



Department of Defense
Voluntary Protection Programs Center of Excellence



**Conducting a Safety and Health
Training Needs Assessment**

Objectives



After this training you will be able to:

- Describe the purpose and basic elements of a training needs assessment
- Describe the difference between a training instruction/plan and a training needs assessment
- Identify tools and resources for conducting the training needs assessment
- Describe how to conduct a basic safety and health training needs assessment



Safety and Health Training



VPP

- Training of managers, supervisors, and non-supervisory employees including contractors must include :
 - Hazards in the workplace
 - Recognizing hazardous conditions
 - Signs and symptoms of workplace-related illnesses
 - Site specific emergency response procedures
- NAVMC Dir 5100.8 – “All command personnel shall receive safety training appropriate to their level of responsibility and authority.”



Safety and Health Training



VPP

- Provide training as needed to carry out assigned duties
 - Specific training is required for employees who perform:
 - Job hazard analyses
 - Self-Inspections
 - Safety Observer Duties
 - Accident/mishap investigations
 - Specialized committee duties
 - Etc.
- MCO 5100.29 – “Ensure that the SOH official at major subordinate commands has sufficient authority and responsibility to plan for and ensure funds are available for the training required to ensure implementation of an effective SOH program.”



Safety and Health Training



- Minimum Requirements for new employee training:
 - Hazards at the site
 - Protective measures
 - Emergency evacuation
 - Employee rights under OSHA
 - VPP fundamentals

You Have a Right to a Safe and Healthful Workplace.
IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for asserting your rights under the OSH Act.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.



The Occupational Safety and Health Act of 1970 (OSHA Act), 29 USC 651-658, requires safe and healthful working conditions for working men and women throughout the United States. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the OSHA Act. The OSHA laws have been very effective in the workplace environment. To file a complaint against an employer, or seek OSHA advice, assistance, or guidance, call 1-800-321-OSHA or from outside OSHA offices - Atlanta (404) 542-2000 - Boston (617) 542-0000 - Chicago (312) 329-2222 - Dallas (972) 329-2222 - Kansas City (816) 439-2222 - Los Angeles (213) 233-2222 - New York (212) 264-2222 - San Francisco (415) 774-2222 - Washington, D.C. (202) 512-2222 - Other offices (202) 512-2222. For a complete listing of offices, visit www.osha-slc.gov. OSHA federal and state programs, visit www.osha-slc.gov or visit us on Twitter @OSHA. For more information on OSHA, contact your nearest OSHA office or visit our website at www.osha-slc.gov.

1-800-321-OSHA
www.osha.gov

□ NAVMC Dir 5100.8 – “Marine Corps personnel will be given job safety training before their assigned work begins. As a minimum, the training will consist of: general safety matters related to the work environment; hazards associated with assigned tasks; applicable safety and health standards; PPE required for each task; an overview of the local safety and health program with emphasis on individual rights and responsibilities; prompt reporting of unsafe conditions, potential exposure to hazardous materials, or occupational injury or illness”



What is Training Needs Assessment?



- TNA is the process of identifying the S+H training needs of employees, supervisors, and managers, based on:
 - Specific job hazards each employee faces
 - Controls, work methods, and PPE to protect each employee from those hazards
 - Training requirements set by applicable S+H standards/regulations
 - Each employee's assigned S+H related duties
 - General/specific knowledge needed to empower employees to recognize hazards and contribute to continuous S+H improvement



Training and Safety



- In order to have an effective S&H management system, employees at all levels must have the knowledge needed to be able to participate effectively
- In order to train effectively you need to know:
 - Who needs to be trained
 - What training they need
 - When they need to be trained
 - Why they need to be trained
 - How they will be trained



Completing/Updating a TNA



WHY

- Required by for VPP
- Necessary step to meet USMC S+H training policy
- Shows employees you care about their S+H

WHEN

- As part of the VPP implementation process (if not previously done)
- Update in response to new/changed mission or processes
- Review/improve as part of annual S+H Program self evaluation





Who Does the TNA?

