

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

Education and training provides your managers and supervisors with a greater understanding of your safety management system (SMS) and how they can contribute to SMS implementation and sustainment. Managers and supervisors are important to a successful SMS because, as leaders, they have the ability to influence safety culture and show visible commitment and support for your SMS. You must ensure they have adequate knowledge and expertise for leading change, as needed, and fostering a safe and healthful workplace. This one pager discusses the safety and health (S&H) training requirements for managers and supervisors in a SMS, specifically, the Occupational Safety and Health Administration's (OSHA's) Voluntary Protection Programs (VPP).



Image retrieved from Bing Images (Creative Commons)

## SMS TRAINING FOR MANAGERS AND SUPERVISORS

Supervisor Safety Training (SST) is not an OSHA VPP requirement, but highly recommended to educate management on SMS roles and tools and processes in place to lead employees toward SMS success. Many Services and Agencies have a required SST program. Sometimes, it is a one-time training – other times it is recurring. The content in SST varies for each Service and Agency. It is good to know how often your organization requires SST and which topics are covered.

Examples of common SST topics include: safety responsibilities, how to address S&H issues, available SMS support and resources, hazard identification and control, how to promote a positive safety culture and safe behavior, provide ongoing safety training and on-the-job training, and how to demonstrate leadership for both S&H and the SMS.

Make sure managers and supervisors are up to date on their SST training requirements so they have the foundation needed to help with SMS implementation and sustainment.

## EDUCATION AND TRAINING TOPICS

Managers and supervisors may receive SMS training through your organization's SST program or other training programs. Conduct a training needs assessment and evaluate current experience and education against assigned SMS roles and responsibilities. Determine if additional training is needed (perhaps beyond SST) to help management effectively lead and contribute to your SMS. Training should focus on the following categories and topics, considering assigned duties:

Rights & Responsibilities	Hazard Awareness	Other
<ul style="list-style-type: none"> <li>• Rights and responsibilities under the <a href="#">OSH Act</a> (general industry employees)</li> <li>• Rights and responsibilities under <a href="#">29 CFR 1960</a> (federal employees)</li> <li>• OSHA literature on whistleblower rights and the OSH Act</li> <li>• Whistleblower protections during regular OSHA trainings</li> <li>• Anti-retaliation protections</li> </ul>	<ul style="list-style-type: none"> <li>• Worksite safety hazards</li> <li>• Worksite health hazards</li> <li>• Hazards associated with emergency and non-routine situations</li> <li>• How to recognize hazardous conditions</li> <li>• Signs and symptoms of workplace-related illnesses and injury</li> <li>• Implemented and use of hazard controls</li> <li>• Safe work procedures</li> </ul>	<ul style="list-style-type: none"> <li>• S&amp;H goals and objectives</li> <li>• Performance management</li> <li>• Incentive program implementation</li> <li>• Disciplinary actions</li> <li>• Training requirements for employees</li> <li>• Trend analysis results</li> <li>• Hazard control programs applicable to assigned work</li> </ul>
Emergency Preparedness	Personal Protective Equipment	Managerial Responsibilities
<ul style="list-style-type: none"> <li>• Responsibilities for each type of emergency</li> <li>• Emergency procedures</li> <li>• Critical operations</li> </ul>	<ul style="list-style-type: none"> <li>• Where PPE is required</li> <li>• Why PPE is required</li> <li>• Limitations of PPE</li> <li>• How to use PPE (e.g., don/doff, proper care, disposal, maintenance)</li> </ul>	<ul style="list-style-type: none"> <li>• S&amp;H responsibilities</li> <li>• How to effectively carry out assigned responsibilities</li> </ul>

OSH = occupational safety and health    CFR = Code of Federal Regulations    PPE = personal protective equipment

## MANAGEMENT-PROVIDED SMS TRAINING

Managers and supervisors have a duty to provide employees with S&H information.

Management commonly provides employees with an on-the-job briefing upon initial assignment to the work area, covering both S&H and SMS topics. Be familiar with your organization's new employee orientation requirements and the topics to communicate to new and relocated employees.

Be aware of additional methods accepted at your organization to communicate SMS information to employees too (e.g., safety meetings, emails, bulletin board postings).

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



Image retrieved from Bing Images (Creative Commons)