**Training (and Indoctrination) Program**

***Note:*** *Many OSHA standards require training or a Training Program. Sometimes the program and/or the training needs to be documented. The program below is an example program which also includes a matrices to build a training schedule, an employee orientation training sheet and a training roster/certificate of training.*

*Reference the documents for the* [*Training Requirements*](https://www.labor.nc.gov/osh/osh-presentations/training-requirements-29-cfr-part-1910-general-industry) *for General Industry and the* [*Training Requirements*](https://www.labor.nc.gov/osh/osh-presentations/training-requirements-29-cfr-part-1926-construction) *for Construction that provides the standards that require training and/or training programs.*

**Free Outreach Resources:**

[*Safety and Health Programs and Plans*](https://www.labor.nc.gov/safety-and-health/publications/example-programs) *(i.e., Example Programs to be Made Site-Specific)*

[*A - Z Safety and Health Topics*](https://www.labor.nc.gov/safety-and-health/occupational-safety-and-health/occupational-safety-and-health-topic-pages) *(i.e., Learn More About Safety and Health Topics)*

[*Which Standards Apply?*](https://www.labor.nc.gov/which-osha-standards-apply) *(Identify the Standards Applicable to Your Worksite)*

[*Safety and Health Presentations*](https://www.labor.nc.gov/document-collection/osh-presentations) *(Downloadable Presentations to be Made Site-Specific)*

[*OSH Training Calendar*](https://www.labor.communications.its.state.nc.us/OSHPublic/ETTA/class_regist/calendar.cfm) *(i.e., Register for Webinars, In-Person Classroom Training, Virtual Events)*

[*Streaming Video Services*](https://www.labor.nc.gov/safety-and-health/library/how-borrow-dvds-and-videos#are-your-videos-online) *(On-Demand Training)*

[*Request Outreach Services*](https://www.labor.communications.its.state.nc.us/OSHPublic/ETTA/Outreach/Outreach_Request_Form.html) *(i.e., Request Training, Booths, Guest Speaker)*

[*AskOSH*](https://www.labor.nc.gov/safety-and-health/occupational-safety-and-health/ask-osh) *(Interpretations)*

***Example Program:*** *The following example Training Program may be modified to be site-specific to the organization. Please reference the appropriate standard to ensure that all training information required by the specific standard has been met.*

Safety and health initial training will be conducted before an employee is exposed to a hazard. All applicable training will cover safety and health rules, work procedures, safe work practices, and other applicable safety and health training. Refresher training may be conducted annually or as deemed necessary due to an accident, deficiencies in an employee’s knowledge, or other requirement.  
  
Problems that can be addressed effectively by training include those that arise from lack of knowledge of a work process, unfamiliarity with equipment, or incorrect execution of a task. Training is less effective (but still can be used) for problems arising from an employee's lack of motivation or lack of attention to the job. Whatever its purpose, training is most effective when designed in relation to the goals of the company’s safety and health program.

Whenever employees are not performing their jobs properly, we will not assume that training will bring them up to speed. It is possible that other actions (such as hazard abatement or the implementation of engineering controls) would enable employees to perform their jobs properly.  
  
Since employees can also provide valuable information on additional training they need, we will elicit their responses to safety and health hazards or concerns by asking questions. These questions will focus on whether anything about their jobs frightens them, if they have had any near-miss incidents, if they feel they are taking risks, or if they believe that their jobs involve hazardous operations or substances.

All training will be presented in a manner that is clear to the employees. To do so, we will: (1) provide overviews of the material to be learned; (2) relate, wherever possible, the new information or skills to the employee's goals, interests, or experience; and (3) reinforce what the employees learned by summarizing the program's objectives and the key points of information covered. These steps will ensure that the training is presented in a clear, unambiguous manner.  
  
We want our training program to be effective. So in order to have an effective training program, we want employees to participate in the training process and to practice their skills or knowledge. This will help ensure that they are attaining the required knowledge and skills while also permitting correction if necessary. Employees will become involved in the training process by participating in discussions, asking questions, contributing their knowledge and expertise, learning through hands-on experiences, and through role-playing exercises.  
  
To make sure that the training program is accomplishing its goals, we will conduct an evaluation of the training program periodically. This evaluation will help ensure that employees are learning the material. Among the methods of evaluating training will be: (1) Student opinion. Questionnaires or informal discussions with employees can help determine the relevance and appropriateness of the training program; (2) Supervisors' observations. Supervisors are in good positions to observe an employee's performance both before and after the training and note improvements or changes; and (3) Workplace improvements. The ultimate success of our training program will result in a safer workplace with reduced injury or accident rates.

After the evaluation, if it is clear that the training did not give the employees the level of knowledge and skill that was expected, then it may be necessary to revise the training program or provide periodic retraining.

