

**FFAS**  
**HANDBOOK**

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Safety and Health Programs

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For All FSA, RMA, and FAS  
Offices Except Overseas

SHORT REFERENCE

**8-PM**  
**(Revision 5)**

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



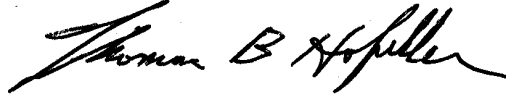
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Safety and Health Programs  
8-PM (Revision 5)

Amendment 2

Approved by: Associate Administrator for Operations and Management



Amendment Transmittal

A Reasons for Amendment

Paragraph 3 has been amended to:

- revise recordkeeping, reporting, and posting requirements
- revise instructions on ordering information and materials
- remove AD-1010 because AD-1010 is no longer required by USDA.

Paragraph 4.5 has been added to include accountability for costs incurred from safety and health hazards.

Paragraph 26 has been amended to revise training requirements for all employees.

Paragraph 29 has been added to include general information about pandemic and avian flu.

Exhibit 2 has been amended to add the definitions of avian flu, employee representatives, and pandemic flu.

Exhibit 6 has been withdrawn to remove examples of violation and penalties.

Exhibit 14 has been added to include safety and health training through AgLearn for all employees.

Exhibit 15 has been added to include safety and health training through AgLearn for CDSHO's.

Page Control Chart		
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**Part 1 Safety and Health Programs****1 Basic Provisions****A Background**

This handbook provides Federal regulations (FR) and policies and procedures in administering the Safety and Health Programs for all FSA, RMA, and FAS employees except overseas.

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

**B Purpose**

This handbook :

- provides safe operating practices, accident investigation, and reporting procedures and polices for accident prevention in FFAS
- provides supervisors with accident prevention principles, standards, and safety reference data sources
- is a reference for practical information and guidance for handling hazardous material and equipment.

**C Source of Authority**

Authority for developing guidelines of the Safety and Health Programs are found in:

- Executive Order 12196, dated February 26, 1980, Occupational Safety and Health Programs for Federal Employees
- 29 CFR Part 1910, Occupational Safety and Health Standards
- 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs
- 29 U.S.C. 668, 673, Sections 6, 19, and 24 of the Occupational Safety and Health Act of 1970, (84 Stat.1609, 1614, Federal Agency Safety Programs and Responsibilities)
- 5. U.S.C 552a, Privacy Act of 1974

**1 Basic Provisions (Continued)**

**C Source of Authority (Continued)**

- 5 U.S.C. 7901, Health Service Programs
- 5. U.S.C. 7361-7362, Federal requirements for developing appropriate prevention, treatment and rehabilitation programs and services for drug abuse, alcohol abuse, and alcoholism among employees.

**D Laws and Regulations**

Office heads responsible for carrying out OSHA shall maintain:

- the following safety and health laws and regulations:
  - 29 CFR Part 1910
  - 29 CFR Part 1926
  - 29 CFR Part 1928
  - 29 CFR Part 1960
- other OSHA standards and regulations that pertain to their jurisdiction
- a copy of OSHA Act of 1970 (amended 1998).

**Note:** Laws, regulations, and standards may be accessed through OSHA's website at [www.osha.gov](http://www.osha.gov).



## 2 Responsibilities for Safety and Health Programs

### A Director, HRD Responsibilities

HRD is responsible for providing the following:

- nationwide administrative guidance
- review and policy guidance of FFAS Safety and Health Program
- service to FFAS employees.

### B Office Head Responsibilities

Office heads responsible for carrying out OSHA's requirements are as follows:

- provide employees with employment and places of employment **free** from hazard causing or likely to cause death or physical harm
- comply with applicable Safety and Health Standards promulgated under the Occupational Safety and Health Act
- report to OSHA all work-related accidents that result in:
  - death of an employee (Exhibit 4)
  - hospitalization of 3 or more employees who were injured in the same accident

**Note:** Failure to report a death or hospitalization of 3 or more employees within 8 hours of knowledge of the incident may result in a minimum penalty of \$5,000. See Exhibit 4 for reporting requirements.

- investigate all accidents reported and determine corrective action
- followup until action is completed

**Note:** Report untimeliness to appropriate official.

- ensure that safety inspections are conducted by the Safety Officer annually, or as needed
- ensure that employees, supervisors, and responsible officials (safety officers) receive required training according to OSHA's laws and regulations

**Note:** See Exhibit 5 for a list of mandated training.

- maintain records of work-related injuries and illnesses.

**\*--Note:** See subparagraph 3 F.--\*

## 2 Responsibilities for Safety and Health Programs (Continued)

### C Supervisor Responsibilities

Supervisors are responsible for the safety of employees, property, and equipment under their jurisdictions.

In fulfilling these responsibilities, supervisors shall:

- provide and maintain a continuous accident prevention and health program and instruct personnel in safe work practices
- ensure that safety is considered in job planning and performance
- ensure that each accident is investigated according to FFAS procedures
- ensure that appropriate corrective action is taken to prevent recurrence of similar accidents
- encourage employee participation in safety and health training and activities
- provide adequate protective equipment for employees performing hazardous operations
- establish safe work practices and standards for hazardous operations or situations
- provide for periodic inspections of equipment and work operation to identify hazards and ensure observance of safe work practices and standards
- provide employees with information about accidents and potential hazards that may affect the job
- include safety instructions and precautions in information prepared and issued
- encourage employees to submit suggestions to help prevent accidents and give appropriate recognition under the incentive awards programs
- **use CA-1** to report employee injuries and **CA-2** to report occupational disease claims to DOL
- advise employees of their rights under FECA

2 Responsibilities for Safety and Health Programs (Continued)

C Supervisor Responsibilities (Continued)

- be trained to recognize and address illegal drug use
- initiate procedures for a drug test after making appropriate factual observations, documenting that observation, and obtaining appropriate concurrence
- refer employees to EAP for counseling
- initiate appropriate disciplinary action upon finding illegal drug use by a subordinate.

D Employee Responsibilities

Employees shall:

- observe and follow prescribed safety rules and regulations
- correct unsafe work conditions, if possible
- notify supervisor of unsafe working condition, accident or injury
- participate in safety and health training
- serve on safety committee, if possible
- comply with applicable OSHA standards.
- use safety equipment, personal protective equipment, and other devices for protection when necessary.

**Note:** Employees who willingly or repeatedly violate OSHA requirements are subject to appropriate disciplinary action including removal.

### 3 Requirements for Safety and Health Programs

#### A Violating Safety Requirements

Offices that violate OSHA requirements are subject to a penalty.

\* \* \*

#### B OSHA Reference Materials

Field Offices shall:

- supplement this handbook with standards, pamphlets, and manuals necessary to carry out requirements for their jurisdictions

**Examples:** The following are examples:

- safe driving
- bloodborne pathogens
- personal protective equipment
- industrial supervisor
- hazardous chemicals.

**\*--Note:** Exhibit 7 provides suggested contacts for use in ordering material and--\* information from government and non-government affiliations.

- maintain current contacts for:
  - OWCP offices (Exhibit 8)
  - OSHA Regional and Area Offices (Exhibit 9).

\* \* \*

#### \*--C Obtaining OSHA Information

To obtain information, such as standards, posters, publications, guidance documents, booklets, brochures, compliance guide, posters, fact sheets, and forms, go to OSHA's web site at **[www.osha.gov/pls/publications/pubindex.list](http://www.osha.gov/pls/publications/pubindex.list)**.

**Notes:** Instructions for ordering, downloading, and printing information is provided at this web site.

29 CFR 1903.2(a)(3) states that reproductions or facsimiles of forms shall be at least size 8½ by 14 inches with 10 point type.

**Exhibit 7** provides suggested contacts for ordering material and information from Government and non-Government affiliations.--\*

### 3 Requirements for Safety and Health Programs (Continued)

#### \*--D Contacts

Contact HRD, EPB at 202-401-0683 when contacts change.

#### E Mandatory Posting Requirement

Office heads shall ensure that OSHA 3165 is posted in a central location within each workplace and jurisdiction.

**Note:** Obtain OSHA 3165 through the Internet at  
[www.osha.gov/pls/publications/publication.searchResults?pSearch=3165](http://www.osha.gov/pls/publications/publication.searchResults?pSearch=3165).

#### F Recordkeeping Requirements

FSA and RMA Field Offices (including Kansas City, APFO, and St. Louis) and HRD shall use the following recordkeeping forms to manage OSHA's recordkeeping and reporting requirements for illnesses and injuries:

- OSHA 300
- OSHA 300A
- OSHA 301.

**Note:** OSHA's recordkeeping and reporting requirements do **not** diminish or modify in any way the responsibility to report or record injuries and illnesses required by the Office of Workers' Compensation Program under the Federal Employees' Compensation Act.

#### G Recordkeeping, Reporting, and Posting Requirements

Proceed as follows to handle recordkeeping, reporting, and posting requirements:

- maintain recordable injuries and illnesses on OSHA 300 within 7 calendar days of receiving CA-1 or CA-2
- do **not** display OSHA 300
- display OSHA 300A in a central location annually from February 1 through April 30

**Notes:** Post all recordable injuries and illnesses that occurred during the previous year.

Post OSHA 300A even if there were no recordable work-related injury or illness.

- annually and/or upon request, provide OSHA 300 to HRD that shows all reportable injuries and illnesses--\*

### 3 Requirements for Safety and Health Programs (Continued)

#### \*--G Recordkeeping, Reporting, and Posting Requirements (Continued)

- maintain in appropriate FSA or RMA office all OSHA logs for 5 years beyond the date of the incident
- complete OSHA 301 for each recordable injury or illness entered on OSHA 300.

#### H Recordable Injury or Illness

Employees must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in 1 of the following:

- death
- days away from work
- restricted work or job transfer
- medical treatment beyond first aid
- loss of consciousness.

**Notes:** A case meets the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does **not** result in 1 of the following:

- death
- days away from work
- restricted work or job transfer
- medical treatment beyond first aid
- loss of consciousness.

See the following for additional information about recordable injuries and illnesses:

- OSHA web site at **www.osha.gov**
- 29 CFR Part 1910.--\*

### 3 Requirements for Safety and Health Programs (Continued)

#### \*--I Essentials of Recordkeeping

The following are some reasons why recordkeeping is a critical part of the Agency safety and health efforts:

- keeping track of work-related injuries and illnesses can help prevent them in the future
- using injury and illness data helps identify problem areas

**Note:** The more employees know, the better employees can identify and correct hazardous workplace conditions.

- offices can better administer the Agency safety and health programs with accurate records

**Note:** As employee awareness about injuries, illnesses, and hazards in the workplace improves, workers are more likely to follow safe work practices and report workplace hazards.

