



VOSH PROGRAM DIRECTIVE: 05-001

ISSUED: July 1, 2000

SUBJECT: A Professional Development Training Program for VOSH Compliance and Consultation Personnel

A. Purpose.

This directive transmits a professional development training program for VOSH Compliance and Consultation personnel.

This Program Directive is an internal guideline, not a statutory or regulatory rule, and is intended to provide instructions to VOSH personnel regarding internal operation of the Virginia Occupational Safety and Health Program and is solely for the benefit of the program. This document is not subject to the Virginia Register Act or the Administrative Process Act; it does not have general application and is not being enforced as having the force of law.

B. Scope.

This directive applies to all VOSH Compliance and Consultation Services personnel.

C. Reference.

Not Applicable.

D. Cancellation.

Not Applicable.

E. Action.

The Commissioner, Directors and Managers shall assure that the guidelines in this Directive are followed.

F. Effective Date.

July 15, 2000

Jeffrey D. Brown
Commissioner

Attachment: A Professional Development Training Program for VOSH Compliance and Consultation Personnel

(Available as hard copy only)

Distribution: Commissioner of Labor and Industry
Chief Deputy Commissioner
Directors and Managers
VOSH Compliance Staff
Cooperative Programs Staff
Legal Support Staff
OSHA Regional Administrator, Region III

When the guidelines, as set forth in this Program Directive, are applied to the Commissioner of the Department of Labor and Industry and/or to Virginia employers, the following federal terms if, and where they are used, shall be considered to read as below:

Federal Terms

VOSH Equivalent

29 CFR

VOSH Standard

Regional Administrator

Commissioner of Labor and Industry

Area Director

Regional Director

Regional Solicitor

Attorney General or
VOSH Office of Legal Support (OLS)

Agency

Department

Office of Statistics

VOSH Research and Analysis

Compliance Safety and Health Officer (CSHO)
and/or Industrial Hygienist

CSHO

Field Inspection Reference Manual (FIRM)

VOSH Field Operations Manual (FOM)

ATTACHMENT A

A Professional Development Training Program for VOSH Compliance and Consultation Personnel

Introduction. The intent of this document is to provide guidance to a wide range of training opportunities and learning experiences to assist compliance personnel in their successful professional development.

A flexible program that incorporates self-paced learning has been developed to accommodate the varying levels of experience and competence encountered in new hires. However, certain basic training requirements for all compliance personnel are specified to provide uniformity in regard to specific skill and knowledge requirements.

A. Purpose. This training program is designed to:

1. Meet the needs of compliance and consultation personnel with diverse academic backgrounds and experience.
2. Incorporate essential requirements that will be monitored and evaluated but yet provide flexibility for managers in implementing the program.
3. Provide guidance and appropriate training materials to managers.

B. Objectives. Upon completion of the elements of the developmental training program, the compliance/consultation person will demonstrate:

1. A working knowledge of the fundamentals of hazard recognition, evaluation and control.
2. Adequate knowledge of the implementation of engineering controls, abatement strategies, and the interpretation of data.
3. A reasonable comprehension of basic industrial processes and the ability to make quantitative observations and measurements.
4. The ability to properly calibrate and use measuring instruments.
5. The ability to perform solo inspections/surveys or participate as a team member in most types of industries.
6. Knowledge of regulations and laws that involve safety and health in the workplace.
7. The ability to present inspection data efficiently in a legal proceeding. (Compliance)
8. The ability to make referrals to other appropriate industrial hygienists or safety consultants.
9. The ability to evaluate workplace safety and health programs.

10. The ability to provide technical assistance to employers to implement safety and health programs.

C. **Scope.** This training program provides a well-articulated progression of training requirements for new-hire personnel. The elements of the program include informal training such as self-study and on-the-job training (OJT) and formal training at the OSHA Training Institute (OTI).

