

CITY AND COUNTY OF DENVER

Occupational Safety and Health Training Policy

<p>Occupational Safety and Health Management System No. 65.3</p> <p>This policy was developed and shall be implemented under the authority of Executive Order No. 65 and the Risk Management Office.</p>	<p>January 1995 Revised – January 1, 2008</p>	<p>Prepared / Revised By: Risk Management – Safety Unit</p>
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1.0 Introduction

In order to provide a safe and healthy work environment for City employees and to ensure that employees are properly trained to safely perform the level of work to which they are assigned, the City will provide the necessary safety and health training. The training will be coordinated by the Risk Management Office, Career Service Authority and City Departments / Agencies.

2.0 Employee Training Requirements

Employees will be required to complete safety and health training that is applicable to the type of work they perform. Supervisors with the assistance of their Safety Professionals / Representative and employees, will determine the types of hazards that are related to the employee’s work tasks (see Risk Assessment Policy 65.4), and will direct the employee to complete the appropriate training.

3.0 Responsibilities:

3.1. Risk Management Office and Career Service Authority

The Risk Management Office and Career Service Authority will work with City Departments / Agencies to determine the City’s safety and health training needs and identify and develop courses accordingly. The courses will be consistent with the City’s particular safety and health needs, as well as training requirements established by nationally recognized Safety and Health Associations. The Risk Management Office and Career Service Authority will have the following responsibilities:

- a) Assess the City’s Occupational Safety and Health training needs.
- b) Annually develop and distribute a list of appropriate Occupational Safety and Health training for City and County Safety Professionals / Representatives.
- c) Schedule in-house and on-site Occupational Safety and Health training courses and publish the times and location of courses offered.
- d) Maintain the Occupational Safety and Health training attendance documentation.
- e) Request department / agency training attendance documentation and maintain in database.

3.2. Department and Agency Heads

Department and Agency Heads shall ensure that individual departments within their organization adhere to the City's Occupational Safety and Health training requirements and will have the following responsibilities:

- a) Ensure that the department/agency Safety Professional complete the City and County's Core Safety Certificate from Red Rocks Community College within two years of assignment and 16 hours of Health and Safety related continuing education annually thereafter and Safety Representatives complete the Basic Workplace Safety Certificate from the Colorado Safety Association within the first year of assignment and thereafter, complete 4 hours of Health and Safety related training annually.
- b) Ensure that managers and supervisors are knowledgeable about the City's particular safety and health needs and Federal, State and Local regulations that pertain to the work performed by their organization.
- c) Direct managers and supervisors within their organization to ensure that employees are properly trained to recognize hazards and have sufficient knowledge and understanding of safe work practices.
- d) Include Occupational Safety and Health training as part of the overall operations of the department / agency and allow sufficient time for the training to be conducted.
- e) Ensure that managers and supervisors do not assign workers to perform tasks for which they have not been properly trained.
- f) Provide department / agency training attendance documentation to Risk Management Office when requested.

3.3. Safety Professional / Representative

- a) Thoroughly understand the City's Safety and Health Management System and have knowledge of Federal, State and Local Standards that may pertain to the work performed by the organization.
- b) Safety Professionals will ensure they complete the City and County's Core Safety Certificate from Red Rocks Community College within two years of assignment and 16 hours of Health and Safety continuing education annually thereafter. (Attachment One and Three)
- c) Safety Representatives will ensure they complete the Basic Workplace Safety Certificate from the Colorado Safety Association within the first year of assignment and 4 hours of Health and Safety continuing education annually thereafter. (Attachment Two and Three)

3.4. First Line Manager / Supervisor

First line managers / supervisors will ensure that employees under their direction are properly trained to safely perform the level of work to which they are assigned and have the following responsibilities:

- a) Through training, understand the City's Safety and Health Management System and have knowledge of Federal, State and Local Standards that may pertain to the work performed by the organization.
- b) Require all employees to receive the proper training in hazard recognition and safe work practices.
- c) Assist employees in understanding the appropriate safety and health training necessary for their work assignments.
- d) Do not allow employees to perform tasks if they are not properly trained to perform them safely.
- e) Allow sufficient time in work schedules for employee Occupational Safety and Health training.