- It's up to the site, except where dictated by regional/HQ policy
- Can be a single person compiling the info
 - Needs multiple levels on input from others
- Can be a team or committee
- Can be done as part of a regional/HQ process
 - However, must be site-specific for VPP
- Collaborative effort
 - Person/Team/Committee (if/as assigned)
 - Safety professionals (technical advisor)
 - Employing organizations (know their own employees and the work they do)





How to conduct TNA

- No specific method required by OSHA
- Recommended general approach:
 - Define the site and population to be trained
 - Facilities
 - Processes/Equipment within facilities
 - People/Positions
 - Jobs, Job Categories,
 - Contractors
 - Select Process/Employee
 - Group processes/employees where there is enough similarity
 - Identify/review sources of relevant information
 - Observe/discuss/collaborate
 - Determine needed training
 - Capture training needs in an organized manner



Potential Sources of Relevant Information



- Baseline/periodic hazard analyses
- Industrial hygiene surveys/sampling/reports
- JHA/JSA/AHA/PHA/ORM, etc.
- OSHA regulations
- Local/USMC safety and health instructions
- Other OSH standards / consensus standards
- Position/job descriptions
- Inspection/self-inspection results
- Mishap records
- Managers/supervisors/employees familiar with the work



OSHA Annual
Training Requirement



Cross Reference Results



- Excel
 - Simple Spreadsheet
 - Complex w/Pivot Tables
- Set up Resource/Tools Worksheets
 - Billet
 - Employee
 - Jobs
 - Equipment
 - Facility
 - Reference



Worksheets



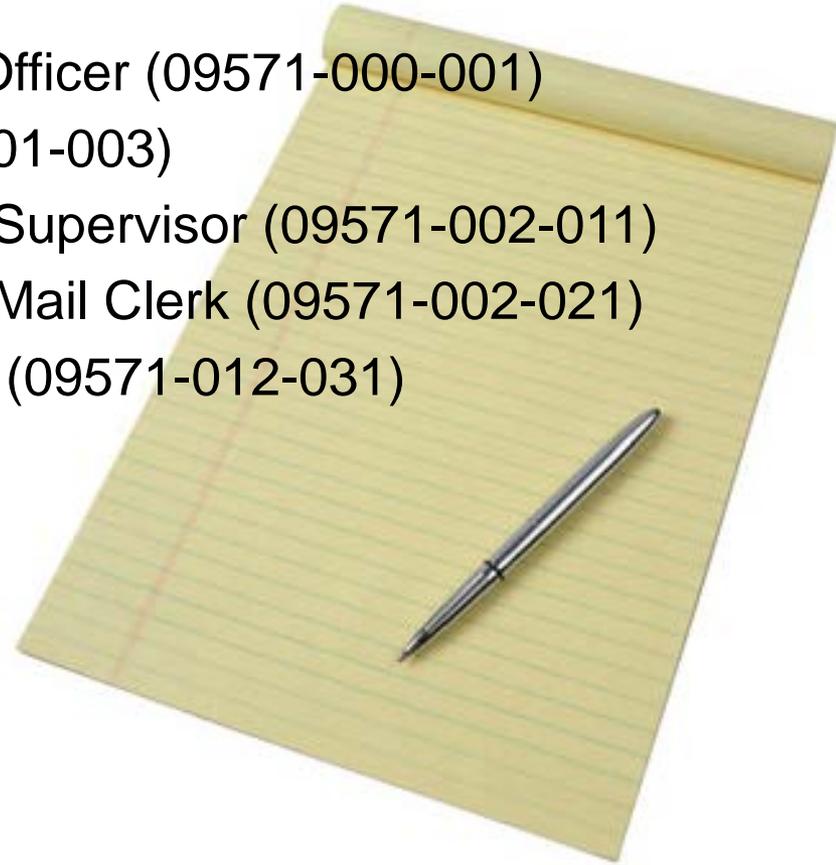
- Set up Worksheets

- Billet

- BIL001 Commanding Officer (09571-000-001)
 - BIL002 HRO (09571-001-003)
 - BIL003 Administration Supervisor (09571-002-011)
 - BIL004 Administration Mail Clerk (09571-002-021)
 - BIL005 Auto Mechanic (09571-012-031)