- OSHA compliance officers can rely on the data to help them properly identify and focus on injuries and illnesses
- the Bureau of Labor Statistics uses injury and illness records as the source data for the Annual Survey of Occupational Injuries and Illnesses that shows safety and health trends:
  - on the data to help them properly identify and focus on injuries and illnesses
  - nationwide.

#### J Frequently Asked Questions

OSHA established a document, “Frequently Asked Questions for OSHA’s Injury and Illness Recordkeeping Rule for Federal Agencies”, to assist CDSHO’s with recordkeeping requirements. CDSHO’s may obtain a copy of the document at [http://www.osha.gov/dep/fap/recordkeeping\\_faqs.html](http://www.osha.gov/dep/fap/recordkeeping_faqs.html). Additional recordkeeping information can be found at [www.osha.gov](http://www.osha.gov) under “Recordkeeping”.--\*

### 3 Requirements for Safety and Health Programs (Continued)

#### K Safety Inspections

Employee safety depends on the correction of accident hazards and causes. Conducting a safety inspection is the principal means of locating and determining accidents, fires, and health hazards.

Office heads shall:

- conduct periodic workplace inspections to enhance safety and health
- develop checklists geared to work-site situations

**Note:** See the example in Exhibit 10.

- keep inspection checklists for 3 years after date of inspection.

**\*--Note:** FSA offices were previously notified that all official administrative and program-related records are currently frozen because of the Tobacco Industry Litigation, class action litigations, and the 2005 Hurricane Programs. All official records and nonrecords must be preserved by FSA offices until further notice. All FSA offices shall use the FSA Records Transfer Desk Reference Guide at [http://intranet.fsa.usda.gov/records\\_mgmt/RMMMainPage.htm](http://intranet.fsa.usda.gov/records_mgmt/RMMMainPage.htm), which outlines steps and procedures for transferring inactive and closed official records to National Archives and Records Administration's Federal Records Centers.--\*

### 4 Objectives and Support of Programs

#### A OSHA's Objectives

OSHA shall:

- create positive safety attitudes among FFAS employees
- eliminate accident, fire, and health hazards resulting in minimizing and preventing:
  - injuries and illnesses and the associated suffering, expense, and lost time from work
  - damage to facilities, equipment, and materials with the cost of repair or replacement
  - Federal costs for compensation, medical care, and liability claims
  - disruptions in operations because of accidents.

#### B Support of Safety and Health Programs

Effective operation of the safety and health programs requires the cooperation and support of the entire workforce.

Significant reductions in employee accidents and property damage can only be achieved if employees cooperate and are resourceful.



**\*--4.5 Accountability for Costs Incurred From Safety and Health Hazards****A Accountability**

Office heads are held accountable for work-related injuries and illnesses and related costs, such as employee medical expenses and time loss from work. These costs are charged back to the Agency.

**B Results From Providing a Safe and Healthy Workplace**

It is important that offices proactively help provide a safe and healthy workplace in an effort to prevent injuries and illnesses, as well as to reduce related costs and time loss from the office by employees.

**Examples:** The following are examples of ways to promote and provide a safe and healthy workplace:

- address employees safety and health issues and concerns upon receipt
- immediately report safety and health hazards to the appropriate office

**Note:** Follow-up to ensure that the incident has been corrected in a timely manner.

- conduct periodic safety inspections
- report to the Department of Labor employees who file claims when they intentionally cause injury to themselves
- use information from OSHA 300 to determine where injuries and illnesses are occurring

**Note:** Determine a strategy to help reduce and eliminate safety and health hazards.

- ensure that employees take safety and health training.--\*



**5 Safety Achievement Awards**

**A Recognition for Safety Achievement**

Individuals, groups, and offices may be recognized for meritorious achievements in FFAS accident prevention activities and programs.

The basis for recognition is the completion of at least 1 year’s work without a disabling injury. Recognition may be granted as agency-sponsored. Present certificates to offices for the performance of 1 year’s work without disabling injury.

Following are examples of commendations or awards:

- supervisory awards may be granted to supervisors in hazardous occupations whose employees meet the criteria in this paragraph
- group awards may be granted to employees that have made significant contributions to the FFAS accident prevention efforts.

**Example:** State Offices may recognize DD’s, COC’s, etc.

**B Documentation of Safety Awards**

Recommending officials shall support all awards according to instructions in 7-PM.

## 6 Safety Officer

### A Field Office Safety Officers

FFAS Field Offices shall have a Safety Officer to carry out safety and health requirements.

**Note:** CED shall serve as Safety Officer for the County Office.

The Safety Officer designated for KCAO shall serve FFAS Offices in KC, and St. Louis.

### B Safety Officer Responsibilities

Safety Officers shall:

- provide leadership and guidance for a comprehensive safety program
- develop and recommend an accident prevention program suitable to the needs of the office and consistent with this handbook
- help officials, supervisors, and employees fulfill safety requirements
- ensure compliance with Federal, State, local laws, ordinances, or orders on safety
- collect, analyze, and distribute data on accident prevention
- obtain or develop and distribute safety promotional materials
- ensure that prescribed safety training programs for employees are carried out
- review accident reports for completeness and clarity
- record injuries and illness on OSHA 300

**Note:** Prepare annual report upon request from HRD.

- determine whether preventive or corrective action taken or proposed because of an accident is adequate; if it is not adequate:
  - determine the detail safe work practices and standards for specific jobs, operations, and situations
  - followup to ensure that preventive or corrective action as prescribed is carried out
  - ensure that adequate provisions are made for the care of injured employees
  - represent the office at local Federal Field Safety Council meetings.

6 Safety Officer (Continued)

**B Safety Officer Responsibilities (Continued)**

State Office Safety Officers shall serve as secretary to the safety committee established, if they have **not** been designated the chairperson of the committee.

County Office Safety Officers shall:

- serve as secretary to the safety committee
- prepare the agenda for meetings
- ensure that adequate provisions are made for the care of injured employees.

**C Training Requirements**

All Safety Officers shall:

- receive training according to 29 CFR 1960.58
- take refresher training every 2 to 3 years or upon need, to keep abreast of requirements and obtain updated information.

**Example:** upon need is when a process or procedure changes.

New Collateral Duty Safety and Health Officers shall attend OSHA compliance training within 6 months from date of employment and upon need.

**Note:** The OSHA Training Institute is highly recommended for this purpose. Certification is provided upon completion.

Obtain training information through OSHA’s website at **www.osha.gov**.

## 7 Safety Committee

### A Establishing Safety Committee

The safety committee is an integral part of OSHA, and helps ensure effective implementation of the program at the establishment level. The principle function of the committee is to monitor and assist in the execution of the agency's safety policies and program at workplaces within that jurisdiction.

FFAS locations shall establish safety committees if the nature and volume of work reduces or prevents accidents.

Committees shall:

- serve in an advisory capacity
- consist of at least 3 members.

These members shall:

- include a chairperson and secretary designated by the head of the office
- ensure compliance with Federal, State, local laws, ordinances, or orders on safety
- collect, analyze, and distribute data for accident prevention purposes
- rotate at least 1 membership each year
- represent different employment and operating levels.

**Exceptions:** State and County Offices collocated with other Federal Agencies may participate and designate 1 employee to serve as a member of a multi-Agency committee.

County Offices **not** collocated with other Federal Agencies or that do **not** have operations large enough to warrant a safety committee, may request the District Director to organize and appoint a district safety committee.

**7 Safety Committee (Continued)**

**B Safety Committee Meeting**

Each committee shall:

- hold at least 2 meetings annually
- keep permanent records of minutes
- call special meetings when necessary.

**C Safety Committee Responsibilities**

Safety committees serve in an advisory capacity and are encouraged to request assistance in accident prevention activities from the FFAS Safety Officer in the National Office.

The committees shall:

- develop an accident prevention program with appropriate safety officers
- review accident reports referred by Safety Officers and make recommendations for remedial or disciplinary action based on the report
- assist in developing safe work practices and standards
- advise office head of a need for the following:
  - progress in preventing accidents and injuries
  - safety training
  - distribution of safety information
- submit the following to the FFAS Safety Officer:
  - effective preventive measures that may be beneficial to other offices
  - reports that would be of interest to other offices.

**8-24 (Reserved)**





## Part 2 Safety Standards

### 25 Guidelines for Safety Standards

#### A Safety Protection Responsibility

Office heads shall maintain safety protection in work situations by requiring employees to follow standards and safety rules.

#### B Types of Safety Standards

Safe work practices and standards are the acceptable procedures for work performance.

The following definitions are 2 types of standards that are acceptable procedures for work performance.

- National standards are standards that apply to all FFAS offices. Offices may supplement these standards. Send 2 copies of supplement to HRD.
- Local standards are standards issued locally for hazardous operations that are not covered by national standards.

When developing standards:

- keep them simple
- limit the number of established standards.

Standards should be enforceable. If they are **not** enforceable, they are suggestions rather than standards.

**Example 1:** A bin site laborer is required to use a power rotary-type lawn mower.

Standard “Before mowing, clear the entire area of all debris that could catch on or be thrown by the blade.”

**Example 2:** Office worker requirements.

Standard “Close file cabinet drawer before opening another or before leaving cabinet.”

**Note:** Office heads shall provide employees with a copy of required standards at employee meetings or upon request.

Standards may be obtained from OSHA or the Government Printing office at [www.gpo.gov](http://www.gpo.gov). See Exhibit 5.

**\*--26 Safety Education and Training Requirements for All Employees--\***

**A Safety Education Program**

Office heads shall:

- plan and conduct a program of safety education to fit its needs
- design a safety program to stimulate an interest in safety, share knowledge, and develop skill in working safely
- conduct safety meetings to help accomplish FFAS accident prevention goals
- promote safety awareness through:
  - safety contests
  - office papers and memorandums
  - bulletin boards
  - signs
  - slogans
  - posters
  - newspapers.

