Energy Sources”; NWS Occupational Safety and Health Procedure 2, “Working Alone”; NWS Occupational Safety and Health Procedure 8, “Personal Protective Equipment.”	Applicable to all NWS facilities and personnel involved in maintenance and repair of electrical equipment.	1. <b>"Qualified"</b> personnel <b>initial training</b> shall be given upon assignment to a position requiring an individual to work with or in close proximity to exposed electrical parts, equipment or conductors as a regular part of his/her job. <b>Refresher training</b> shall be given if there is a significant change in this procedure or work practices. 2. <b>Safety Observer</b> training including First Aid/CPR 3. <b>Other personnel</b> should be trained in the portions of the procedure necessary to ensure their safety. <i>See paragraph 3.3.21 for additional details.</i>

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
4. Control of Hazardous Energy Sources	29 CFR 1910.147; ANSI Z244.1; National Fire Protection Association, NFPA 70, NEC; NWS Occupational Safety and Health Procedure #3, "Safe Electrical Work Practices."	Applicable to all NWS facilities and personnel. General training applicable to all NWS employees; specific training applicable to NWS employees involved in the installation and/or the maintenance and repair of electrical equipment.	<ol style="list-style-type: none"> <li>1. Each <b>authorized employee</b> shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.</li> <li>2. Each <b>affected employee</b> shall be instructed in the purpose and use of the Energy Control Procedure. Affected employees shall be trained/ re-trained when there is a change in equipment, job assignment, or change in energy control procedures.</li> <li>3. All <b>other employees</b> whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about this procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out. Re-training shall also be performed when there are indications of inadequacies in the employee's knowledge or deviations from this procedure are observed or believed to be occurring.</li> </ol>

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
5. Occupant Emergency Plan (former Emergency Action Plan)	29 CFR 1910.38; USDOC Occupational Safety and Health Manual; NFPA 101, 101 31.1.5; NWS Occupational Safety and Health Procedure #6, "Fire Protection"; NWS Occupational Safety and Health Procedure #23, "Emergency Response Agreements."	Applicable to all NWS facilities and personnel.	<p>1. The Occupant Emergency Plan shall be reviewed with <b>all NWS personnel</b> at each facility annually and at the following times: (1) When the plan is initially developed. (2) When a new employee begins duty at a site or facility. (3) When an employee's responsibilities or duties under the plan change, the plan will be reviewed with that employee again. (4) When the plan is changed such that personnel will be affected, a review of the plan and its changes will be reviewed with those personnel.</p> <p>2. The Occupant Emergency Plan shall include training for an adequate number of qualified volunteers to assist in the evacuation and accountability of all personnel at the site.</p> <p>3. Occupant Emergency Plan shall include training for adequate qualified personnel to assist in equipment and facility protection in the event of emergencies.</p>

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
6. Fire Protection	29 CFR 1910.36-37, .157, .164, .165; 29 CFR 1910, Subpart L, Appendix A, "Fire Protection."; NFPA 10, "Fire Extinguishers"; NFPA 70, "National Electrical Code"; Americans with Disabilities Act (ADA) Section 4, "Accessible Elements and Spaces: Scope and Technical Requirements."	Applicable to all NWS facilities and personnel.	<p>1. Where Occupant Emergency Plan calls for the employee use of fire extinguishers, an educational program shall be provided to familiarize all employees with the general principles of <b>fire extinguisher</b> use and the hazards involved with incipient-stage fire fighting. The education program (e.g., videotapes, Fire Department training, etc.) shall be provided upon initial employment and at least annually thereafter.</p> <p>2. Employees shall be given <b>awareness training to inform them of the potential fire hazards</b> associated with materials and processes which they are exposed to in their work area. This training shall be given upon initial assignment.</p> <p>3. Employees shall be made aware of, and instructed in the proper use of the preferred means of reporting emergencies such as pull-boxes, telephones, public address systems, etc.</p>