3.5. Employees

Employees of the City and County of Denver shall attend the required training in hazard recognition and safe work practices so they can safely perform the level of work to which they are assigned. Employees are responsible for the following.

- a) With the assistance of their supervisor, understand the necessary Occupational Safety and Health training required for the type of work to which they are assigned.
- b) Register for, attend and successfully complete Occupational Safety and Health training courses that are determined to be necessary for the work they will be performing.
- c) Review Safe Operating Procedures for hazardous operations if such procedures have been developed.
- d) Never attempt to perform work activities without the proper training in safe work practices.

ATTACHMENT ONE

Table 1.1 Safety Professionals Health and Safety Core Certification

Training Type	Purpose	Resources to Provide Training	Hours
OSHA 511 Basic Course in Occupational Safety and Health Standards for General Industry	Provide information covering OSHA policies, procedures, best practices to enhance safety and health provisions in general industry workplace.	Red Rocks Community College 13300 W. 6 th Ave Lakewood, CO 80228 303-914-6420	32
OR			
OSHA 500 Trainer Course in Occupational Safety and Health Standards for Construction Industry	Provide information covering OSHA policies, procedures, best practices to enhance safety and health provisions in construction industry.	Red Rocks Community College 13300 W. 6th Ave Lakewood, CO 80228 303-914-6420	32
AND			
OSHA 7505 Introduction to Accident Investigation	To gain skill necessary to conduct an effective accident investigation.	Red Rocks Community College 13300 W. 6th Ave Lakewood, CO 80228 303-914-6420	16
OSHA 7600 Disaster Site Worker	To increased awareness of the safety and health hazards including CBRNE agents that may be encountered at a natural or man-made disaster site.	Red Rocks Community College 13300 W. 6th Ave Lakewood, CO 80228 303-914-6420	16
RMEC 315 Hazard Evaluation and Risk Assessment	To better understand hazard evaluation and risk assessment with emphasis in administrative control, engineering control, hazard control, the nature of risk, estimating risk, comparing risks and cost associated with risk.	Red Rocks Community College 13300 W. 6th Ave Lakewood, CO 80228 303-914-6420	16

ATTACHMENT TWO

Table 1.2 Safety Representatives Health and Safety Core Training

Training Type	Purpose	Resources to Provide Training	Hours
Basic Workplace Safety Certificate – 101 Introduction to Occupational Safety	Designed for persons with little or no previous safety and health experience that have full or part-time responsibility for employee safety and health.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	8
Basic Workplace Safety Certificate – 102 Introduction to Occupational Health	Designed for persons with little or no previous safety and health experience that have full or part-time responsibility for employee safety and health.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	8
Basic Workplace Safety Certificate – 103 Introduction to Loss Control	Designed for persons with little or no previous safety and health experience that have full or part-time responsibility for employee safety and health.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	8

ATTACHMENT THREE

Table 1.3 Safety Personnel Health and Safety Continuing Education Opportunities

Training Type	Purpose	Resources to Provide Training	Hours
Confined Space Entry	To teach how to anticipate, identify and control various hazards commonly encountered in confined spaces.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Ergonomic Assessment Workshop	To provide tools for staff to conduct workplace assessments.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Hazard Communication	To effectively establish a program for chemicals used in the workplace.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Incident Investigation Principles and Methods	To teach effective investigative techniques and corrective actions to prevent recurrence.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	7
Incident Investigation Motor Vehicle	To deal with motor vehicle incidents to include interacting with police, the public and the supervisor.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
OSHA: 10-Hour Safety Seminar on General Industry Standards	To familiarize staff to OSHA general industry standards associated with: Walking and Working Surfaces Means of Egress and Fire Protection Electrical Personal Protective Equipment Machine Guarding Hazard Communication Safety and Health Programs Flammable and Combustible Liquids Bloodborne Pathogens.	Mountain States Employer Council 1799 Pennsylvania Street Denver, Colorado 80203303.839.5177	12
Overhead Crane: Basic Rigging	To provide a working knowledge of rigging practices for overhead cranes	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	7.5
Safety Inspections and Audits	Address the differences between audits and inspections and how to perform them successfully.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4