**\*--B Training Employees and Employee Representatives**

Employees and employee representatives:

- shall meet requirements in 29 CFR 1960.59 in an effort to promote a safe and healthy workplace
  - shall be trained annually in proper safety and health procedures geared to local jurisdictions and job responsibilities
- Note:** Training shall include emphasis on the OSHA Act and employees' rights and responsibilities.
- shall complete the web-based mandatory "Workplace Safety Training" in Exhibit 14, subparagraph 3 A by **December 30, 2008**
  - who choose the helpful web-based optional training in Exhibit 14, subparagraph 3 B must complete it by **December 30, 2008.--\***

**\*--26 Safety Education and Training Requirements for All Employees (Continued)****C Training CDSHO's**

CDSHO's shall:

- receive training according to 29 CFR 1960.58
- participate in annual safety and health training every 2 to 3 years or upon needed, in an effort to promote a safe and healthy workplace
- complete the web-based "OSHA 6000: Collateral Duty Course for Other Federal Agencies" training course in Exhibit 15

**Note:** CDSHO's who did **not** complete the required training by FY 2007 or FY 2008 shall complete the training by **December 30, 2008**.

- complete the web-based mandatory "Workplace Safety Training" in Exhibit 14, subparagraph 3 A by **December 30, 2008**
- complete the helpful web-based optional training in Exhibit 14, subparagraph 3 B by **December 30, 2008**.

New CDSHO's shall:

- complete the following web-based training within 90 calendar days of their employment date:
  - "Workplace Safety Training" in Exhibit 14, subparagraph 3 A
  - "OSHA 6000: Collateral Duty Course for Other Federal Agencies" in Exhibit 15
- complete the helpful web-based optional training in Exhibit 14, subparagraph 3 B by **December 30, 2008**.

**D Training Managers and Supervisors**

Managers and supervisors shall:

- meet training requirements under 29 CFR 1960.55
- participate in annual safety and health training geared to local jurisdictions and job responsibilities
- complete the web-based mandatory "Workplace Safety Training" in Exhibit 14, subparagraph 3 A by **December 30, 2008**
- complete the helpful web-based optional training in Exhibit 14, subparagraph 3 B by **December 30, 2008.--\***

**\*--26 Safety Education and Training Requirements for All Employees (Continued)--\*****E Occupant Emergency Plan/Fire Prevention (OEP)**

Areas where 10 or more employees are located shall have a current written OEP in place. OEP must provide procedures for safeguarding employees' lives and property during emergencies (fire, bomb threat).

Office heads shall assure that a minimum of the following elements are included, in OEP:

- emergency escape procedures and emergency escape route assignments
- location of fire alarms and how to use them
- names, positions, and responsibilities of emergency team members, and other officials (office head, building manager) responsible for carrying out procedures
- procedures to account for all employees upon completion of the evacuation
- rescue and medical duties of employees trained and authorized to perform them

**Note:** Include names and locations of first aid providers on staff.

- types of emergencies (fire or bomb threat) and how to report them.

Examples of an OEP plan can be obtained from the:

- "OEP Guide" published by GSA
- OSHA's web site at [www.osha-slc.gov](http://www.osha-slc.gov).

Employees shall receive periodic training on how to evacuate the workplace in the event of an emergency (fire or bomb threat).

OEP shall be updated as needed.

**\*--26 Safety Education and Training Requirements for All Employees (Continued)--\***

**F Driver Training**

Office heads shall:

- provide an annual training program for employees who drive on official business
- give drivers who have been involved in violations or accidents, training in the action that contributed to the violations or accidents
- **not** charge leave to employees taking driving courses at the direction of their supervisor, including travel to and from the training site.

**Note:** Training should include proper use of seat belts and improper use of cellular phones while operating a motor vehicle.

**G First Aid and CPR Training**

Office heads shall:

- offer OSHA compliance First Aid and CPR training to all employees including those who need recertification
- post in a central location on all floors, names and locations of employees who are certified first aid and CPR providers.

**Note:** Employees who receive First Aid and CPR certification may on a voluntary basis, provide services during an emergency.



**27 Health Facilities and First Aid Rooms****A Health Unit Facilities**

Many Field Offices have health units. Offices with **no** health units may:

- justify participation in a facility sponsored and operated by a Federal Government Agency
- use Federal health facilities if available and convenient to employees
- send agreements for participation to HRD annually upon request.

**B Health Units Operated by FFAS**

For maintaining employees health and morale, State and County Offices may provide health units where there are 50 or more employees.

State and County Offices may justify sponsoring and operating a health facility if FFAS has the largest number of employees and other Federal Government Agencies or Departments have agreed to participate.

Before arriving at a decision to establish a health facility, consider:

- community health and medical facilities
- availability of physicians
- hazards of work involved
- accident experience
- possibility of decreasing sick leave
- higher efficiency through health counseling
- promotion of morale
- maintenance of better personnel relations.

If a decision to provide a health facility has been made, send supporting documentations to HRD.

**27 Health Facilities and First Aid Rooms (Continued)****C Agreements for Participation in Federal Employee's Health Units**

Agreements for participation must be:

- in writing
- signed by responsible official of the other Agency
- reviewed by HRD before approval.

For approval, agreements for participation must be sent to:

- Director, HRD, if Federal facilities are used
- DAM through HRD, if non-Federal are facilities used.

**D Billings and Renewals of Agreements**

In FFAS-sponsored health facilities, KC will bill participating agencies.

State and County Offices shall have sponsoring agency bill KC for payment of FFAS pro rata share.

**Note:** County Offices will have bills sent to them for payment by the sponsoring agency.

Send all renewals to HRD according to subparagraph C.



**27 Health Facilities and First Aid Rooms (Continued)****E Using Health Unit**

Employees who:

- become ill during their prescribed workday may use the health unit or first-aid room, but may **not** remain in the facility for more than 1 hour with **no** charge to leave
- are too ill to return to duty may be sent home by a supervisory nurse or appropriate official
- are under doctor's orders (required to rest for specific periods) shall use leave (sick, annual, or LWOP) for the entire period of absence.

Following are examples of services provided in the health room:

- first aid and general medical assistance
- referral (to physician and dentist)
- preventive program relating to health (health screening)
- immunization and allergy shots.

**F First Aid Room/Kit**

Offices shall proceed as follows, where medical personnel and health units are **not** available:

- designate a room or area where first aid items are available and assistance can be given
- maintain a 24-unit first aid kit approved by the American Red Cross.
  - Inform employees of the location of the kit and its contents.
  - Periodically inspect the first aid kit to ensure that a sufficient quantity of items are available.

**Note:** Order necessary items before exhausting them.

## 28 Preventive Health Programs

### A Basic Provision

FFAS supports employee preventive health programs. Employees participation in programs and activities can improve health, morale, and productivity.

Preventive health services are offered to healthy individuals to help prevent disease, identify risk for disease, or detect disease in early, most treatable stages. Support to those who have specific health problems and diseases shall be made available to all employees.

Office heads shall promote health and wellness programs, events, and activities throughout the year.

Programs shall:

- identify goals and objectives for the workplace
- target key lifestyle traits that employees can change to improve health
- provide equal opportunities for employees regardless of age, sex, or grade level
- include provisions for employees with disabilities.

### B Program Requirements

Minimum wellness program requirements shall include health-related activities and the following information:

- screenings (blood pressure, cholesterol, cancer)
- seminars (stress management, nutrition, preventing and detecting cancer)
- health risk assessment
- intervention program (smoking cessation).

### C Exposure to Contagious Disease

Employees who are afflicted with a contagious disease or reside in a location where a disease may exist shall **not** report to work until a satisfactory medical certificate has been presented to their supervisor and employing office.

If an employee is afflicted with pulmonary tuberculosis, the employee shall contact the employing office immediately for instructions.

**28 Preventive Health Programs (Continued)****D Healthy Lifestyle Changes for Employees**

Making healthy lifestyle changes priority, enables employees to live longer and feel better. Following are ways employees can promote healthy lifestyles to help prevent diseases and improve health:

- develop good eating habits
- eat suggested foods provided on the USDA Food Pyramid approved by Health and Human Services daily

**Note:** Obtain a Food Pyramid on line at: [www.usda.gov/cnpp/pymid.gif](http://www.usda.gov/cnpp/pymid.gif).

- become physically active (participate in an exercise program or take daily walks)
- participate in health screening (cancer, diabetics, heart) to help prevent and detect diseases
- discontinue use of tobacco products, drugs, and excessive drinking.

**Note:** Employees should consult their physicians before making lifestyle decisions referenced in this paragraph.

**E Employee Participation in Health and Wellness Activities**

Office heads shall allow employees:

- official time to participate in physical activities to help meet job-related medical standards or physical requirements
- short periods of excused absences to participate in officially authorized special or one-time educational or awareness programs, such as:
  - Federal Fitness Day activities
  - a medical fitness screening procedure as part of joining a fitness program, or an Agency-sponsored health fair

## 28 Preventive Health Programs (Continued)

### E Employee Participation in Health and Wellness Activities (Continued)

- a smoking cessation program (6-8 week program once during employees life time) approved by the agency

**Note:** See 17-PM for policy covering excused absence to participate in Health Services and Screening.

- encouraging employees to use non-duty time (lunch period, before or after work) to participate in health and fitness activities that take place over extended or indefinite periods, such as use of fitness centers, running, aerobic classes.

### F Using Appropriated Funds

Funds may be appropriated for the following:

- establishing fitness facilities
- purchasing equipment and supplies
- holding health-related events (health fairs, seminars) activities
- obtaining health and wellness information (publications, booklets, and manuals).

**Note:** All offices shall ensure that safety and health program funds are used to promote health and wellness for their employees.

### G Methods of Funding Health Programs

Employee health programs may be funded as follows:

- fully by the Agency
- by employee contributions
- by a combination of employees' fees and Agency funding.

**Note:** The extent to which the Agency pay for such services depends on budget, employee needs, and the Agency.

### H Methods of Providing Health Programs

Health Programs may be provided through 1, or a combination of the following:

- agency
- contractor
- interagency agreement
- Cooperative Administrative Support Unit
- non-profit employee association
- volunteer services
- health unit
- off-site health facility.

## 28 Preventive Health Programs (Continued)

### I Liability

Employees may file workers' compensation claims through the Department of Labor if injured while participating in an agency sponsored fitness program.

Injuries and occupational diseases arising from participation in an agency-sponsored physical fitness program are compensable under the Federal Employees Compensation Act, 5 U.S.C. 8108, et seq.

### J Fitness Weight Management and Nutrition Program

Employees are encouraged to:

- use onsite or local fitness centers to participate in physical activities
- attend events and activities related to fitness, nutrition, and weight management.

### K Smoking Cessation Program

Office heads shall offer help to employees who want to stop smoking. Suggestions may be made on how to provide help. Funds may be made available to pay for an employee's smoking cessation session (6- to 8-week program) approved by the following organizations:

- American Lung Association
- American Heart Association.

**Note:** Employees who fail to complete a session may be required to reimburse the Agency.

Office heads shall contact HRD, EPB at 202-401-0683 to obtain additional information about coordinating a smoking cessation program at their location.