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
7. Hazard Communication	29 CFR 1910.1200, Hazard Communication.	Applicable to all NWS facilities and personnel working with or around hazardous chemicals.	NWS personnel who (even occasionally) work with, purchase, or are potentially exposed to chemicals shall receive <b>initial</b> training on the Hazard Communication Program. 2. <b>Additional</b> training of NWS personnel shall be done whenever a new hazard is introduced into a workplace. 3. <b>Refresher</b> training shall take place based upon an evaluation by the Station Manager along with the Safety or Environmental/ Safety Focal Point. The need for refresher training shall be based on the employee's demonstration that he/she has less than a thorough understanding of the Hazard Communication Program or based on personnel turnover. 4. <b>Global Harmonization System training</b> shall be provided to all employees who handle chemical products as part of their work duties. Deadline for the training is December 1, 2013.
8. Personal Protective Equipment	29 CFR 1910 Subpart I, "Personal Protective Equipment"; 29 CFR 1910.95, .145; 29 CFR 1910 Subpart Q, "Welding, Cutting and Brazing"; ANSI Z358.1; ANSI Z41; ANSI Z87.1; ANSI Z89.1; DOC Safety Manual; NWS Occupational Safety and Health Procedure #7, "Hazard Communication Program".	Applicable to all NWS facilities and personnel required to use PPE.	PPE training shall be provided for each employee required to use PPE. Circumstances where re-training is required include, but are not limited to the following situations: i. Changes in the workplace render previous training obsolete. ii. Changes in the types of PPE to be used render previous training obsolete. iii. Inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
9. Compressed Gas Safety	29 CFR 1910.101-.104, .253; CFR 1910 Subpart M; CGA P-1; NFPA, as applicable; ANSI UL 407 & 248.1 & B31.1; Compressed Gas Association, as applicable; Federal Meteorological Handbook, No. 3.; ASME Boiler and Pressure Vessel Code; 49 CFR 173.34 “Qualifications, Maintenance and Use of Cylinders”; U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1910, Subpart S, Electrical; U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1926.153, Liquefied Petroleum Gases.	Applicable to all NWS facilities which use compressed gases. Applicable to all NWS personnel required to use/handle or work in the close proximity of compressed gases.	1. Only personnel completed the Hydrogen Generator training course shall perform operations and maintenance on such units. 2. Station Manager shall ensure that required <b>initial and refresher</b> training is given to those employees working with compressed gas cylinders and training records are maintained. 3. Shall ensure that fire extinguisher training is provided if Occupant Emergency Plan calls for employees to fight the fire.
10. Respiratory Protection	29 CFR 1910.134, .139, Subpart Z; ANSI Z88.2; NIOSH 84 CFR 42; Fundamentals of Industrial Hygiene, Latest Edition.	Applicable to all NWS facilities and employees who are required to use respiratory protection.	1. Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations. 2. Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance..

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
11. Hearing Conservation	29 CFR 1910.95, Occupational Noise Exposure; <u>ACGIH TLVs for Chemicals Substances and Physical Agents, Biological Exposure Indices</u> (1998); NIOSH Criteria for a Recommended Standard: Noise Exposure (1972); ANSI S1.4	Applicable to all NWS facilities. Applicable to all NWS employees exposed to noise at or above the OSHA action level.	<ol style="list-style-type: none"> <li>1. Personnel who use hearing protection (e.g., inside the Emergency Generator building when the generator is on-line) and are not required to be in a Hearing Conservation Program shall receive annual training in the following areas: the effects of noise; the purpose, advantages, and disadvantages of various types of hearing protectors; and the selection, fit, and care of hearing protectors. Employees can either be trained in-house or off-site by qualified NWS or contractor personnel.</li> <li>2. A training program dealing with hearing conservation shall be implemented for all employees who are exposed to noise at or above the Action Level.</li> </ol>
12. Confined Space Entry	29 CFR 1910.146, .147, .252; NIOSH Alert Request for Assistance in Preventing Occupational Fatalities in Confined Spaces (1986); NIOSH A Guide to Safety in Confined Spaces, July 1987; NIOSH Criteria for a Recommended Standard: Working in Confined Spaces, November 1979.	Applicable to all NWS facilities which have confined spaces. Applicable to all NWS employees who are involved in confined space entry.	<ol style="list-style-type: none"> <li>1. Any NWS employee can serve as an Entry Supervisor provided he/she has the proper training and understanding of the issues.</li> <li>2. Before initial work assignment begins, the Station Manager shall ensure that proper training for all workers who are required to work in permit confined spaces.</li> <li>3. Station Manager shall ensure confined-space entry supervisors, attendants, and entrants receive appropriate training.</li> <li>4. Shall provide a briefing to visitors before they enter a confined space.</li> </ol>