1. During a developmental period of approximately two years, depending on the availability of courses, new-hire compliance personnel **will** follow one of the tracks represented by the following disciplines: general industry, health, construction or consultation.
2. During the developmental period, prior to attending any formal courses at the OTI, all new-hire compliance personnel will familiarize themselves with the VOSH Administrative Rules and Regulations, Virginia Labor Law, the OSHA Act, Field Operative Manual (FOM), and Integrated Management and Information Services (IMIS).
3. All new-hire compliance and consultation personnel are required to attend the following formal courses at the OTI within the developmental period or as courses become available.
 - a. **Initial Compliance Course, #100** introduces new compliance personnel with a working knowledge of the OSHA Act. Attendees are provided further information about OSHA regulations, FOM, hazard recognition and control, the OSHA Technical Manual and fundamentals relating to safety and health program elements.

Basic On-Site Consultation Course (CD-ROM) provides an introduction to OSHA and to the Consultation Program emphasizing the confidentiality of clients. The course is available on a CD in each VOSH regional office.

NOTE: **These courses must be completed during the first year of the developmental period and may not be waived.**

- b. **Standard Courses** provide new-hire compliance and consultation personnel with a thorough introduction to the organization and content of the standards and hazard recognition and documentation.

- (1) **Introduction to Safety Standards for Safety Officers, #105**
- (2) **Introduction to Health Standards for Industrial Hygienists, #125**
- (3) **Construction Standards, #200**
- (4) **Evaluation of Safety and Health Programs, #245 (Consultation)**

NOTE: **Depending on the discipline, attendance in the appropriate standard course must be completed during the first year of the development period and may not be waived.**

- c. **Cross-over Training** provides new-hire and experienced personnel with the opportunity to become familiar with general concepts of both safety and health.

General Industry

- (1) Introduction to Industrial Hygiene for Safety Personnel, #121, or
- (2) Construction Standards, #200

Health

- (1) Safety Hazard Recognition for Industrial Hygienists, #101, or
- (2) Construction Standards, #200

Construction

- (1) Introduction to Industrial Hygiene for Safety Personnel, #121, or
- (2) Introduction to Safety Standards for Safety Officers, #105

NOTE: **Depending on the discipline, attendance in the appropriate cross-over training is required during the developmental period. However, if resources permit, the completion of both courses prior to enrollment in more specific technical courses is recommended.**

- d. **Technical Courses** provides compliance and consultation personnel with technical knowledge, skills and information on hazard recognition as related to OSHA requirements.

General Industry

- (1) Basic Accident Investigation for Compliance Personnel, #102
- (2) Hazardous Materials, #201
- (3) Basic Electrical Principles, #203
- (4) Machinery and Machine Guarding, # 204
- (5) Fire Protection and Life Safety, #207
- (6) Cranes and Material Handling for General Industry, #208

Health

- (1) Basic Accident Investigation for Compliance Personnel, #102**
- (2) Industrial Noise, #220**
- (3) Principles of Industrial Ventilation, #221**
- (4) Respiratory Protection, #222**
- (5) Industrial Toxicology, #223**
- (6) Permit Required Confined Spaces, #226**

Construction

- (1) Basic Accident Investigation for Compliance Personnel, #102**
- (2) Cranes and Material Handling for Construction, #205**
- (3) Excavation Trenching and Soil Mechanics, #301**
- (4) Tunneling and Underground Operations, #302**
- (5) Principles of Scaffolding, #308**
- (6) Fall Arrest Systems, #311**

NOTE: **Depending on the discipline, attendance in two of the technical courses is required during the developmental period.**

e. Maintenance of Knowledge and Skills of Compliance Personnel Beyond the Developmental Period.

- (1)** The agency recognizes that compliance and consultation personnel require additional training each year to enable them to keep abreast of current occupational safety and health issues and developments.
- (2)** At a minimum, each compliance and consultation person is required to attend a safety and health-related course biannually. If an OTI course has changed significantly during the years, repeating the course is permitted.
- (3)** Compliance and consultation staff are encouraged to pursue other training opportunities that are available within VOSH, the Virginia Community College System and other seminars relating to safety and health.