**28 Preventive Health Programs (Continued)****L Promoting Health and Wellness for Employees**

Office heads may promote health and wellness for employees by:

- conducting annual surveys to find the health and wellness needs and interests of employees

**Note:** Survey results may help office heads determine needs to improve employee health, productivity, and morale.

- coordinating and holding health and wellness events (seminar, health fair, screening, 1-hour brown bag seminar)
- inviting outside speakers

**Note:** Coordinate and hold health fairs and screening, if **no** health units available to coordinate the event.

- creating and distributing quarterly newsletters
- sharing information through e-mail messages
- developing a health and wellness web page
- sharing self-help and self-care materials
- establishing a calendar of health observations to share information and hold events
- promoting (EAP) to help with behavioral changes (health issues and concerns).

**28 Preventive Health Programs (Continued)****M Resources for Preventive Health Services**

The following are some Federal agencies that provide guidance, technical assistance, pamphlets, forms, and manuals related to health services and issues.

- Office of Safety and Health Administration: [www.osha.gov](http://www.osha.gov)
- Office of Personnel Management: [www.opm.gov](http://www.opm.gov)
- Agency for Healthcare Research and Quality: [www.ahrq.gov](http://www.ahrq.gov)
- Center for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)
- Division of Nutrition and Physical Activity: [www.cdc.gov/maso/pdf/dnpd.pdf](http://www.cdc.gov/maso/pdf/dnpd.pdf)
- Federal Occupational Health: [www.foh.dhhs.gov](http://www.foh.dhhs.gov)
- National Cancer Institute: [www.nci.nih.gov](http://www.nci.nih.gov)
- National Heart, Lung, and Blood Institute Information Center: [www.nhlbi.nih.gov](http://www.nhlbi.nih.gov)
- Office of Disease Prevention and Health Promotion: [www.odphp.osophs.dhhs.gov](http://www.odphp.osophs.dhhs.gov)
- Office of Health and Human Services: [www.hhs.gov](http://www.hhs.gov)

The following are some non-Federal organizations that provide guidance, resources, and technical assistance related to employee health and well-being.

- American Cancer Society: [www.cancer.org](http://www.cancer.org)
- American Heart Association: [www.aha.org](http://www.aha.org)
- American Lung Association: [www.alh.org](http://www.alh.org)
- American Red Cross: [www.redcross.org](http://www.redcross.org)
- Healthfinder: [www.healthfinder.org](http://www.healthfinder.org)

**\*--29 Pandemic and Avian Flu**

**A Definition of Pandemic Flu**

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness.

**B Definition of Avian Flu**

Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds.

**C Helpful Information**

The following are web sites that provide helpful information about pandemic and avian flu for employees:

- OPM pandemic influenza information at [https://www.opm.gov/pandemic/pandemic\\_guide/index.asp](https://www.opm.gov/pandemic/pandemic_guide/index.asp)
- <http://www.cdc.gov/flu/avian/gen-info/qa.htm>
- [www.pandemicflu.gov](http://www.pandemicflu.gov)
- [www.opm.gov](http://www.opm.gov)
- [www.usda.gov](http://www.usda.gov)
- [www.osha.gov](http://www.osha.gov)
- [www.hhs.gov](http://www.hhs.gov).

**D Emergency Contacts**

In the event of a pandemic or avian flu outbreak that affects the workplace, supervisors shall keep employees updated on issues, concerns, and policy administration.

**Note:** Employees shall ensure that current emergency contact information is on file for use in the event of an emergency.--\*



**Reports, Forms, Abbreviations, and Redelegations of Authority**

**Reports**

None

**Forms**

This table lists all forms referenced in this handbook.

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
CA-1	Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation		2, 3
CA-2	Notice of Occupational Disease and Claim for Compensation		2, 3
FFAS-15	Fatality and Serious Incident Report		Ex. 4
OSHA 300	Log of Work-Related Injuries and Illnesses		3, 4.5, 6, Ex. 14
OSHA 300A	Summary of Work-Related Injuries and Illnesses		3
OSHA 301	Injury and Illness Incident Report		3, Ex. 4
OSHA 3165	Job Safety and Health Poster		3

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

<b>Approved Abbreviation</b>	<b>Term</b>	<b>Reference</b>
CDSHO	Collateral Duty Safety and Health Officer	3, 26, Ex. 14, 15
EAP	Employee Assistance Program	2, 28
EPB	Employee Programs Branch, HRD	3, 28, Ex. 2, 4
FECA	Federal Employees Compensation Act	2
OSHA	Occupational Safety and Health Administration	1-4, 6, 7, 25, 26, Ex. 4, 5, 7, 9, 14, 15
OWCP	Office of Workers Compensation Program	3, Ex. 8
OEP	Occupant Emergency Plan/Fire Prevention	26

**Re delegations of Authority**

None



## Definitions of Terms Used in This Handbook

### \*--Avian Flu

Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds.--\*

### Employee

An employee is any individual employed by FSA, RMA, and FAS (headquarters only).

**Note:** A County Committeeman is **not an employee**.

### \*--Employee Representatives

Employee representatives are employees of the Agency who are representatives of employee groups, such as labor organizations.

**Examples:** Examples of labor organizations are the following:

- American Federation of State, County, and Municipal Employees
- American Foreign Service Association
- National Federation of Federal Employees
- National Treasury Employees Union.--\*

### Local Standards

Local standards are standards issued locally for hazardous operations that are **not** covered by national standards.

### National Standards

National standards are standards that apply to all FFAS Offices. Offices may supplement these standards.

**Definitions of Terms Used in This Handbook (Continued)**

**Office Head or Supervisor**

An office head or supervisor is any person occupying or acting in a position.

**Example:**

Location	Office Head of Supervisor
National Offices	<ul style="list-style-type: none"> <li>• Deputy Administrator</li> <li>• Assistant Deputy Administrator</li> <li>• Associate Administrator</li> <li>• Director</li> <li>• Deputy Director of Staffs and Divisions</li> </ul>
<p><b>Field Offices</b></p> <ul style="list-style-type: none"> <li>• State Offices</li> <li>• Kansas City and St. Louis Offices</li> <li>• APFO</li> <li>• County Offices</li> <li>• RMA Compliance/Regional Service Office</li> </ul>	<ul style="list-style-type: none"> <li>• SED</li> <li>• Director, Deputy Director</li> <li>• Director</li> <li>• CED</li> <li>• Director, Deputy Director</li> </ul>

**\*--Pandemic Flu**

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness.--\*

**Safety Officer**

The following are examples of Safety Officers:

- \*--Designee, EPB, HRD, Washington, DC--\*
- Designee, Administrative Services Division, KC
- Administrative Officer, State Office
- CED, County Office
- Director, RMA Regional Service, Compliance Office.

**Reporting Employee Fatality and Hospitalization (Work-Related Incidents)**

Office heads or designees shall proceed as follows:

- within 8 hours after the death of any employee hospitalization of 3 or more employees as a result of a work-related incident, provide an **oral report** using FFAS-15 to the OSHA Regional or Area Office nearest them by calling either of the following:
  - the applicable number is in FFAS-15
  - 1-800-321-OSHA (6742)
- report each fatality or hospitalization of 3 or more employees which occurs within 30 calendar days of an incident

**Note:** If the office head or designee does not learn of a reportable incident at the time it occurs, notify OSHA within 8 hours of learning about the incident.

- \*--immediately after reporting to OSHA; **FAX** a completed copy of FFAS-15 to HRD, EPB, Attn: Safety Officer. The FAX number is 202-205-9146.--\*

**Note:** The County Office shall **FAX** the State Office a copy of FFAS-15 after reporting to OSHA. The State Office shall review and FAX to HRD. HRD will FAX to OHRM, Safety, Health and Welfare Division, for further action.



**Federal OSHA Standards That Mandate Training**

<b>Specific Federal OSHA Standards That Mandate Training</b>	
Occupant Emergency Plan	29 CFR 1910.38
Fire Prevention Plan	29 CFR 1910.38
Operations of Powered Platform	29 CFR 1910.66
Hearing Protection	29 CFR 1910.95
Ionizing Radiation	29 CFR 1910.96
Storage of Flammable and Combustible Liquids	29 CFR 1910.106
Explosives or Blasting Agents	29 CFR 1910.109
Storage and Handling of LP Gases	29 CFR 1910.110
Process Safety Management of Highly Hazardous Chemicals	29 CFR 1910.119
Hazardous Waste Operations and Emergency Response	29 CFR 1910.120
Respiratory Protection	29 CFR 1910.134
Accident Prevention Signs and Tags	29 CFR 1910.145
Permit Required Confined Space	29 CFR 1910.146
Control of Hazardous Energy	29 CFR 1910.147
Medical Service and First Aid	29 CFR 1910.151
Fire Brigades	29 CFR 1910.156
Portable Fire Extinguishers	29 CFR 1910.157
Fire Extinguishing System(s)	29 CFR 1910.160
Servicing of Multi-Piece and Single-Piece Rim Wheels	29 CFR 1910.177
Powered Industrial Trucks	29 CFR 1910.178
Mechanical Power Presses	29 CFR 1910.217
Welding	29 CFR 1910.253
Electrical Safety-Related Work	29 CFR 1910.332
Toxic and Hazardous Substances	29 CFR 1910.1000
Blood Pathogens	29 CFR 1010.1030
Hazard Communication	29 CFR 1910.1200





**Contacts for Obtaining Safety and Health Materials and Information**

Use the following suggested contacts for obtaining publications, pamphlets, laws, and regulations.