<b>Procedure Number and Name</b>	<b>Reference</b>	<b>Applicability to NWS</b>	<b>Initial/Recurring</b>
13. Indoor Air Quality	29 CFR 1910 Subpart Z; ASHRAE Standards 55 and 62; USEPA Building Air Quality: A Guide for Building Owners and Facility Managers; ACGIH, TLVs and BEIs, Threshold Limit Values for Chemical Substances and Physical Agents, Biological Exposure Indices.	Applicable to all NWS facilities. Applicable to all NWS personnel involved with the maintenance and/or operation of HVAC systems.	Local training as applicable.
14. Walking and Working Surfaces	29 CFR 1910 Subpart D; NFPA 101; ANSI 14.3; ANSI A1264.1; ANSI A14.1; ANSI A14.2; ANSI A14.3; ASTM A36/A36M; NWS Occupational Safety and Health Procedure #1, "Fall Protection".	Applicable to all NWS facilities and personnel.	Local training as applicable.
15. Battery Charging and Storage Operations	29 CFR 1910.178; NFPA 70B-27, 110-16	Applicable to all NWS facilities which have battery systems. Applicable to all NWS personnel involved in the maintenance of batteries and equipment or those who work with or in close proximity to battery charging systems.	Local training as applicable.

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
16. Flammable and Combustible Liquid Storage	29 CFR 1910.106; NFPA 30; NFPA 251; U.S. Environmental Protection Agency 40 CFR Part 261.21, “Characteristic of Ignitability.”	Applicable to all NWS facilities using/storing flammable and/or combustible liquids. Applicable to all NWS personnel who work with or in close proximity to flammable and/or combustible liquids.	Local training as applicable.
17. Ionizing and Non-Ionizing Radiation Safety	29 CFR 1910.97, 1096; ACGIH TLVs for Chemical Substances and Physical Agents; 10 CFR 83.208 “Occupational Radiation Protection”; NRC 10 CFR 20 “Standards for Protection Against Radiation.”	Applicable to all NWS facilities which have radiation-producing equipment. Applicable to all NWS personnel required to work around radiation-producing equipment.	<ol style="list-style-type: none"> <li>1. All employees who work in the immediate area of radiation sources or in regulated areas shall be trained in safe work practices, protective measures and on the nature of the sources. Training records shall be maintained by the Safety or Environmental/Safety Focal Point.</li> <li>2. All employees who work in the immediate area of non-ionizing radiation sources (e.g., NEXRAD, NWR) shall be trained in safe work practices, protective measures and on the nature of the sources. Training records shall be developed and maintained by the Safety or Environmental/Safety Focal Point.</li> </ol>

