



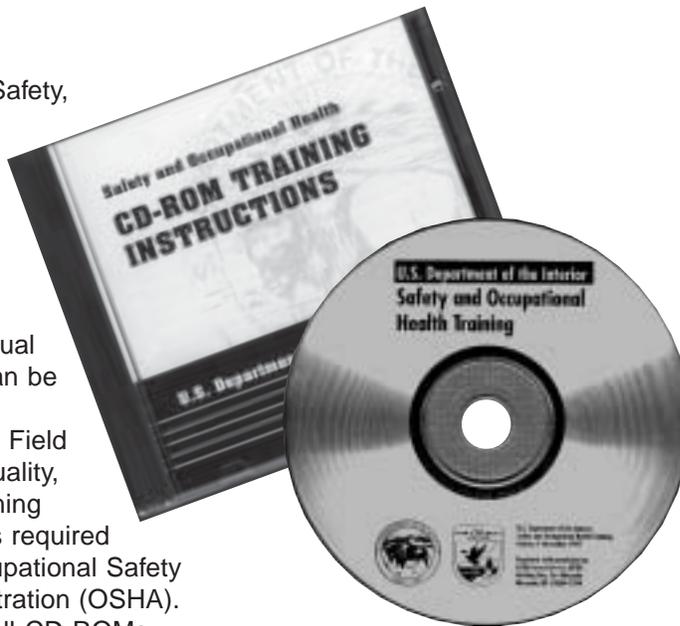
Safety and Health Training Program for Forest Service Employees and Managers

Chuck Whitlock, Project Leader

Introduction

Providing required Safety, Health, and Environmental Protection training for employees and managers has been difficult. Finding qualified instructors and quality audiovisual training materials can be a challenge. So can scheduling courses. Field units need a high-quality, comprehensive training program that covers required training by the Occupational Safety and Health Administration (OSHA). Many companies sell CD-ROMs and video training materials that meet OSHA, Environmental Protection Agency (EPA), and National Institute for Occupational Safety and Health (NIOSH) requirements. Their cost ranges from \$99 for videos to \$499 for CD-ROM's for each topic. This could mean a very expensive library of CD-ROM's and videos to cover all the needed safety training topics for employees and managers.

This Tech Tip introduces a high-quality CD-ROM training product developed by the Department of Interior (DOI) that is comprehensive and that complies with OSHA requirements for safety and health training.



Safety and Occupational Health Training Program

The course is designed to furnish employees with a basic knowledge of safety programs and the training they need to safely perform their assigned jobs. The material covered in the CD-ROM is available in four different presentations, each tailored to a specific job classification: executive, collateral duty safety officer, supervisor, and employee.

The six modules in the Safety and Occupational Health Training CD-ROM are:

1. Introduction to Safe Behavior Process
2. Executive Orientation
3. Authorities, Roles, and Responsibilities
4. Resources, References, and Standard
5. DOI Safety and Occupational Health Overview
6. Safety and Health Field Training Menu (you are only required to complete field training subjects that are applicable to your duties).

The modules you are required to complete depends on your position description.

Executives complete modules 1, 2, 3, 5 and 6.

Supervisors complete modules 1, 3, 5, and 6.

Collateral Safety Officers complete modules 1, 3, 4, 5, and 6.

Employees complete modules 1, 3, 5, and 6.

The Field Training Module (6) is divided into seven section menus. Each section menu includes a set of individual modules:

Rights and Responsibilities

- Planning and Preparation for Field Activities
- Occupational Medical Surveillance
- Hazard Communication

Chemical Hazards

- Chemical Hazards and Reactions
- Basic Toxicology
- Air Monitoring
- Pesticides

Physical Hazards

- Occupational Noise
- Heat and Cold Stress
- Human Factors/Ergonomics
- Radiation Safety

Biological Hazards

- Biological Safety
- Bloodborne Pathogens
- Natural Hazards

Personal Protection

- Personal Protective Clothing and Equipment
- Respiratory Protection
- Decontamination

General Safety

- Ladders and Climbing
- Hazardous Energy Sources and Mechanical Hazards
- Confined Space Entry
- Portable Fire Extinguishers
- Vehicle Safety
- Emergency Preparedness and First Aid
- Watercraft Safety
- Aircraft Safety

Field Operations and Support Activities

- Field Sampling Hazards
- Stack Sampling
- Laboratory Safety
- Mine Safety
- Subsurface Investigations
- Industrial Plants
- Hazardous Waste Operations and Emergency Response
- Transportation of Hazardous Materials

Units are designed to be completed by the trainee for the jobs they will be performing. The training can be conducted as the employee's schedule permits. The time needed for the training ranges from 1/2 hour to 1-1/2 hours per lesson. At the beginning of the program, the employee registers and inserts a floppy disk into the PC. The disk records the employee's progress. The employee then goes through the instructional module. After completing the module, the employee must pass a six-question test. To pass, the employees must answer all the questions correctly. If employees do not pass a module on the first try, they can review the module and try again. They may repeat a test until they have passed it. Once the employee has successfully completed the test, it is recorded on the floppy disk and serves as the employee's record of training.