<b>Office</b>	<b>Contact</b>
Office of Safety and Health Administration Management (OSHA)	<a href="http://www.osha.gov">www.osha.gov</a>
Government Printing Office (GPO)	<a href="http://www.gpo.gov">www.gpo.gov</a>
General Services Administration (GSA)	<a href="http://www.gsa.gov">www.gsa.gov</a>
National Safety Council	<a href="http://www.nsc.gov">www.nsc.gov</a>
Department of Labor (DOL)	<a href="http://www.dol.gov">www.dol.gov</a>



**OWCP Offices**

<p><b>Boston</b> U.S. Department of Labor, ESA/OWCP JFK Federal Office Building, Room E-260 Boston, Massachusetts 02203 617-624-6600 FAX 617-684-6605</p>	<p><b>Kansas City</b> U.S. Department of Labor, ESA/OWCP City Center Square 1100 Main Street, Suite 750 Kansas City, Missouri 64105 816-502-0301 FAX 816-502-0314</p>
<p><b>New York</b> U.S. Department of Labor, ESA/OWCP 201 Varick Street, Room 740 New York, New York 10014 646-264-3000 FAX 646-264-3006</p>	<p><b>Denver</b> U.S. Department of Labor, ESA/OWCP 1999 Broadway, Suite 600 Denver, Colorado 80202 720-264-3000 FAX 720-264-3043</p>
<p><b>Philadelphia</b> U.S. Department of Labor, ESA/OWCP Curtis Center, Suite 715 East 170 South Independence Mall West Philadelphia, Pennsylvania 19106-3308 215-861-5481 FAX 215-861-5454</p>	<p><b>San Francisco</b> U.S. Department of Labor, ESA/OWCP P.O. Box 193769 San Francisco, California 94119-3769 415-848-6700 FAX 415-848-6830</p>
<p><b>Jacksonville</b> U.S. Department of Labor, ESA/OWCP 214 North Hogan Street, Suite 1006 Jacksonville, Florida 32202 904-357-4777 FAX 904-357-4741</p>	<p><b>Seattle</b> U.S. Department of Labor, ESA/OWCP 1111 Third Avenue, Suite 650 Seattle, Washington 98101-3212 206-398-8100 FAX 206-398-8250</p>
<p><b>Cleveland</b> U.S. Department of Labor, ESA/OWCP 1240 East Ninth Street, Room 851 Cleveland, Ohio 44199 216-357-5100 FAX 216 357-5378</p>	<p><b>Dallas</b> U.S. Department of Labor, ESA/OWCP 525 South Griffin Street, Room 100 Dallas, Texas 75202 972-850-2300 FAX 972-850-2310</p>
<p><b>Chicago</b> U.S. Department of Labor, ESA/OWCP 230 South Dearborn Street, 8th Floor Chicago, Illinois 60604 312-596-7157 FAX 312-596-7145</p>	<p><b>National Operations Office</b> U.S. Department of Labor, ESA/OWCP 800 North Capital Street, NW Suite 800 Washington, D C 20211 202-513-6800 FAX 202-513-680</p>



**OSHA Regional and Area Offices**

**A Regional Offices**

<p><b>Region I</b> Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont John F. Kennedy Federal Building Room E340 Boston, Massachusetts 02203 617-565-9860</p>	<p><b>Region VI</b> Arkansas, Louisiana, New Mexico, Oklahoma, Texas 525 Griffin Street Room 602 Dallas, Texas 75202 214-767-4731</p>
<p><b>Region II</b> New Jersey, New York, Puerto Rico, Virgin Islands 201 Varick Street Room 670 New York, New York 10014 212-337-2378</p>	<p><b>Region VII</b> Iowa, Kansas, Missouri, Nebraska City Center Square 1100 Main Street Suite 800 Kansas City, Missouri 64105 816-426-5861</p>
<p><b>Region III</b> District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, West Virginia 3535 Market Street Gateway Building Suite 2100 Philadelphia, Pennsylvania 19104 215-596-1201</p>	<p><b>Region VIII</b> Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming 1999 Broadway Suite 1690 Denver, Colorado 80202-5716 303-844-1600</p>
<p><b>Region IV</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee 1375 Peachtree Street, NE Suite 587 Atlanta, Georgia 30367 404-347-3573</p>	<p><b>Region IX</b> Arizona, California, Guam, Hawaii, Nevada 71 Stevenson Street San Francisco, California 94105 415-975-4310 800-475-4019 Technical Assistance 800-475~4020 Complaints 800-475-4022 Publications 415-975-4319 Fax</p>
<p><b>Region V</b> Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin 230 South Dearborn Street Room 3244 Chicago, Illinois 60604 312-353-2220</p>	<p><b>Region X</b> Alaska, Idaho, Oregon, Washington 1111 Third Avenue Suite 715 Seattle, Washington 98101-3212 206-553-5930</p>

**OSHA Area Offices (Continued)**

**B Area Offices**

Albany, New York 518-464-6742	Houston North, Texas 713-591-2438
Albuquerque, New Mexico 505-766-3411	Houston South, Texas 713-286-0583
Allentown, Pennsylvania 610-776-0592	Indianapolis, Indiana 317-226-7290
Anchorage, Alaska 907-271-5152	Jackson, Mississippi 601-965-4606
Appleton, Wisconsin 414-734-4521	Jacksonville, Florida 904-232-2895
Austin, Texas 512-482-5783	Kansas City, Missouri 816-426-2756
Avenel, New Jersey 908-750-3270	Lansing, Michigan 517-377-1892
Baltimore, Maryland 410-962-2840	Little Rock, Arkansas 501-324-6291
Bangor, Maine 207-941-8177	Lubbock, Texas 806-743-7681
Baton Rouge, Louisiana 504-389-0474	Madison, Wisconsin 608 264-5388
Bayside, New York 718-279-9060	Marlton, New Jersey 609-757-5181
Bellevue, Washington 206-553-7520	Methuen, Massachusetts 617 565-8110
Billings, Montana 406-657-6649	Milwaukee, Wisconsin 414-297-3315
Birmingham, Alabama 205-731-1534	Minneapolis, Minnesota 612-348-1994
Bismarck, North Dakota 701-250-4521	Mobile, Alabama 334-441-6131
Boise, Idaho 208-334-1867	Nashville, Tennessee 615-781-5423

**OSHA Regional and Area Offices (Continued)**

**B Area Offices (Continued)**

Bowmansville, New York 716-684-3891	New York, New York 212-466-2481
Bowmansville, New York 716-684-3891	Norfolk, Virginia 804-441-3820
Braintree, Massachusetts 617-565-6924	North Aurora, Illinois 708-896-8700
Bridgeport, Connecticut 203-579-5581	Oklahoma City, Oklahoma 405-231-5351
Calumet City, Illinois 708-891-3800	Omaha, Nebraska 402-221-3182
Carson City, Nevada 702-885-6963	Parsippany, New Jersey 201-263-1003
Charleston, West Virginia 304-347-5937	Peoria, Illinois 309-671-7033
Cincinnati, Ohio 513-841-4132	Philadelphia, Pennsylvania 215-597-4955
Cleveland, Ohio 216-522-3818	Phoenix, Arizona 602-640-2006
Columbia, South Carolina 803-765-5904	Pittsburgh, Pennsylvania 412-644-2903
Columbus, Ohio 614-469-5582	Portland, Oregon 503 326-2251
Concord, New Hampshire 603-225-1629	Providence, Rhode Island 401-528-4669
Corpus Christi, Texas 512-888-3420	Raleigh, North Carolina 919-856-4770
Dallas, Texas 214-320-2400	Sacramento, California 916-566-7470

**OSHA Regional and Area Offices (Continued)**

**B Area Offices (Continued)**

Denver, Colorado 303-844-5285	Salt Lake City, Utah 801-524-5080
Des Moines, Iowa 515-284-4794	San Diego, California 619-557-2909
Des Plaines, Illinois 708-803-4800	Savannah, Georgia 912-652-4393
Englewood, Colorado 303-843-4500	Smyrna, Georgia 404-984-8700
Erie, Pennsylvania 814-833-5758	Springfield, Massachusetts 413-785-0123
Fort Lauderdale, Florida 305-424-0242	St. Louis, Missouri 314-425-4249
Fort Worth, Texas 817-428-2470	Syracuse, New York 315-451-0808
Frankfort, Kentucky 502-227-7024	Tampa, Florida 813-626-1177
Harrisburg, Pennsylvania 717-782-3902	Tarrytown, New York 914-524-7510
Hartford, Connecticut 203-240-3152	Toledo, Ohio 419-259-7542
Hasbrouck Heights, New Jersey 201-288-1700	Tucker, Georgia 404-493-6644
Hato Rey, Puerto Rico 809-766-5457	Westbury, New York 516-334-3344
Honolulu, Hawaii 808-541-2685	Wichita, Kansas 316-269-6644
	Wilkes-Barre, Pennsylvania 717-826-6538



**Office Safety Checklist**

No.	Checklist	Yes	No
1	Is there an active safety and health program in operation?		
2	Is 1 person responsible for overall activities of the safety and health program?		
3	Is there a procedure for handling complaints about safety and health?		
4	Do you know how to locate the nearest doctor or hospital?		
5	Are emergency numbers posted?		
6	Are first aid kits accessible to each work area?		
7	Are you familiar with first aid procedures in case of an emergency		
8	Are work areas clean and orderly?		
9	Are floor surfaces clean, dry, level and in good condition?		
10	Are carpets well secured to floor and <b>free</b> of worn or frayed seams?		
11	Are aisles and doorways free from obstructions to permit visibility and movement?		
12	Are there sufficient exits to permit prompt escape in case of an emergency?		
13	Are all exits marked and visible?		
14	Are emergency exits adequately lighted and <b>free</b> of debris?		
15	Do you know where emergency exits are and how to reach them?		
16	Are stairways in good condition and covered with skid-resistant materials?		
17	Do you know where fire extinguishers are and how to use them?		
18	Do you know where fire alarms are?		
19	Are you familiar with fire evacuation procedures for your building and what to do in case of fire in your area?		
20	Are electrical appliances and equipment in good condition and properly grounded?		
21	Are a sufficient number of outlets available to eliminate overloading of circuits?		

**Office Safety Checklist (Continued)**

No.	Checklist	Yes	No
22	Are file cabinets arranged so that drawers do <b>not</b> open into aisles? Can only 1 drawer open at a time?		
23	Are chairs in good condition with <b>no</b> loose casters?		
24	Is your desk <b>free</b> from cluttered books or materials?		
25	Is furniture <b>free</b> from sharp edges, points, and splinters?		
26	Are all belts, wheels, fans, and other dangerous moving parts of machinery guarded?		
27	Is your office equipped with a step stool or ladder so that you can safely reach overhead objects?		
28	Are you familiar with the correct way to use a ladder?		
29	Are all office tools (pens, scissors, staplers, etc.) kept in their proper places?		
30	Are photocopying machines placed in well-ventilated rooms away from workers desk?		
31	Are machines serviced routinely?		
32	Are you properly trained in the safe use of photocopying machines?		
33	If you work with hazardous substances such as cleaning fluids, are you aware of the related hazards?		
34	Are hazardous substances properly stored?		
35	Is smoking only permitted in designated, separated, and well-ventilated areas?		
36	Are work areas properly illuminated?		
37	Does the ventilation system deliver quality indoor air?		
38	Are noise levels within acceptable levels?		
39	If you use a Video Display Terminal (VDT), are the keyboard, table, screen, and chair adjustable?		
40	For VDT users, are work breaks and variation of tasks incorporated into work schedules?		
41	Are you trained in proper lifting techniques?		