Training Type	Purpose	Resources to Provide Training	Hours
Worker's Comp & Case Management	To provide an explanation of the WC system and the role of the safety professional	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Back Injury Prevention	To enhance knowledge of the common causes of low back pain and how to prevent it.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Bloodborne Pathogens	To assist with understanding the responsibilities of employees who must deal with bodily fluids in the course of their job.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Ergonomics Awareness	To familiarize staff on how to identify work activities that can lead to injury/illness and understand the principles to apply to reduce the risks.	Risk Management Safety Department Webb Building	2
Fall Protection	To understand fall prevention techniques	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Incident Investigation	To provide staff with basics on how to use investigation techniques to identify the causal factors of an incident and select corrective actions to prevent recurrence.	Risk Management Safety Department Webb Building	2
Lock-out / Tag-out Controlling Hazardous Energy	Provide guidance for establishing an energy control program.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Occupational Health and Safety Technology	Provide an overview of the City and County of Denver's Health and Safety Organization and Responsibilities	Risk Management Safety Department Webb Building	2

Training Type	Purpose	Resources to Provide Training	Hours
Slips, Trips and Falls	To teach what to do to prevent these types of accidents in the workplace.	Colorado Safety Association 4730 Oakland Street Suite 500 Denver, CO 303-373-1943	4
Chemical Safety Awareness	Participants will understand the physical and health hazards of chemicals used in the workplace and the importance of the MSDS (Material Safety Data Sheet) to identify methods of protection using safe work practices, emergency procedures and personal protective equipment (PPE).	Risk Management Safety Department Webb Building	2
Confined Space Awareness	To teach how to anticipate, identify and control various hazards commonly encountered in confined spaces.	Risk Management Safety Department Webb Building	2
Electrical Safety Awareness	Participants will understand the unforgiving hazards of electricity and how to protect the employee with standard operating procedures, training and proper personal protective equipment (PPE).	Risk Management Safety Department Webb Building	2
Fire Safety Awareness	Participants will learn the classes of fire and how to prevent them. They will gain an understanding of the equipment and training necessary to prevent the spread of incipient stage fires and the importance of maintaining and inspecting the fire protection equipment.	Risk Management Safety Department Webb Building	2
Hot Work Awareness	Learn the importance of Hot Work Permits and fire watch.	Risk Management Safety Department Webb Building	1

Training Type	Purpose	Resources to Provide Training	Hours
Lockout/Tagout Awareness	Participants will understand the unforgiving hazards of electricity and how to protect the employee with Lockout/Tagout procedures, training and the six steps for locking out a piece of equipment.	Risk Management Safety Department Webb Building	2
Simulator Driving Training	Hands on driving for the participant.	Risk Management Safety Department Webb Building	4
PPE Awareness	Participants will understand the basic City requirements for personal protective equipment and the role PPE plays in the hierarchy of controls and layers of protection afforded as a means to prevent an incident.	Risk Management Safety Department Webb Building	2
WC-Mod Duty-Investigation	When an employee is involved in an injury or incident in the workplace, supervisors have a responsibility to ensure that the event is documented and investigated with corrective actions. Unless the City has denied liability for the claim or unless there is some other exception (i.e. on-call/seasonal employee), the supervisor will need to accommodate the employee who may be restricted or lose time because of the event. This training will assist supervisors to better understand their responsibility and the processes involved once an event has occurred.	Risk Management Safety Department Webb Building	3