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
18. Accident /Illness Reporting and Recording	29 CFR 1960, Subpart I, Recordkeeping and Reporting Requirements; 29 CFR 1904, USDOC Occupational Safety and Health Manual Chapter 11; U.S. DOC Department Administrative Orders 209 Series, Safety.	Applicable to all NWS facilities and personnel.	Local training as applicable.
19. Hand and Power Tool Safety	29 CFR 1910.242-.244, Subpart I; 29 CFR 1926.21, Subpart I; NEC 250-114; ANSI B11.1.	Applicable to all NWS facilities which use hand and power tools. Applicable to all NWS personnel who perform maintenance on or use hand and/or power tools in the performance of their jobs.	<ol style="list-style-type: none"> <li>1. Employees shall be trained about the hazards and the proper use and care of powered tools and equipment.</li> <li>2. Only qualified personnel who are authorized and trained to use power tools shall be permitted to operate such tools.</li> </ol>
20. Machine Guarding	29 CFR 1910.212, .213, .215; 29 CFR 1926.300; U.S. DOC Department Administrative Orders 209 Series, Safety; NEC.	Applicable to all NWS facilities. Applicable to NWS employees who work on/with equipment that requires guarding.	Local training as applicable

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
21. Laser Safety	ACGIH TLVs for Chemical Substances and Physical Agents; ANSI Z136.1; 21 CFR Parts 1000 & 1040; NWS Engineering Handbook 11; NSC Fundamentals of Industrial Hygiene 4 <sup>th</sup> Edition.	Applicable to all NWS facilities which are using laser systems. Applicable to all NWS personnel involved in laser operations.	<p>1. Training shall be provided to each employee working routinely with or around Class 3b and 4 lasers. Commercially available safety guide literature, audio/video or computer based instruction or short-term classroom course on laser safety are recommended.</p> <p>2. Training should be provided to employees working with Class 2 and 3a lasers or laser systems (e.g., laser pointers and hand-held barcode scanners) to educate employees against the misuse of the laser products. Attachment A contains information that may be provided for education of laser pointer users.</p>
22. Cranes, Hoists and Slings	29 CFR 1910.179, .180, .184; 29 CFR 1926.550; ANSI B30-2, B30-9, B30-10, B30-16	Applicable to all NWS facilities which have cranes, hoists and slings. Applicable to all NWS personnel involved in operating/using cranes, hoists and slings.	Only qualified operators, those who received proper training and qualification, shall be permitted to operate hoisting and rigging equipment. The established qualified-operator training program shall include, but not be limited to: written tests, field training and trials, personnel physical requirements and examinations, trainee status and training procedures. Refresher training shall be provided, as required.
23. Emergency Response Agreements	NWS Occupational Safety and Health Procedure 5, "Occupant Emergency Plan"	Applicable to NWS facilities. Applicable to all NWS personnel who establish ERAs with local emergency response organizations.	Local training as applicable.

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
24. Safety Training Program	OSHA 2254 (Revised), 1992, "Training Requirements in OSHA Standards and Training Guidelines."	Applicable to all NWS facilities, personnel, contractors and visitors	<p>1. Within one week of being hired, new employees shall be given a safety orientation. In addition, new employees must take NOAA Safety, Environmental, Sustainability Awareness Course on line via NOAA's E-Learning system on <a href="https://doc.learn.com/noaa">https://doc.learn.com/noaa</a></p> <p>2. The mid level supervisors shall complete mandatory "Safety Training for Supervisors" (formerly known as Stop Taking Avoidable Risks (STAR) training) available on line via NOAA's E-Learning system on <a href="https://doc.learn.com/noaa">https://doc.learn.com/noaa</a></p> <p>3. All NWS employees will complete annual web-based NOAA S Safety, Environmental, Sustainability Awareness Course via NOAA's E-Learning system on <a href="https://doc.learn.com/noaa">https://doc.learn.com/noaa</a>. Employees shall also receive safety and health training applicable to the specific work being performed. 4. Safety or Environmental/Safety Focal Points shall receive initial online available on <a href="https://doc.learn.com/noaa">https://doc.learn.com/noaa</a> training on all safety and health procedures applicable to their sites. They should also take "Safety Training for Supervisors" (before March 2007 known as "Stop Taking Avoidable Risks (STAR) training) available on line via NOAA's E-Learning system: <a href="https://doc.learn.com/noaa">https://doc.learn.com/noaa</a></p> <p>5. All senior level management personnel (including Stations Managers) shall take "Safety Training for Supervisors" (before March 2007 known as "Stop Taking Avoidable Risks (STAR) training) available on line via NOAA's E-Learning system: <a href="https://doc.learn.com/noaa">https://doc.learn.com/noaa</a></p>

