

**DEPARTMENT OF THE INTERIOR  
BUREAU OF OCEAN ENERGY MANAGEMENT MANUAL**

**TRANSMITTAL SHEET**

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SUBJECT: Administrative  
Part 485: Safety and Occupational Health Program  
Chapter 12: Employee Safety and Occupational Health Training

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter specifies the minimum Safety and Occupational Health Program requirements for safety and occupational health training for Bureau of Ocean Energy Management (BOEM) employees. This chapter replaces BOEMRE 485.12, Employee Safety and Occupational Health Training, dated February 15, 2011.



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FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
485	12	3	333

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Version</u>
485	12	3	001

**Department of the Interior  
Bureau of Ocean Energy Management Manual**

**Effective Date:** April 4, 2016

**Version No.:** 001

**Series:** Administrative

**Part 485:** Safety and Occupational Health Program

**Chapter 12:** Employee Safety and Occupational Health Training

**Originating Office:** Bureau of Safety and Environmental Enforcement (BSEE) Management Support Division (MSD), Office of Administration

- 1. Purpose.** This chapter specifies the minimum Safety and Occupational Health Program requirements for safety and occupational health training for Bureau of Ocean Energy Management (BOEM) employees.
- 2. Objective.** The objective of this chapter is to ensure that employees receive adequate training and understand safety protocols in their areas of responsibility and work environment.
- 3. Authorities and References.**
  - A. 485 DM 13 Safety and Health Training
  - B. 29 CFR 1960, Subpart H, Training
  - C. Executive Order 12196, Occupational Safety and Health programs for Federal employees, Section 1-201 (f) and (h)
  - D. Department of the Interior (DOI) Safety and Health Training Requirements and Position Competencies, May 2014
- 4. Requirements.**

BOEM safety and occupational health training program is designed to provide employees with the skills and knowledge to perform their work in a safe and healthful manner; provide sufficient information for managers and supervisors to recognize and perform their responsibilities; and provide the capabilities for personnel with safety and occupational health responsibilities to perform their duties effectively.

**A. Employee Safety Orientation.**

All BOEM employees will receive orientation training in the safety and occupational health program; information on the Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR 1960; and other applicable regulations. The following groups of employees are required to complete initial safety and occupational health (S&OH) orientation training:

- (1) [Executives](#) (Senior Executive Service Positions)
- (2) [Supervisors](#) (GS-15 and below)
- (3) [Employees](#)
- (4) [Collateral Duty Safety Officers and Safety and Occupational Health Professionals.](#)

**B. Ongoing Training.** All employees will have ongoing training to safely, efficiently, and effectively perform their jobs. Employees who perform hazardous and emergency work activity will be screened to ensure that they have the knowledge and skills to recognize and respond safely to hazardous and emergency situations. In addition to the general guidance on occupational health and safety training provided in the DOI Safety and Health Training Requirements and Position Competencies Handbook, employee S&OH training will include:

- (1) Job specific training on existing and potential hazards
- (2) Hazard identification and associated emergency actions
- (3) Hazard prevention
- (4) Employee certification or qualification for certain job assignments

**C. Collateral Duty Safety Officers (CDSOs).** In addition to the S&OH Orientation requirement for CDSOs, employees in this position will also receive additional training necessary for the performance of duties within the nature and scope of operations and as required in the DOI Safety and Health Training Requirements and Position Competencies Handbook. Training may be accomplished via several avenues, including the Occupational Safety and Health Administration (OSHA) Training Institute's course for Federal Agency Collateral Duty Safety Officers or an equivalent course of instruction that encompasses the same curriculum. In addition, CDSOs will complete a minimum of 16 hours of annual training each and every year after the first year of appointment.

**D. S&OH Committee Members** will receive, in addition to the S&OH Orientation required for all employees, basic training in occupational health and safety committee operations and functions, and hazard identification and control. In addition, committee members should receive education/training as necessary to complement their assigned function and pertinent to their operation. These areas should include, but are not limited to:

- (1) Conducting Workplace Safety Inspections
- (2) Office Ergonomics
- (3) Fire Prevention
- (4) General Electrical Safety

## (5) Housekeeping Requirements

S&OH Committee members can receive education and training via a number of modes including, but not limited to, videos, DVDs, subject matter experts, and online courses.

E. **S&OH Professionals** are qualified by Office of Personnel Management (OPM) standards for series and grade. Formal training is needed in hazard recognition and control; safety and occupational health evaluation; techniques and procedures; and application of standards. In addition to the S&OH Orientation required for the S&OH Professional, the S&OH Professional is required to document a minimum of 24 hours per year of formal occupational health and safety training between years 2 and 6 of assignment. It is recommended that S&OH professionals receive and document at least 24 hours per year of professional development and safety and occupational health training beginning in the 7th year and every year following.

The DOI established training guidelines for S&OH Professionals can be found in the DOI Safety and Health Training Requirements and Position Competencies Handbook.

**5. Evaluation.** Formal training and certification programs and records will be evaluated periodically and maintained for at least 5 years.

**6. Documentation of Employee Training.** Accurate employee training records will be maintained by supervisors and in DOI Learn to ensure that new and existing employees receive appropriate training and additional instruction when required. Employee training records should include at a minimum, the following:

- A. Course title
- B. Purpose of training (initial, refresher, remedial)
- C. Course objectives
- D. Training methods (seminar, on-the-job, home study)
- E. Training aids or course materials used
- F. Methods of evaluation (written tests, performance)
- G. Name of instructor and qualifications.