

OSHA VPP: Safety and Health Training

Safety and health (S&H) training is one of the four elements of the Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs (VPP). Organizations should align training with workplace hazards. All employees, including contractors, are required to have S&H training. To have an effective S&H training process, your organization needs to:

- Identify and meet the training needs of employees at all levels, including OSHA and Department of Defense-required trainings
- Develop a S&H training schedule with training frequencies
- Use qualified persons to develop and deliver S&H training content
- Provide refresher S&H training at intervals appropriate to assigned roles and tasking
- Document the completion of all S&H training
- Measure the effectiveness of training in terms of comprehension, retention, and application of provided training
- Revise training content when previous training is deemed ineffective or workplace changes occur
- Provide S&H training and information to new employees
- Deliver key S&H information to on-site visitors and contractors.

All levels of the workforce must understand:

- Leadership S&H responsibilities for managers and supervisors
- S&H rights and responsibilities of employees
- S&H policies and rules
- Fundamental concepts of VPP
- Hazards at the worksite
- Potentially hazardous conditions
- Safe work practices and procedures
- Hazard reporting procedures
- Requirements, limitations, maintenance, use, and storage of personal protective equipment
- Signs and symptoms of work-related illness
- Emergency procedures and assigned roles and responsibilities.



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