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
25. Ergonomics	ACGIH TLVs for Chemical and Physical Agents; IES/ANSI RP-7; IES/ANSI RP-1; (NIOSH), <u>Applications Manual for the Revised Lifting Equation</u> ; (NIOSH) <u>Lifting Work Practices Guide</u> ; <u>Working Safety with Video Display Terminals</u> , OSHA Publication 3092.	Applicable to all NWS facilities and personnel.	Local training as applicable.
26. Trenching and Excavation Operations	CFR 1926 Subpart P; 29 CFR 1926, Subpart M, “Fall Protection”; 29 CFR 1910, Subpart Z; ACGIH TLVs for Chemical Agents and Physical Agents; NWS Occupational Safety and Health Procedures #8, “Personal Protective Equipment”; and NWS Occupational Safety and Health Procedures #10, “Respiratory Protection Program.”	Applicable to all NWS facilities and personnel involved in construction or maintenance where trenching and/or excavation are involved.	Station Manager shall ensure that initial and refresher training of competent person is provided.

<p><b>Procedure Number and Name</b></p>	<p><b>Reference</b></p>	<p><b>Applicability to NWS</b></p>	<p><b>Initial/Recurring</b></p>
<p>27. Forklift</p>	<p>29 CFR 1910.178; ANSI B56.1; NWS Occupational Safety and Health Procedure 16, “Flammable and Combustible Liquid Storage.”</p>	<p>Applicable to all NWS facilities where forklifts are used. Applicable to all NWS personnel who operate forklifts.</p>	<ol style="list-style-type: none"> <li>1. Only trained and authorized personnel shall be permitted to operate a forklift.</li> <li>2. A forklift-specific, hands-on training program shall be implemented and maintained to qualify new operators and periodically re-qualify existing operators in the proper use of each forklift that they will operate.</li> <li>3. The training shall include both written and practical safe work activities that are representative of actual work-site conditions and associated forklift maneuvers.</li> <li>4. A license card and/or equivalent training documentation for qualified operators shall be implemented and maintained.</li> </ol>

<p><b>Procedure Number and Name</b></p>	<p><b>Reference</b></p>	<p><b>Applicability to NWS</b></p>	<p><b>Initial/Recurring</b></p>
<p>28. Welding/Hot Work</p>	<p>29 CFR 1910.252 Subpart Q; NFPA 51B; NWS Occupational Safety and Health Procedure #12, “Confined Space Entry”; NWS Occupational Safety and Health Procedure #1, “Fall Protection”; NWS Occupational Safety and Health Procedure #8, “Personal Protective Equipment”; NWS Occupational Safety and Health Procedure #6, “Fire Protection”.</p>	<p>Applicable to NWS facilities which have welding/hot work operations. Applicable to all NWS personnel involved in welding/hot work operations.</p>	<p>1. Training shall be provided initially to all personnel affected by this procedure and at any time there is a modification to this procedure that will affect work practices.                  2. The Safety or Environmental/Safety Focal Point or designated person shall be given training that will ensure that he/she has adequate knowledge to evaluate an area using the criteria in this procedure and is able to specify the requirements necessary to perform the work safely.                  3. The Fire Watch shall be trained in the proper use of the fire extinguishing equipment that he/she is expected to use as a Fire Watch. The Fire Watches shall also be trained in the use of any protective equipment or procedures necessary to protect themselves and other personnel in the area and the facility.                  4. Persons performing the hot work shall be trained in the proper use of the equipment they will be using to perform the hot work. (1) They shall also be trained in the proper use of the fire extinguishing equipment that is provided for the use of the Fire Watch. (2) They shall also be properly trained in the use of any protective equipment or procedures necessary to protect themselves or other personnel in the area and the facility.</p>

