

**Policy: AD-06-19**

**Policy Title: Training Functions and Activities**

**Policy Purpose: Process for tracking and documenting internal safety and security training**

**Implementation Date: 8/14/2006**

**Revision Date: N/A**

**TOWN OF WESTFIELD  
PUBLIC WORKS DEPARTMENT**

**TRAINING FUNCTIONS AND ACTIVITIES**

Safety training and education will be based on OSHA Regulations 29 CFR 1910, Occupational Safety and Health Standards for General Industry; 29 CFR 1926, Occupational Safety and Health Standards for the Construction Industry, the USEPA's requirements for Emergency Response Plans (ERPs) as per Public Law (PL) 107-188; Bioterrorism Preparedness and Response Act.

Safety and security training will expedite the organization's response to emergencies; minimize the impact of a hazardous materials release, and facilitate emergency notification and communication procedures.

Training functions are grouped under the following categories:

**Safety Knowledge** – Program specific procedures that are performance based and directly relate to the daily operations in the work environment. These include:

- Confined Spaces – are not generally occupied and contain a variety of hazards that need to be controlled, deactivated or locked out or tagged out.
- Energy Control – or lock out tag out procedures, refers to service and maintenance of equipment in which the unexpected energization or start-up of machines, equipment or the release of stored energy could cause injury to employees.
- Fall Protection/Climbing – systems required before employees begin work in areas from heights six feet or greater.
- Fire Protection – all portable / fixed fire suppression equipment, fire protection systems, and fire or employee alarm systems installed for employee safety.
- Personal Protective Equipment – protection for eyes, face, head, and extremities including protective clothing, respiratory devices and protective shields/barriers. Used for the control of hazards associated with the environment, chemicals, radiological or mechanical irritants that may cause injury or impairment through absorption, inhalation, or physical contact.
- Trenching and Shoring – open excavations made in the earth's surface, competent person and trench log training.

**Engineered Safety Systems** – a broad base of safety systems and devices designed specifically to minimize exposure to mechanical hazards. These include:

- Electrical Safety – following safe work practices for qualified and unqualified employees.
- Machine Guarding – preventing unintentional contact with a machine through controls or guards.
- Material Handling – safe clearances are allowed, aisles, loading docks, and passageways are maintained and not obstructed and marked properly.
- Tools/Equipment – hand and power tools and equipment are properly accounted for, used and maintained in good condition.
- Walking/Working Surfaces/Ladders – proper load limits, heights and or clearances of floor and wall openings, railings, toeboards, all ladders and fixed industrial stairs are designed in accordance with specifications
- Work Area Protection – work zones, job sites, or projects in which employees are exposed to highway vehicular traffic.

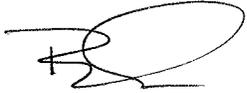
**Environmental Health and Emergency Management** – first responder functions and work place conditions with an acute or chronic impact:

- Emergency Response – key elements of emergency and disaster planning, the roles of local, state and federal agencies and the essential functions of on-site emergency response.
- Environmental Health / Environmental Protection – environmental factors including such hazards as air pollution, temperature extremes, altitude, and toxins in the air and water.
- Ergonomics – application of relevant areas of life sciences, physical sciences, and engineering to the work system consisting of the interactions between workers and their occupations, tools, and equipment and working environment such as atmosphere, heat, light, vibration, and sound.
- First Aid/CPR/BBP – strategies and programs to reduce potential exposures to BBPs using safe work practices including universal precautions, PPE and engineering controls.
- Hazardous Materials – aspects of hazmat determined by EPA regulated hazardous waste treatment, storage, and disposal facilities. Requires monitoring, programs, PPE, medical surveillance, engineering controls, work practices, and training requirements.
- Industrial Hygiene and Occupational Health – recognition, evaluation and control of environmental factors in or from the workplace that may cause sickness, impaired health and well being or significant discomfort and inefficiency among workers and may also impact the general community.

**Program Management and Administration** – This area includes programs that cover the management, standard operating procedures, and record keeping requirements relevant to utility safety management, such as;

- Contractor Safety – managing contractor safety at all stages of the contractor – employer relationship, such as; orientation, work practices and policies, contractor/employer responsibilities, and risk management.
- Motor Vehicle/DOT – shipping, handling, receiving and transporting materials in compliance with DOT and motor vehicle safe work practices.
- Public Safety – informing, protecting, and notifying the public regarding hazards associated with job sites and facilities.

- Recordkeeping – record keeping and reporting by employer necessary for appropriate enforcement related to occupational injuries and illnesses.
- Regulatory Awareness – applicable regulations, controls, and applications necessary for maintaining government compliance.
- Safety Programs/Management–programs necessary for management commitment and employer involvement, to develop safe work habits and attitudes, eliminate hazards, establish safe work procedures, and improve employee/management relations and training.



Bruce A. Hauk, Director  
Westfield Public Works Department