## \*--Safety and Health Training Through AgLearn

### 1 Overview

#### A Background

FSA has identified a variety of web-based basic safety and health training developed by OSHA.

Employees shall obtain safety and health training to help:

- provide a safe and healthy workplace
- meet performance management requirements.

**Note:** This training is for permanent and temporary employees with access to AgLearn.

#### B Purpose

This exhibit:

- announces both **mandatory** and optional web-based safety and health training for all employees, including managers, supervisors, and CDSHO's
- announces timeframes for completing training through AgLearn

**Note:** See paragraph 5 of this exhibit.

- provides guidance on completing the safety and health training.

### 2 Safety and Health Training for Employees

#### A About the Safety and Health Training Courses

The training courses:

- will help employees recognize basic safety and health hazards
- promote awareness in the workplace
- take 1 to 5 hours to complete.

Employees:

- can start, stop, and continue the training at anytime
- must pass with a score of at least 70 percent
- can verify completion of training by viewing AgLearn "Learning History".--\*

**\*--Safety and Health Training Through AgLearn (Continued)**

**2 Safety and Health Training for Employees (Continued)**

**B Mandatory “Workplace Safety Training” Course**

All FAS, FSA, and RMA employees, including managers, supervisors, and CDSHO’s, are **required** to complete the 1-hour course, “**Workplace Safety Training**”, by **December 30, 2008**.

**Exception:** Managers and supervisors in the National Office who completed the 4-hour formal FSA-sponsored safety and health training for managers and supervisors in FY 2007 and FY 2008 are **not** required to complete the mandatory “Workplace Safety Training”.

New employees shall complete the “**Workplace Safety Training**” within 90 calendar days of their employment date.

**C Optional Safety and Health Training Courses**

FAS, FSA, and RMA employees may choose applicable training courses in paragraph 5 of this exhibit that will help promote a safe and healthy environment for workplaces they oversee. Training will be available until **December 30, 2008**.

**D Employee Responsibilities**

FAS, FSA, and RMA employees shall complete training according to subparagraphs B and C.

**E Manager and Supervisor Responsibilities**

FAS, FSA, and RMA managers and supervisors shall:

- assist employees in identifying training that is applicable to their job or workplace
- ensure that employees take applicable training according to subparagraphs B and C.--\*

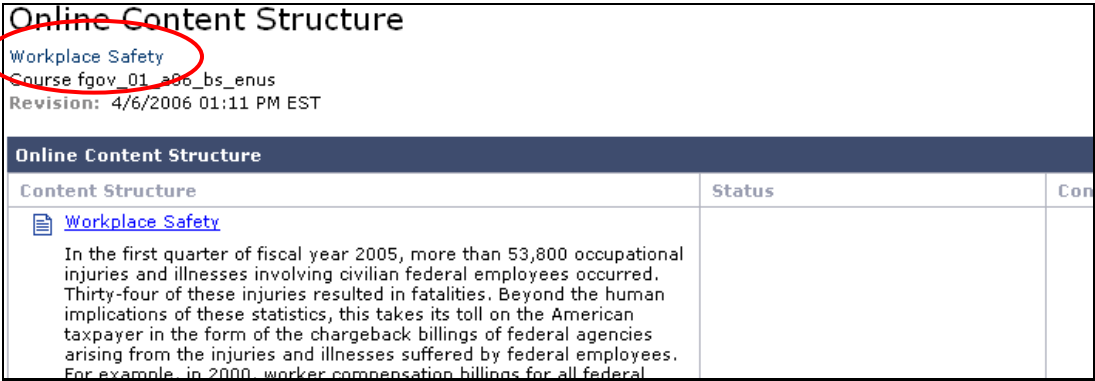
**\*--Safety and Health Training Through AgLearn (Continued)**

**3 Accessing Training Through AgLearn**

**A Mandatory Workplace Safety Training**

Access the AgLearn Home Page at <http://www.aglearn.usda.gov> to complete the “Workplace Safety Training”.

**Note:** Users that have pop-up blockers should turn them off to run training courses.

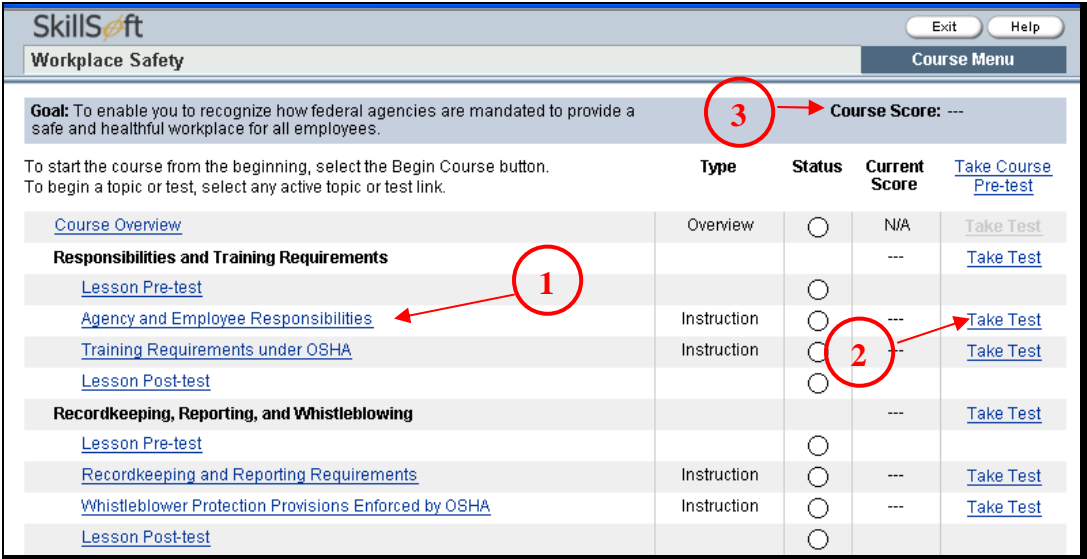
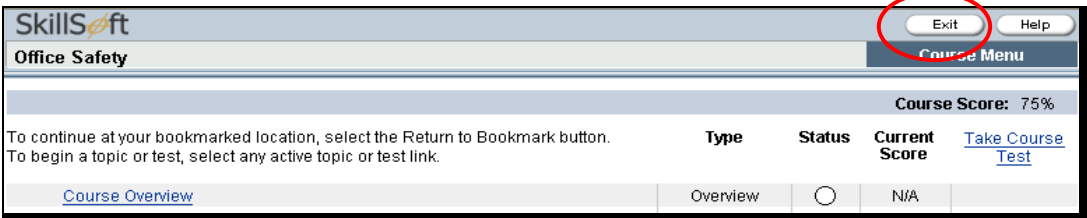
Step	Action
1	Go to <a href="http://www.aglearn.usda.gov">http://www.aglearn.usda.gov</a> and CLICK “ <b>Learner Login</b> ”.
2	On the Warning Screen, CLICK “ <b>Continue</b> ” to access the eAuthentication Login Screen. Enter the user ID and password and CLICK “ <b>Login</b> ”.
3	CLICK “ <b>Learning</b> ” and navigate to “ <b>Workplace Safety</b> ”. If “ <b>Workplace Safety</b> ” is: <ul style="list-style-type: none"> <li>• displayed, go to step 5</li> <li>• <b>not</b> displayed, go to step 4.</li> </ul>
4	Contact the AgLearn Administrator to have “ <b>Workplace Safety</b> ” loaded on the user’s learning plan.  <b>Note:</b> The AgLearn Administrator can use the Manage User Needs and assign <b>fgov_01_a06_bs_enus</b> .
5	CLICK “ <b>Launch Content</b> ”.
6	CLICK “ <b>Workplace Safety</b> ”.
	
7	At the Security Alert, CLICK “ <b>Yes</b> ”.
8	CLICK “ <b>Play this Course</b> ”.
9	CLICK “ <b>Play the Standard version of this course</b> ”.
10	SkillSoft Player will pop up and “Please Wait” will be displayed at the bottom of the screen. After 1 or 2 minutes, “ <b>Workplace Safety</b> ” will be displayed.
11	Read “ <b>Conditions of Self-Monitored Training</b> ” and then CLICK “ <b>Yes</b> ” or “ <b>No</b> ”.

--\*

\*--Safety and Health Training Through AgLearn (Continued)

3 Accessing Training Through AgLearn (Continued)

A Mandatory Workplace Safety Training (Continued)

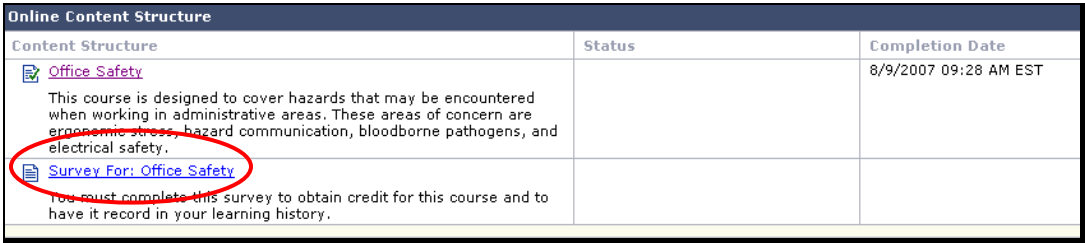
Step	Action
12	<p>Users shall click each section displayed on the left (circle item 1) to review the material before users CLICK “Take Test” (circle item 2). When user has completed each topic and taken the tests, look at “Course Score” (circle item 3). Users <b>must</b> score at least 70 percent.</p> <p><b>Note:</b> Users can stop and start at any section.</p> 
13	<p>When users have obtained at least 70 percent, CLICK “Exit”.</p> 
14	<p>The question, “Do you really want to exit the SkillSoft Player?”, will be displayed. CLICK “Yes”.</p>
15	<p>CLICK “Return to Content Structure”.</p>

--\*

\*--Safety and Health Training Through AgLearn (Continued)


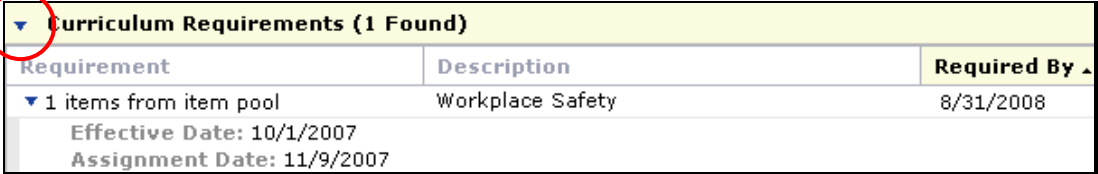
3 Accessing Training Through AgLearn (Continued)

A Mandatory Workplace Safety Training (Continued)

Step	Action
16	<p>When users have completed “Workplace Safety”, they will need to complete a survey. CLICK “Survey For: Office Safety”.</p> 
17	<p>CLICK “Learning History” to verify that “Workplace Safety” has been completed and recorded. If users do <b>not</b> see “Workplace Safety” listed in their learning history, contact the AgLearn Administrator.</p>

B Completing Optional Safety and Health Courses

This table provides instructions for completing optional safety and health training courses.