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
29. Small Boat Safety	33 CFR, Navigation and Navigable Waters;; NAO 209-125, NOAA Small Boat Safety Program; NOAA Small Boat Standards and Procedures Manual; NAO 209-115, NOAA Employees Aboard Non-NOAA Vessels; NWS Occupational Safety and Health Procedure #18, “Accident/Illness Reporting and Recording.”	Applicable to all NWS facilities and personnel which operate small boats.	All CBOs and crewmen shall receive training on small boat safety per NOAA Small Boat Standards and Procedures Manual. Additional training shall be provided, as needed including: a. Emergency procedures involving boating accidents. b. Training for personnel changing job assignments and with expanded responsibilities.
30. Office Safety	NWS Occupational Safety and Health Procedure #25, “Ergonomics”; NWS Occupational Safety and Health Procedure #13, “Indoor Air Quality”; NWS Occupational Safety and Health Procedure #14, “Walking and Working Surfaces.”	Applicable to all NWS facilities. Applicable to all NWS employees who are assigned duties of safety observers, first aid providers and AED operators. Also to any employee who is exposed to another employee’s blood or to contaminated materials exposed to blood.	Education regarding potential injuries, their causes, symptoms and treatments shall be provided as a method that assists both supervisors and personnel in creating a safe office environment.
31. Asbestos Safety	U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1910.1001, Asbestos; U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1910.1001, Appendix D, Medical Questionnaires, Mandatory; U.S. Department of Labor, Occupational Safety and Health Administration, 29 CFR 1926.1101, Asbestos. U.S. Environmental Protection Agency	Applicable to all NWS facilities, and work locations which contain asbestos or asbestos-containing materials (ACMs) are used. Applicable to all NWS employees who work in facilities or work locations which contain ACMs.	All NWS employees that work in facilities where presence of friable asbestos is confirmed must receive the 2- hour Asbestos Awareness course recommended by Asbestos Hazard Emergency Response Act (AHERA). Other NWS employees who provide housekeeping or maintenance activities in a building that contains ACBM must also complete awareness level training. More detailed description of required training can be found in the NWSM 50-5116 Environmental Management Manual, Section 17.6.5.

Procedure Number and Name	Reference	Applicability to NWS	Initial/Recurring
	40 CFR 763.92.		
32. Motor Vehicle Safety  33. Bloodborne Pathogens	NWS Occupational Safety and Health Procedure #18, "Accident/Illness Reporting and Recording."  NWS Occupational Safety and Health Procedure #33, "Bloodborne Pathogens."	Applicable to all NWS facilities. Applicable to all NWS employees that operate motor vehicles in the performance of their job duties.  Applicable to all NWS facilities, work locations, and employees where potential for exposure to Bloodborne Pathogens is present.	Station Manager shall ensure that initial and refresher awareness training are provided, as required.  Station manager will ensure the employee(s) covered by the Exposure Control Plan receive initial training, annual refresher training.  Bloodborne pathogens training will be provided for designated First Aid, Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) collateral duty providers. Training presentation slides and quiz are available on the Office of Operational Systems, Operations Division (OPS1) web site: <a href="https://www.ops1.nws.noaa.gov/Secure/env_new.htm">https://www.ops1.nws.noaa.gov/Secure/env_new.htm</a>  Training should also be offered for general awareness to site employees, other than designated collateral duty First Aid/CPR/AED providers.

## 24.4 Responsibilities

### 24.4.1 Regional or Operating Unit Environmental/Safety Coordinators

- a. Will monitor and promote compliance with the requirements of this procedure at field offices or Operating Unit facilities.
- b. Will ensure that applicable procedures are implemented at regional headquarters or Operating Unit facilities.