- Employee

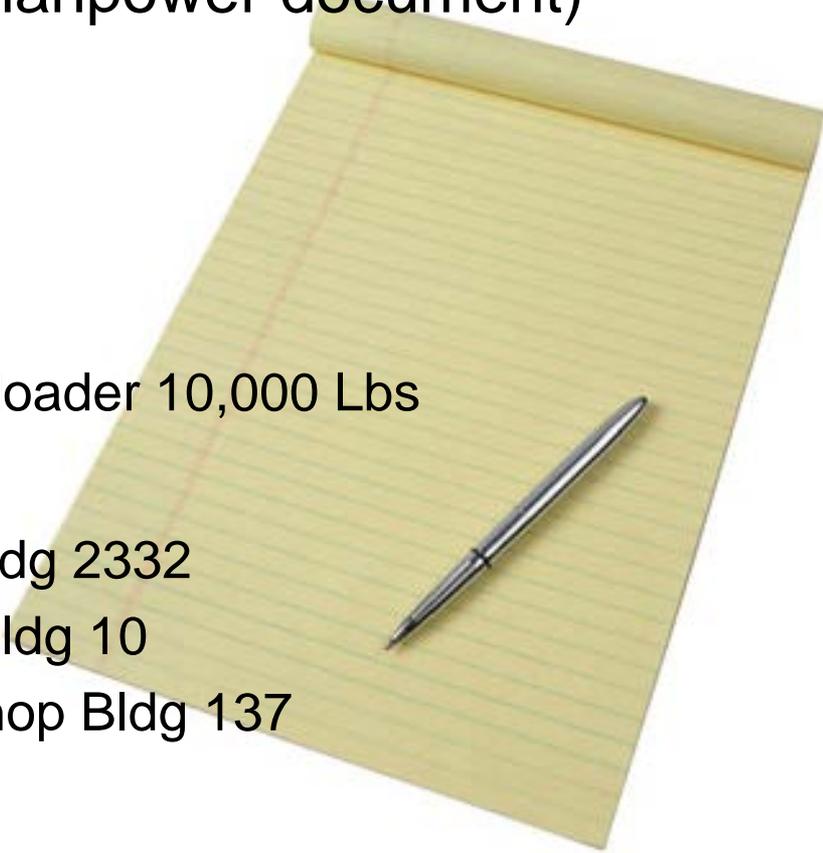
- ROS001 Jane Doe
 - ROS002 John Adams
 - ROS003 Bill Smith



Worksheets



- Set up Worksheets
 - Jobs (if different than manpower document)
 - JOB001 Life Guard
 - JOB001 Plumber
 - Equipment
 - EQP001 Lathe
 - EQP002 Forktruck Sideloader 10,000 Lbs
 - Building
 - BDG001 Warehouse Bldg 2332
 - BDG002 Admin Office Bldg 10
 - BDG003 Auto Hobby Shop Bldg 137



Training Worksheets



- Set up Training Worksheets
 - Work Center/Job
 - WCJ001 Tool Inventory Control Program
 - WCJ002 MHE Inspection Program
 - Security
 - SEC001 Computer Security
 - SEC002 OPSEC
 - References
 - REF001 DODI 6055.1
 - All employees
 - ALL001 Required by all Employees