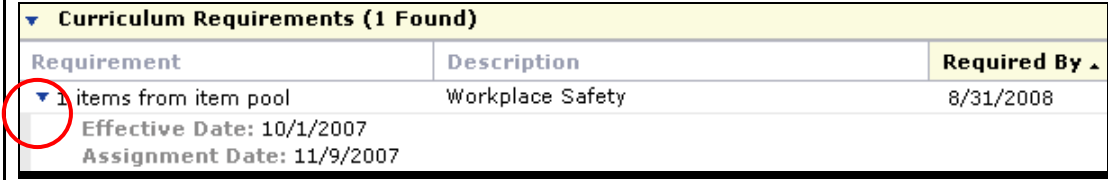
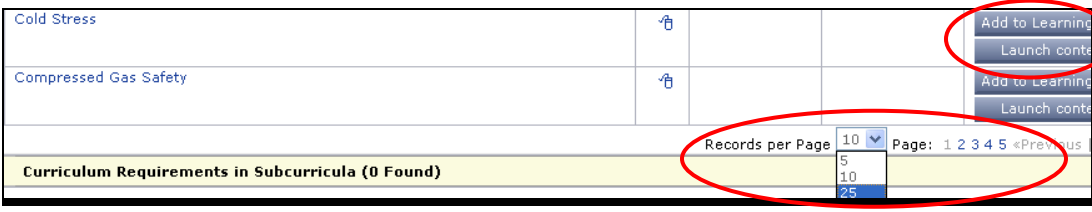

Step	Action
1	<p>CLICK “Learning” and CLICK “Curriculum Status”.</p> 
2	<p>CLICK “▼” next to “Curriculum Requirements” to display courses available.</p> 

--\*

\*--Safety and Health Training Through AgLearn (Continued)

3 Accessing Training Through AgLearn (Continued)

B Completing Optional Safety and Health Courses (Continued)

Step	Action												
3	<p>CLICK “▼” next to “1 items from item pool”.</p>  <table border="1"> <thead> <tr> <th colspan="3">Curriculum Requirements (1 Found)</th> </tr> <tr> <th>Requirement</th> <th>Description</th> <th>Required By ▲</th> </tr> </thead> <tbody> <tr> <td>▼ 1 items from item pool</td> <td>Workplace Safety</td> <td>8/31/2008</td> </tr> <tr> <td colspan="3">Effective Date: 10/1/2007 Assignment Date: 11/9/2007</td> </tr> </tbody> </table>	Curriculum Requirements (1 Found)			Requirement	Description	Required By ▲	▼ 1 items from item pool	Workplace Safety	8/31/2008	Effective Date: 10/1/2007 Assignment Date: 11/9/2007		
Curriculum Requirements (1 Found)													
Requirement	Description	Required By ▲											
▼ 1 items from item pool	Workplace Safety	8/31/2008											
Effective Date: 10/1/2007 Assignment Date: 11/9/2007													
4	<p>Locate the course the user wants to take. To view courses available, users can click the “Records per Page” drop-down box to change the number of courses to be displayed on each page and “Page” to view the next page of courses. When the user has found a course they want to take, CLICK “Launch Content” to begin or “Add to Learning Plan” to take later.</p>  <table border="1"> <tbody> <tr> <td>Cold Stress</td> <td>⌵</td> <td></td> <td></td> <td>Add to Learning Plan Launch Content</td> </tr> <tr> <td>Compressed Gas Safety</td> <td>⌵</td> <td></td> <td></td> <td>Add to Learning Plan Launch Content</td> </tr> </tbody> </table> <p>Records per Page: 10 (dropdown), Page: 1 2 3 4 5 «Previous</p> <p>Curriculum Requirements in Subcurricula (0 Found)</p>	Cold Stress	⌵			Add to Learning Plan Launch Content	Compressed Gas Safety	⌵			Add to Learning Plan Launch Content		
Cold Stress	⌵			Add to Learning Plan Launch Content									
Compressed Gas Safety	⌵			Add to Learning Plan Launch Content									
5	<p>CLICK “Curriculum Status”. A checkmark will be displayed if the training has been completed. If a checkmark is <b>not</b> displayed and the user has completed the course, contact the AgLearn Administrator.</p>  <table border="1"> <thead> <tr> <th>Curriculum Status</th> </tr> <tr> <th>Curriculum Title</th> </tr> </thead> <tbody> <tr> <td>Workplace Safety &amp; Safety Courses</td> </tr> </tbody> </table>	Curriculum Status	Curriculum Title	Workplace Safety & Safety Courses									
Curriculum Status													
Curriculum Title													
Workplace Safety & Safety Courses													

C Reasonable Accommodations

Persons with disabilities who require accommodations to participate in this training should contact Bessy Plaza, HRD, Training and Development Branch by any of the following:

- telephone at 202-401-0365
- telephone-text-device (TTY) at 202-205-9057
- e-mail to [bessy.plaza@wdc.usda.gov](mailto:bessy.plaza@wdc.usda.gov).\*



**\*--Safety and Health Training Through AgLearn (Continued)**

**4 Contacts**

**A AgLearn Assistance**

For guidance or assistance with AgLearn, do any of the following:

- when online in AgLearn, CLICK “**Contact Us**” for Agency contact information
- contact the AgLearn Help Desk by either of the following:
  - e-mail at **aglearnhelp@genphysics.com**
  - telephone at 866-633-9394.

**B AgLearn Administrator or Training Office**

For questions about training, contact the AgLearn Administrator or training office according to this table.

<b>If located in...</b>	<b>THEN contact...</b>
FAS office	Nicole Tucker by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>nicole.tucker@wdc.usda.gov</b></li> <li>• telephone at 202-401-0366.</li> </ul>
FSA Kansas City, St. Louis, APFO, and State Office	<ul style="list-style-type: none"> <li>• Mark Nelson by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>mark.nelson@kcc.usda.gov</b></li> <li>• telephone at 816-926-3420</li> </ul> </li> <li>• TTY at 800-735-2966.</li> </ul>
FSA National and State Offices	<ul style="list-style-type: none"> <li>• Bessy Plaza by either of the following:                             <ul style="list-style-type: none"> <li>• e-mail to <b>bessy.plaza@wdc.usda.gov</b></li> <li>• telephone at 202-401-0365</li> </ul> </li> <li>• TTY at 800-735-2966.</li> </ul>
FSA County Offices	State AgLearn Coordinator.
any RMA office	Alex Christensen by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>alex.christensen@usda.gov</b></li> <li>• telephone at 202-690-5881.</li> </ul>

**Note:** See 6-IRM, Exhibits 16.5 through 16.8 for eAuthentication questions and assistance.--\*

**\*--Safety and Health Training Through AgLearn (Continued)**

**4 Contacts (Continued)**

**C Exhibit Information**

If users need additional information about this exhibit, contact Juliet McBride by any of the following:

- e-mail to [juliet.mcbride@wdc.usda.gov](mailto:juliet.mcbride@wdc.usda.gov)
- telephone at 202-401-0683
- TTY 202-205-9057.

**5 Health and Safety Training Courses**

**A Health and Safety Training Courses Available in AgLearn**

The following is a list of health and safety training courses available in AgLearn:

- Access to Medical and Exposure Records (SAH0401)
- Accident Investigation and Reporting (SAH0402)
- Accident Investigation and Reporting: SkillSim (SAH0400)
- Asbestos Awareness (SAH0403)
- Back Safety (SAH0404)
- Behavior-Based Safety for Supervisors (SAH0405)
- Bloodborne Pathogens (SAH0406)
- Carcinogen Safety (SAH0407)
- Chemical Process Safety (SAH0408)
- Chlorine Safety (esh\_sah\_a03\_sh\_enu)
- Cold Stress (SAH0409)
- Compressed Gas Safety Program (SAH0411)
- Computer Ergonomics (SAH0412)
- Confined Space Entry (SAH0414)
- Construction Safety Orientation (SAH0415)
- Cryogenic Safety (esh\_sah\_a04\_sh\_enu)
- Defensive Driving (SAH0417)
- Defensive Driving Techniques (SAH0418)
- Electrical Safety Awareness (SAH0419)
- Electrostatic Discharge Safety (esh\_sah\_a07\_sh\_enu)
- Emergency Disaster Preparedness (SAH0421)
- Emergency Response (SAH0422)
- Ergonomics Awareness (SAH0424)
- Fall Protection Awareness (SAH0425)
- Fire Prevention and Safety (SAH0427)--\*

**\*--Safety and Health Training Through AgLearn (Continued)**

**5 Health and Safety Training Courses (Continued)**

**A Health and Safety Training Courses Available in AgLearn (Continued)**

- First Aid—Automated External Defibrillator (SAH0428)
- First Aid—Basic (SAH0429)
- First Aid—CPR (SAH0431)
- First Aid—Medical Emergencies (SAH0432)
- Food Safety and Handling (esh\_sah\_a05\_sh\_enus)
- Forklift Safety (SAH0433)
- Hand and Power Tool Safety (SAH0434)
- Hazardous Material Management (SAH0109)
- Hazard Communication (SAH0435).