**Training Schedule**  
We will conduct all initial and refresher training required by applicable OSHA standards at this workplace. Our training schedule is as follows:

*Orientation and Initial Training*

All employees will go through an orientation training program that covers safe work practices, OSHA requirements, and safety policies and procedures. Depending on the employee’s job, the employee will then be released to the Safety Coordinator for on-the-job training (OJT), combination OJT/classroom, or other job progression training schedule. All employees will also be on a probationary period dictated by Human Resources and Management.

*On-The-Job Training*

Each department has an OJT training matrix that each new employee goes through before they are released. The matrix for each department will be reviewed and updated as necessary by management.

*Annual Refresher Training*

Annual refresher training will be conducted by each department on required OSHA and other safety and health topics along with job safe practices. The following matrix will be updated and modified based on Company needs. This will be the responsibility of management.

***Note:*** *Many OSHA standards require training but do not always require the training to be documented. Some standards may require training records to be kept until the next training session while others require them to be kept for three years. Please refer to the applicable OSHA standard for required recordkeeping timelines. Example training forms and employee orientation checklists are located in Section 6—Forms.*

**Periodic Training**

Periodic safety training to include daily, weekly and monthly safety talks will be conducted within specific departments along with pre-job briefings.

*Daily Safety Talks*

The following departments will conduct daily five-minute safety talks (can be used in lieu of pre-job briefings):

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Topic choices are up to the supervisor or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A roster will be maintained for the personnel files.

*Weekly Safety Talks*

The following departments will conduct weekly safety talks:

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Topic choices are up to the supervisor or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A roster will be maintained for the personnel files.

*Monthly Safety Talks*

The following departments will conduct monthly safety talks:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Topic choices are up to the supervisor or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. A roster will be maintained for the personnel files.

**Training Matrices**

**Training***—***Initial Training Matrix**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job:** | | | **Department:** | | |
| **Conducted by:** | | | **Company:** | | |
| **Time** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
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**Training***—***On the Job Training Matrix**

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| --- | --- | --- | --- | --- | --- |
| **Job:** | | | **Department:** | | |
| **Conducted by:** | | | **Company:** | | |
| **Week 1** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  |  |  |
| **Week 2** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  |  |  |  |  |  |
| **Week 3** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
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***Note:*** *Dependent on assigned job duties and responsibilities, OJT training may be a few days to several weeks.*

**Training***—***Annual Refresher Training Matrix**

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| --- | --- | --- | --- | --- | --- |
| **Job:** | | | **Department:** | | |
| **Conducted by:** | | | **Company:** | | |
| **Time** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** |
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**Training***—***Employee Orientation Checklist**

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| --- | --- | --- | --- |
| **EMPLOYEE ORIENTATION CHECKLIST** | | | |
| **Areas to be Covered** | **Description** | **Completed** | |
| Yes | No |
| Company Tour | Work areas and facility tour. Introductions. |  |  |
| Department EHS Training | Hands-on training and safe work practices. |  |  |
|  | * Safe work practices (e.g.; company, department, job-specific) |  |  |
|  | * Emergency procedures (e.g.; exits, alarms, fire extinguishers, contact list, shelters) |  |  |
|  | * Hazardous areas and materials |  |  |
|  | * Equipment and tools – safe work practices and use (e.g.; ladders, power tools) |  |  |
|  | * Break and lunch areas (food only areas) |  |  |
|  | * Safety Data Sheets location |  |  |
|  | * Accident reporting and investigation procedures |  |  |
|  | * Personal protective equipment (e.g.; use, location, care, repair) |  |  |
|  | * Security measures (e.g.; ID badges, reporting procedures) |  |  |
|  | * Employee rights and responsibilities under the OSH Act |  |  |
|  | * Company safety responsibilities (e.g.; providing safe work place) |  |  |
|  | * Department safety responsibilities (e.g.; correcting hazards) |  |  |
|  | * Employee safety responsibilities (e.g.; reporting unsafe conditions) |  |  |
|  | * Disciplinary policy |  |  |
|  | * Drug and alcohol abuse policy |  |  |
|  | * Fleet safety policy |  |  |
|  | * Inspections |  |  |
|  | * Housekeeping policy |  |  |
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| EHS Training | OSHA required safety, environmental, and health training. |  |  |
|  | * Emergency Action Plan |  |  |
|  | * Hazard Communication Program |  |  |
|  | * Personal Protective Equipment |  |  |
|  | * Fire Prevention Plan |  |  |
|  | * Electrical safety related work practices |  |  |
|  | * Confined space program |  |  |
|  | * Bloodborne Pathogens |  |  |
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Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Training Roster and**

**Certificate of Training**

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Material Covered:**

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| **Employee Name:** | **Department:** | **Signature:** |
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