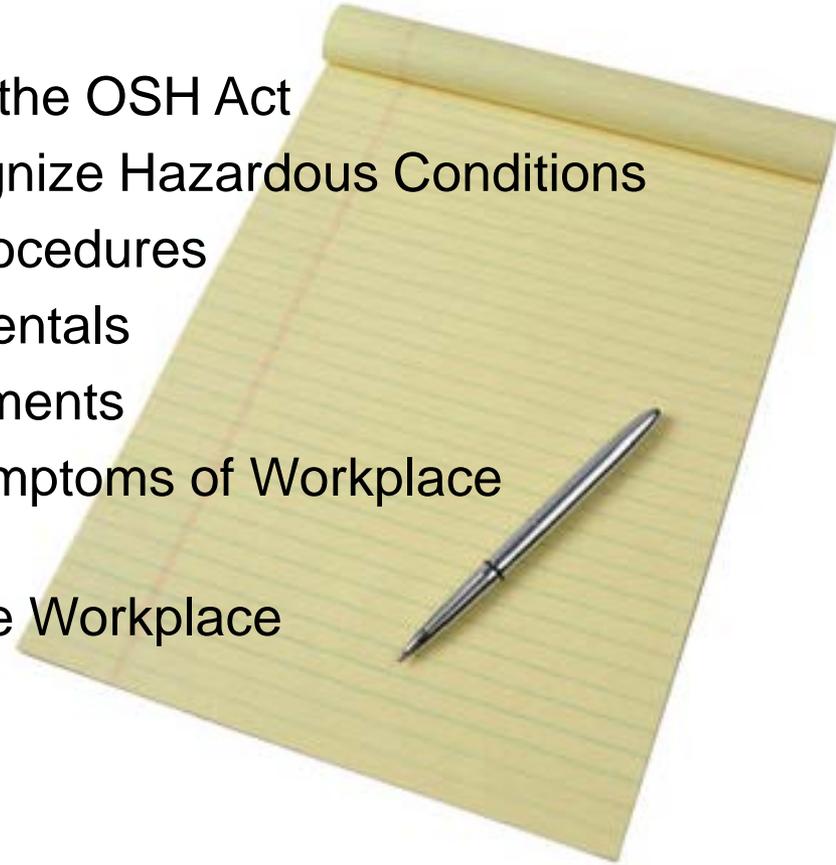
Training Worksheets



- Set up Training Worksheets

- VPP

- VPP001 Rights Under the OSH Act
 - VPP002 How to Recognize Hazardous Conditions
 - VPP003 Safe Work Procedures
 - VPP004 VPP Fundamentals
 - VPP005 VPP Requirements
 - VPP006 Signs and Symptoms of Workplace Related Illnesses
 - VPP007 Hazards in the Workplace



Worksheet Rules



- Must reference at least one of the other number identifiers
 - ROS003-BIL005-BDG003-SAF001
 - WCJ001
 - SEC001
- Any training that is required by all employees
 - ALL001-VPP004
- One employee is the only one trained to operate a certain piece of equipment
 - EQP002-ROS002



What OSHA Will Validate?



- OSHA Onsite Audit

- A1. What are the safety and health training requirements for managers, supervisors, employees, and contractors?
 - OSHA required Training
 - Non-OSHA required courses
 - New work processes, new equipment, and new procedures – as needed
- A2. Who delivers the training?
- A3. How are the safety and health training needs for employees determined?



What OSHA Will Validate?



• OSHA Onsite Audit

- A4. Does the site provide minimally effective training to educate employees regarding the known hazards of the site and their controls? [Minimum Requirement - must be met to be eligible for participation in VPP]
- A5. What system is in place to ensure that all employees and contractors have received and understand the appropriate training?
- A6. Who is trained in hazard identification and analysis?
- A7. Is training in hazard identification and analysis adequate for the conditions and hazards of the site?
- A8. Does management have a thorough understanding of the hazards of the site? Provide examples that demonstrate their understanding.



VPP Requirement



- New work processes, new equipment, and new procedures – as needed (A1 & A3)
 - When you get a contract to work on a new piece of equipment that requires the line to be changed, ensure all personnel receive training appropriate to maintain a safe work environment to include, new chemical requirements, PPE requirements, new tool usage, critical steps, cautions, warnings, handling equipment, check sheets, etc.



Need More Info?



- To see another method of doing a TNA, see “How To Conduct a Simple Training Needs Assessment” by Susan M. Heathfield, at About.com
 - http://humanresources.about.com/od/trainingneedsassessment/ht/training_needs.htm
- For info on OSHA Training Requirements in OSHA Standards and Training Guidelines
 - <http://www.osha.gov/Publications/osha2254.pdf>
- DoD VPP CX
 - Contact the CX Implementation Lead for your site



Summary



In this presentation you learned about:

- The purpose and basic elements of a training needs assessment
- The difference between a training instruction/plan and a training needs assessment
- Tools and resources for conducting the training needs assessment
- How to conduct a basic safety and health training needs assessment





Knowledge Check

3. Which of the following was not listed as a potential source of relevant information for a Training Needs Assessment?
 - a. OSHA regulations
 - b. Quality assessments of prior training
 - c. Supervisors
 - d. Mishap records

4. Because of the specialized knowledge required, only Safety and Health professionals should be involved in completing a S+H Training Needs Assessment.
 - a. True
 - b. False