### 24.4.2 Station Manager

- a. Will have oversight over the implementation of this procedure, and ensure that the requirements of this procedure are followed by individuals at the NWS facility.
- b. Will evaluate and document site-specific training requirements.
- c. Will develop site-specific safety orientation outline.
- d. Will ensure that all employees receive the required training.
- e. Will review this procedure on an annual basis to ensure that the facility is complying with its requirements. Confirmation of this review shall be forwarded to the Regional or Operating Unit Environmental/Safety Coordinator.

### 24.4.3 NWS Headquarters (NWSH)

- a. The NWSH Safety Office will provide assistance to Regional Headquarters, Operating Units, and field personnel to ensure that NWS facilities comply with requirements of this procedure.
- b. NWSH will coordinate with NOAA SECO, as necessary, regarding compliance issues related to this procedure.

### 24.4.4 Safety or Environmental/Safety Focal Point

- a. Will ensure that any responsibilities delegated to them by the Station Manager are implemented in accordance with the requirements of this procedure.
- b. Will ensure that all training records are maintained in an accessible location on site.

### 24.4.5 Employees

Individual employees affected by this procedure are required to read, understand and comply with the requirements of this procedure and report unsafe or unhealthful conditions and practices to their supervisor or safety focal point.

<p><b>NOTE:</b> Reference NWS PD 50-11 for complete list of responsibilities <a href="http://www.weather.gov/directives/050/pd05011c.pdf">http://www.weather.gov/directives/050/pd05011c.pdf</a></p>
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## 24.5 References

Incorporated References. The following reference is incorporated as a whole or in part into this procedure. These references can provide additional explanation or guidance for the implementation of this procedure.

24.5.1 U.S. Department of Labor, Occupational Safety and Health Administration, OSHA 2254 (Revised), 1992, "Training Requirements in OSHA Standards and Training Guidelines." Superintendent of Documents, U.S. Government Printing Office.

**24.6 Attachments**

Attachment A: Sample Safety Orientation Outline

Attachment B: Site-Specific Training Requirements (WFO Springfield, MO)

Attachment C: Safety Training for Supervisors and Collateral Duty Personnel

**ATTACHMENT A**

**Sample Safety Orientation Outline**

The Safety Orientation shall include, but not be limited to, an overview of the following areas:

1. Emergency Preparedness/Evacuations
  - A. Notification of personnel
  - B. Assembly & Accountability Procedures
2. Reporting Requirements
  - A. Accident/Incident
  - B. Illness
  - C. First Aid
3. Motor Vehicles
  - A. Speed limit in parking areas
  - B. Parking procedures
  - C. Traffic flow
4. Site Requirements
  - A. Designated smoking/no smoking areas
  - B. Eating/Break areas
  - C. Reporting damage to property
  - D. Clothing
  - E. Security
5. Personal Protective Equipment
  - A. Building placards system
  - B. Areas requiring use of PPE.
  - C. Types of PPE by location.
6. Fire Protection
  - A. Reporting of fires

- B. Housekeeping
- C. GFCI's and extension cords
- D. No smoking areas

7. Permit Operations

- A. Welding/Burning operations
- B. Confined Space Entry
- C. Excavations
- D. Special Work

8. Hazardous/Solid Waste

- A. Storage locations/Handling
- B. Responsibility
- C. Chemical spill procedures
- D. Recycling