**B Hazardous Waste Operations and Emergency Response Annual 8-Hour Refresher Module**

The following is the hazardous waste operations and emergency response annual 8-hour refresher module:

- Decontamination (SAH0416)
- Emergency Response and Spill Control (SAH0423)
- Fire and Explosion Hazards (SAH0426)
- Hazard Communication (SAH0436)
- Heat and Cold Exposure Management (SAH0439)
- PPE/Respiratory Protection (SAH0464)
- Regulatory Overview (SAH0473)
- Site Control (SAH0477)
- Site Safety and Health Plan Procedures (SAH0478)
- Toxicology (SAH0482)
- Hearing Conservation (SAH0438)
- Heat Stress (SAH0441)
- Hot Work Permits (SAH0108)
- Hydrogen Sulfide (SAH0442)
- Indoor Hoisting and Rigging (SAH0443)
- Industrial Ergonomics (SAH0444)
- Job Hazard Analysis (SAH0445)
- Laboratory Safety (SAH0446)
- Ladder and Scaffolding Safety (SAH0447)
- Ladder Safety (SAH0448)
- Laser Safety Training (SAH0449)--\*

**\*--Safety and Health Training Through AgLearn (Continued)**

**5 Health and Safety Training Courses (Continued)**

**B Hazardous Waste Operations and Emergency Response Annual 8-Hour Refresher Module (Continued)**

- Lead and Cadmium Awareness (esh\_sah\_a02\_sh\_enus)
- Lead Awareness (SAH0451)
- Liquefied Petroleum Gas (LPG) Safety (SAH0453)
- Lockout/Tagout (SAH0452)
- Lockout/Tagout for Authorized Persons (esh\_sah\_a08\_sh\_enus)
- Machine Guarding Safety (SAH0454)
- Material Handling and Storage (SAH0455)
- Material Safety Data Sheets (SAH0456)
- Mold Awareness (esh\_sah\_a01\_sh\_enus)
- NFPA 1600 Business Continuity Programs (esh\_sec\_a02\_sh\_enus)
- NFPA 1600 Disaster/Emergency Management (esh\_sec\_a01\_sh\_enus)
- NFPA 70E Electrical Safety in the Workplace (esh\_sah\_a06\_sh\_enus)
- Non-Ionizing Radiation Safety (esh\_sah\_a09\_sh\_enus)
- Office Ergonomics (SAH0457)
- Office Safety (SAH0458)
- OSHA 300 Recordkeeping (SAH0459)
- Portable Fire Extinguishers (SAH0462)
- Powered Industrial Truck Safety (SAH0463)
- PPE: Personal Protective Equipment (SAH0461)
- PPE: Body Protection (SAH0465)
- PPE: Eye and Face Protection (SAH0466)
- PPE: Foot and Leg Protection (SAH0467)
- PPE: Hand Protection (SAH0468)
- PPE: Head Protection (SAH0469)
- Radiation Safety (SAH0471)
- Regulatory Information (SAH0472)
- Respiratory Protection (SAH0474)
- Safe Work Practices (SAH0475)
- Signs and Tags (SAH0476)
- Slips, Trips, and Falls (SAH0479)
- Trenching and Excavation Safety (SAH0483)
- Tuberculosis: Prevention and Control (SAH0484)
- Welding, Cutting, and Brazing (SAH0485)
- Workplace Safety Orientation (SAH0486)
- Workplace Security Awareness (SAH0487).--\*

**\*--Implementing Safety and Health Training for CDSHO's**

**1 "OSHA 6000: Collateral Duty Course for Other Federal Agencies" Training Course**

**A About the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" Training Course**

The "OSHA 6000: Collateral Duty Course for Other Federal Agencies" training course:

- will help CDSHO's recognize the basic safety and health hazards at their workplaces and assist in their inspection and abatement efforts
- features examples, scenarios, and graphical representations of various hazards in the workplace to help managers apply standards
- covers the Executive Order, the OSHA Act, 29 CFR Parts 1910 and 1960, and safety and health standards
- takes approximately 10 hours to complete.

Participants:

- can start, stop, and continue the training at anytime
- must pass with a score of 100 percent after each lesson.

**B Participating in the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" Training Course**

All FSA State and County Office and RMA Field Office CDSHO's are required to take the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" training course.

**C Timeframe for Completing the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" Training Course**

CDSHO's shall complete the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" training course according to the following:

- current CDSHO's **by December 30, 2008**
- new CDSHO's **within 90 calendar days of their employment date.**

**D Manager and Supervisor Responsibility**

FSA State and County Office and RMA Field Office managers and supervisors shall ensure that all CDSHO's complete the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" training course within the established timeframes indicated in subparagraph C.--\*

**\*--Implementing Safety and Health Training for CDSHO's (Continued)**

**1 "OSHA 6000: Collateral Duty Course for Other Federal Agencies" Training Course (Continued)**

**E Accessing the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" Training Course**

All FSA State and County Office and RMA Field Office CDSHO's shall access the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" training course according to this table.

Step	Action
1	CLICK " <b>Internet Explorer</b> " on the computer desk top.
2	Access the Department of Labor eLearning Registration System at <a href="http://www.oshaelearning.org/registration">www.oshaelearning.org/registration</a> .
3	CLICK " <b>New user?</b> ".
4	Fill out the registration form as follows: <ul style="list-style-type: none"> <li>• "E-mail"- enter CDSHO's Government e-mail address</li> <li>• "First Name" - enter CDSHO's first name</li> <li>• "Last Name" - enter CDSHO's last name</li> <li>• "Unique Organization Identifier" - ENTER "<b>FFAS</b>"</li> <li>• "Department" - use drop-down menu to highlight "Department of Agriculture"</li> <li>• "Agency" - use drop-down menu to highlight "Farm and Foreign Agriculture Services"</li> <li>• "Office" - enter office information, for example "FSA Florida STO"</li> <li>• "Address1", "City", and "State" - enter the State Office address</li> <li>• "Phone" - enter office telephone number</li> <li>• "Fax" - leave blank</li> <li>• "Supervisor's Email" - ENTER "<b>bessy.plaza@wdc.usda.gov</b>" <u>1/</u></li> <li>• "Supervisor's Name" - ENTER "<b>Bessy Plaza</b>" <u>1/</u></li> <li>• "Supervisor's Phone" – ENTER "<b>202-401-0365</b>". <u>1/</u></li> </ul> <p><u>1/</u> All participants must enter "Bessy Plaza" as the supervisor. <b>This is for reporting purposes only.</b></p>
5	CLICK " <b>Register</b> ".
6	An <b>Internet Explorer</b> pop-up screen will be displayed. CLICK " <b>Yes</b> ".
7	The <b>You Are Registered</b> Screen will be displayed. An e-mail will be sent on how to activate your login and password.
8	Go to <a href="http://www.oshaelearning.org/registration">www.oshaelearning.org/registration</a> and locate the section for "Login". Use the login and password from the sent e-mail and CLICK " <b>Login</b> ".
9	The <b>Welcome Screen</b> will be displayed. Follow the instructions to set up a new password.
10	Enter the login name and new password. CLICK " <b>Login</b> ".
11	Locate the " <b>Course Catalog</b> " at the bottom of the screen and CLICK " <b>Course Catalog</b> ".
12	Locate the " <b>6000 Collateral Duty Course for Other Federal Agencies</b> " and CLICK " <b>6000</b> ".  <b>Note:</b> This is located at the bottom of the screen.

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**\*--Implementing Safety and Health Training for CDSHO's (Continued)**

**1 "OSHA 6000: Collateral Duty Course for Other Federal Agencies" Training Course (Continued)**

**E Accessing the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" Training Course (Continued)**

Step	Action
13	Under " <b>Schedule Dates</b> " for the course, locate " <b>Availability</b> " and CLICK " <b>Sign Up</b> ". <b>Note:</b> "Enrolled" will be displayed.
14	Click on the " <b>Home</b> " tab at the top left-hand side of the screen.
15	At the bottom of the screen, locate the " <b>Collateral Duty Course for Other Federal Agencies</b> " course and CLICK " <b>Start Class</b> ".
16	The <b>Lesson Main Menu</b> will be displayed. Locate " <b>Navigating the Online Course Lesson</b> " to begin training. <b>Note:</b> Proceed and complete all sessions.
17	At the end of the course, CDSHO's will have the option to print their certificate. Print the certificate and forward to the AgLearn Administrator according to subparagraph 3 B.

**2 Action**

**A AgLearn Administrator Action**

The AgLearn Administrator shall record CDSHO's completion of the training according to this table.

Step	Action
1	Locate " <b>Quick Links</b> " and CLICK " <b>Record Learning</b> ".
2	Select the <b>item</b> to record the event.
3	In the " <b>Search and Add Items</b> " box, CLICK " <b>Search</b> " to search for the item. In the item, ENTER " <b>FSA-HQ-OSHA-6000</b> " and CLICK " <b>Search</b> ".
4	Enter a check (✓) in the " <b>Add</b> " box and CLICK " <b>Add</b> ".
5	In the " <b>Search and Add Users</b> " box, CLICK " <b>Search</b> ", enter the user's last name, and CLICK " <b>Search</b> ". Enter a check (✓) in the "Add" box and CLICK "Add".
6	CLICK " <b>Next</b> ".
7	Under the " <b>Grade Completion</b> " box, use the drop-down menu to select the course and CLICK " <b>Complete for Credit</b> ".
8	CLICK " <b>Apply Changes</b> " and CLICK " <b>Next</b> ".
9	Select " <b>Do Not Assess</b> ".
10	CLICK " <b>Submit</b> ".
11	The message, " <b>Learning events were recorded successfully</b> ", will be displayed.

--\*

**\*--Implementing Safety and Health Training for CDSHO's (Continued)**

**3 Contacts**

**A Questions About Online Course Operations**

If there are questions about the web-based course or problems accessing the training, contact the Department of Labor Help Desk at 847-759-7764.

**B Training Office**

To receive credit for completing the training course, forward a copy of the training certificate to the AgLearn Administrator or training office according to this table.

<b>IF located in...</b>	<b>THEN contact...</b>
FSA Kansas City, St. Louis, and APFO	Cindy Witmer, EDS by any of the following: <ul style="list-style-type: none"> <li>• telephone at 816-926-2500</li> <li>• e-mail at <b>cindy.witmer@kcc.usda.gov</b></li> <li>• FAX at 816-448-5878.</li> </ul>
FSA State and County Office	State AgLearn Administrator or Training Coordinator.
RMA Field Office	Alex Christensen, RMA, Office of the Administrator at any of the following: <ul style="list-style-type: none"> <li>• telephone at 202-690-5881</li> <li>• e-mail at <b>alex.christensen@usda.gov</b></li> <li>• FAX at 202-720-1162.</li> </ul>

**C Accommodation Request**

The training program is written to accommodate persons with disabilities. However, persons with disabilities who require additional accommodations to participate in this training should contact Bessy Plaza, AgLearn Administrator by any of the following:

- telephone at 202-401-0365 or TTY at 202-205-9057
- e-mail at **bessy.plaza@wdc.usda.gov**
- FAX at 202-205-9048.

**Note:** Accommodations for the training will be addressed on a case-by-case basis.

**D Additional Information**

If there are additional questions about this exhibit, contact Juliet McBride by any of the following:

- telephone at 202-401-0683 or TTY at 202-205-9057
- e-mail at **juliet.mcbride@wdc.usda.gov**
- FAX at 202-205-9146.--\*