This program is an excellent way to conduct refresher training on many topics. Often it is difficult to schedule refresher training for field-going personnel. This program allows employees to receive the training as their schedules permit.

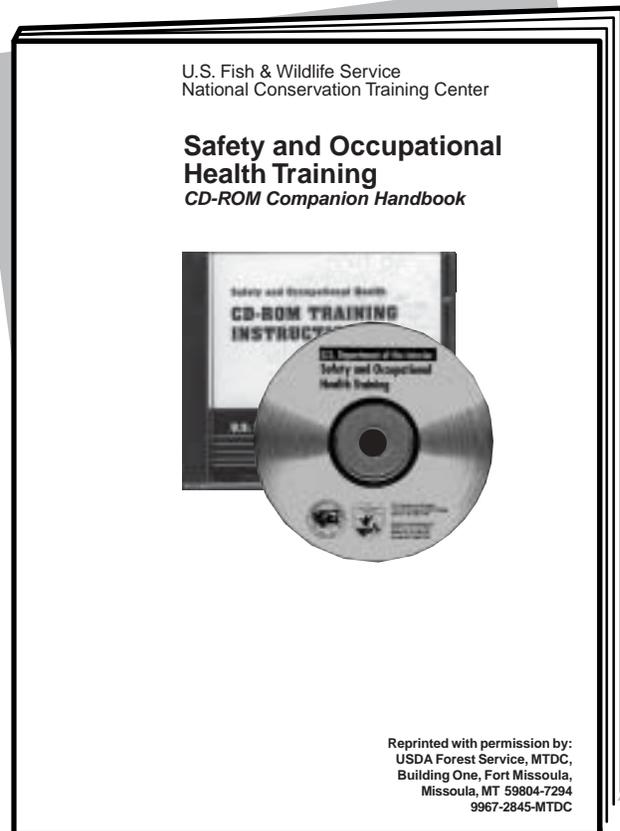
The Safety and Occupational Health Training CD-ROM program has a companion handbook that

serves as a guide for the program. Because the Department of Interior, U.S. Fish and Wildlife Service, developed this program, it is in the public domain and can be copied freely.

System Requirements

This application should be run on an IBM PC-compatible computer with at least a 486 DX266 or Pentium processor and 16 megabytes of RAM (random access memory).

The minimum hardware requirements are: 486SX/25, 4 megabytes of RAM, 160-megabyte hard drive, video card capable of 65,536 colors at a resolution of 640 by 480 pixels, dual speed CD-ROM, and a 16-bit sound card.



This application is designed to run on Windows 3.x. It has been tested on Windows 95 and on Windows NT 3.5 and 4.0.

Conclusion

This training program is an excellent tool to provide quality safety and health training for Forest Service employees on topics they need to know to perform their jobs safely.

Acknowledgments

Special thanks to Michael Anderson, Safety and Health

Manager for the Rocky Mountain Research Station, for submitting this project proposal. Thanks to the U.S. Department of Interior, Fish and Wildlife Service, for developing the product.

About the Author...

Chuck Whitlock is a Project Leader specializing in Health and Safety projects at the Missoula Technology and Development Center. He has worked on the Cleveland, Plumas, Fremont, and Wallowa-Whitman National Forests. Before coming to MTDC in 1998, Chuck was a Zone Fire Management Officer on the Wallowa-Whitman National Forest.

Additional single copies of this document may be ordered from:

USDA Forest Service
Missoula Technology and Development Center
5785 Hwy. 10 West
Missoula, MT 59808-9361
Phone: (406) 329-3978
FAX: (406) 329-3719
IBM: pubs/wo,mtdc
E-mail: pubs/
wo_mtdc@fs.fed.us

For further technical information, please contact Chuck Whitlock at the address above.

Phone: (406) 329-3924
Fax: (406) 329-3719
IBM: cwhitlock/wo,mtdc
E-mail: cwhitlock/
wo_mtdc@fs.fed.us

An electronic copy of this document is available on the Forest Service's FSWeb Intranet at:

<http://fsweb.mtdc.wo.fs.fed.us>



The Forest Service, United States Department of Agriculture, has developed this information for the guidance of its employees, its contractors, and its cooperating Federal and State agencies, and is not responsible for the interpretation or use of this information by anyone except its own employees. The use of trade, firm, or corporation names in this publication is for the information and convenience of the reader, and does not constitute an endorsement by the

Department of any product or service to the exclusion of others that may be suitable. The United States Department of Agriculture (USDA), prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who

require alternative means for communication of program information (Braille, large print, audiotape, and so forth) should phone USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.