9. Hazard Communication

- A. Right-to-Know
- B. MSDS's
- C. Labeling

10. Unique Hazards - As Required

**ATTACHMENT B**

**Site-Specific Training Requirements (WFO Springfield, MO)**

<b>Procedure No. &amp; Title</b>	<b>Training Required</b>	<b>Employee Classification</b>
1. Fall Protection	Use of Fall Protection Equipment	Electronic Technicians DAPM ESA
2. Working Alone	First Aid and CPR	Electronic Technicians Station Managers and Supervisors Meteorological Technicians and Interns
4. Control of Hazardous Energy Sources	Safe Application Usage and Removal of Energy Control Devices	Electronic Technicians Supervisors
5 Occupant Action Plan	Sufficient Number of Employees to assist with evacuation, accountability, and equipment and facility protection.	Administrative Asst. Electronic Technicians Meteorologists Supervisors Meteorological Technicians and Interns Station Managers and Supervisors
6. Fire Protection	Fire extinguisher training.  Awareness training.  ----- UAB Hydrogen Fire Prevention	Administrative Asst. Electronic Technicians Meteorologists Station Managers and Supervisors Meteorological Technicians and Interns ----- Electronic Technicians Meteorologists Station Managers and Supervisors Meteorological Technicians and Interns
7. HAZCOM	NWS Personnel who work with, purchase, or	Administrative Asst.

<b>Procedure No. &amp; Title</b>	<b>Training Required</b>	<b>Employee Classification</b>
	are potentially exposed to chemicals	Meteorologists Station Managers and Supervisors Meteorological Technicians and Interns
8. Personal Protective Equipment	Need, Use, Selection, and Care of PPE	Electronic Technicians Station Managers and Supervisors Meteorological Technicians and Interns
12. Confined Space	NWS Confined Space a. Entry Supervisor b. Entrant c. Attendant	Electronic Technicians Station Managers and Supervisors
24. Safety Training	Orientation and as required by specific procedures	Administrative Asst. Meteorologists Station Managers and Supervisors Meteorological Technicians and Interns Short and Long Term Visitors Contractors

**ATTACHMENT C  
Safety Training for Supervisors and Collateral Duty Safety Personnel**

<b>Organization</b>	<b>Online Safety Training for Supervisors</b>	
<b>NATIONAL HEADQUARTERS (Silver Spring, MD)</b>	All SESs All Division Chiefs and Branch Chiefs who supervise 10 or more employees Environmental Compliance Officer Safety Officer	Division Chiefs and Branch Chiefs who supervise less than 10 employees
<b>NATIONAL HEADQUARTERS (Other)</b>  <u>National Weather Service Training Center (NWSTC)</u>  <u>National Reconditioning Center (NRC)</u>  <u>Sterling Field Support Center (SFSC)</u>	NWSTC Director Deputy Director  NRC Chief  Site Manager	Environmental/Safety Focal Point  Environmental/Safety Coordinator  Environmental/Safety Focal Point

<p><b>Organization</b></p>	<p><b>Online Safety Training for Supervisors</b></p>	
<p><b>NATIONAL HEADQUARTERS (Other) <u>Cont'd</u></b></p> <p><u>Radar Operational Center (ROC)</u></p> <p><u>National Data Buoy Center (NDBC)</u></p>	<p>ROC Director Deputy Director Branch Chiefs who supervise 10 or more employees NDBC Director</p> <p>Deputy Director Branch Chiefs who supervise 10 or more employees</p>	<p>Branch Chiefs who supervise less than 10 employees Environmental/Safety Coordinator</p> <p>Branch Chiefs who supervise less than 10 employees Environmental/Safety Coordinator</p>
<p><b>NATIONAL CENTERS for ENVIRONMENTAL PREDICTION (NCEP)</b></p>	<p>All SESs (including Center Directors) Deputy Director All Branch Chiefs who supervise 10 or more employees</p>	<p>Branch Chiefs who supervise less than 10 employees Environmental/Safety Coordinator Environmental/Safety Focal Points</p>
<p><b>REGIONAL HEADQUARTERS</b></p>	<p>All SESs (including Center Directors) Deputy Director All Branch Chiefs who supervise 10 or more employees Divisions Chiefs</p>	<p>Branch Chiefs who supervise less than 10 employees Regional Environmental/Safety Coordinators Environmental/Safety Focal Points</p>
<p><b>FIELD OFFICES</b> Weather Forecast Offices (WFOs)</p>	<p>Meteorologists in Charge, Hydrologists in Charge, Officials in Charge (excluding ARTCCs and CWSUs)</p>	<p>All Safety and Environmental/Safety Focal Points</p>