

Safety & Health Training: Voluntary Protection Programs Requirements for Managers & Supervisors

Education and training provide your managers and supervisors with a greater understanding of your safety and occupational health management system (SOHMS) and how they can contribute to SOHMS implementation and sustainment. Managers and supervisors are important to a successful SOHMS because, as leaders, they influence safety and health (S&H) culture. You must ensure managers and supervisors have the knowledge and expertise they need to lead change and foster a safe and healthful workplace. This one pager discusses the S&H training requirements for managers and supervisors in a SOHMS, specifically, in the Occupational Safety and Health Administration's (OSHA's) Voluntary Protection Programs (VPP) Safety and Health Management System.



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TRAINING REQUIREMENTS FOR MANAGERS AND SUPERVISORS

The primary OSHA VPP requirement for training managers and supervisors is education on their S&H responsibilities and how to carry out those responsibilities. Managers and supervisors also need an understanding of the expectations associated with implementing OSHA VPP. Most Services and Agencies include manager or supervisor S&H responsibilities as part of a training program. Make sure you have training in place and managers and supervisors are up to date on this training. Consider making supervisor S&H training a recurring event to keep up with changes in roles and responsibilities.

EDUCATION AND TRAINING TOPICS

The S&H-related training provided to managers and supervisors varies for each Service, Agency, or even Command, depending upon their level of S&H responsibility. Conduct a training needs assessment to evaluate your managers' and supervisors' current education against their assigned S&H roles and responsibilities. Determine any additional training needs to help managers and supervisors effectively lead and contribute to your SOHMS. Consider the following S&H categories and topics, based on assigned responsibilities:



Rights & Responsibilities	Hazard Awareness
<ul style="list-style-type: none"> • Rights and responsibilities under the OSH Act (general industry employees) • Rights and responsibilities under 29 CFR 1960 (federal agency); also found on your Federal Agency Poster • OSHA literature on whistleblower protection • Service/Agency anti-retaliation protections 	<ul style="list-style-type: none"> • Worksite S&H hazards and hazard recognition • Hazard analysis of routine and non-routine tasks • Signs and symptoms of workplace-related illnesses and injury • Safe work procedures • Applicable hazard control programs (e.g., respiratory protection, confined space, lockout/tagout) • Identifying and using hazard controls • PPE requirements • Emergency procedures
S&H Responsibilities	Other S&H Information or Policy
<ul style="list-style-type: none"> • Conducting local S&H inspections • Hazard reporting • Mishap reporting and investigations • Involving employees in the SOHMS • S&H training management • Supervisor safety meetings • Documentation requirements • Posting and communication of S&H information • How to effectively carry out assigned responsibilities 	<ul style="list-style-type: none"> • OSHA VPP • S&H goals and objectives • Leadership/management S&H policies or letters • S&H leadership and changing behaviors • Incentive program implementation • Accountability, performance, and disciplinary action • Procurement and management of change • S&H trend analysis results • S&H resources, references, and points of contact

OSH = occupational safety and health

CFR = Code of Federal Regulations

PPE = personal protective equipment

MANAGEMENT-PROVIDED SOHMS TRAINING

Managers and supervisors have a duty to provide employees with S&H information. As such, managers and supervisors commonly provide employees with a worksite-level orientation upon assignment to the work area, including S&H topics. Be familiar with your organization's new employee orientation requirements and the topics managers and supervisors must communicate to new and relocated employees.

Managers and supervisors also have the responsibility to provide ongoing S&H training and communications appropriate to their employees' jobs. They may cover topics such as safe work procedures, hazard control programs, emergency procedures, S&H inspections, and industrial hygiene surveys. Ensure managers and supervisors understand their expectations in delivering and maintaining the training and education of their employees.

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.



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