

For: FSA Employees

Safety and Health Training Requirements Through AgLearn

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

All employees are responsible for promoting a safe and healthful workplace. Employees shall obtain annual safety and health training to help provide a safe and healthful workplace, and to meet safety and health performance management standards.

Every year occupational injuries and illnesses involving civilian Federal employees occur. These injuries and illnesses take their toll on American taxpayers in the form of the chargeback billings from Federal agencies as a result of the injuries and illnesses suffered.

The Farm Service Agency has identified an online course titled, “**Workplace Safety Training**”. The course has been assigned to all employees’ AgLearn “**To-Do List**”.

Also, optional safety and health training is available through AgLearn. All employees, including managers and supervisors, **are encouraged** to select and complete a second course from AgLearn.

B Purpose

This notice:

- announces both mandatory and optional web-based safety and health training for all employees, including managers, supervisors, and safety and health responsible officials (that is, AO’s, CED’s, and overseers of leased space)
- provides guidance on completing the safety and health training.

| Disposal Date | Distribution |
|-----------------|--|
| January 1, 2015 | All FSA employees; State Offices relay to County Offices |

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2 Safety and Health Training

A About the Safety and Health Training

The training courses:

- will help employees recognize basic safety and health hazards, and
- promote awareness in the workplace and/or for worksites that they oversee.

B Mandatory Safety and Health Training

All FSA employees, including managers, supervisors, and collateral duty safety and health officers, are **required** to complete the 1-hour course, “Workplace Safety Training” by **October 30, 2014**.

New employees shall complete “Workplace Safety Training” within 30 calendar days of their date of employment.

Note: State and County Committee members are **not** included in safety and health training requirements in this notice.

C Optional Safety and Health Training

All supervisors should choose additional applicable training in AgLearn that will help promote a safe and healthful environment for employees and worksites they oversee.

Example: If a supervisor is responsible for the safety of individuals entering a grain bin, a course related to grain bin safety would be appropriate for the supervisor.

Employees **are encouraged** to complete additional training by **October 30, 2014**.

Note: STC and COC members are **not** included in safety and health training requirements in this notice.

D Employee Responsibilities

All FSA employees shall complete training according to subparagraphs B and C.

E Managers and Supervisors Responsibilities

All FSA managers and supervisors shall:

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

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3 Web-Based Training

A Action Required by Employees

Employees shall access their AgLearn “To-Do List”, launch, and complete the Workplace Safety Training module according to this table.

| Step | Action |
|------|---|
| 1 | Access AgLearn at www.aglearn.usda.gov . |
| 2 | CLICK “Login”. |
| 3 | CLICK “Login with your LincPass (PIV)” or enter user ID and password and CLICK “Login”. |
| 4 | On the AgLearn “Home” tab, the user’s “To-Do List” will be displayed. Place the cursor over the course title, “Workplace Safety Training,” (Item ID fgov_01_a21_lc_enus_SKILLSOFT), and a pop-up window will be displayed. CLICK “Go to Content”. |
| 5 | The screen will turn gray and a pop-up window will be displayed. CLICK “Yes” to launch the course now. |
| 6 | Another pop-up window will be displayed. CLICK “Play This Course”. A second pop-up window will be displayed. Select the appropriate response. |
| 7 | After the course is completed, close the window to return to the AgLearn “Home” tab and complete the course survey. |
| 8 | The course title will no longer be displayed on the “To-Do List”. CLICK “Completed Work” link to verify completion. |

4 Contacts

A eAuthentication Help Desk

For assistance with eAuthentication, contact the eAuthentication Help Desk by either of the following:

- e-mail to eAuthHelpDesk@usda.gov
- telephone at 800-457-3642.

B AgLearn Help Desk

For issues about AgLearn courses and accounts, contact the AgLearn Help Desk by either of the following:

- e-mail to AgLearnHelp@genphysics.com
- telephone at 866-633-9394.

The Ask AgLearn Now web site at

<http://usda.custhelp.com/app/answers/list/p/1/sno/1/search/1/session/L3RpbWUvMTMxNjYyNzI4MS9zaWQvdFFvbEFGRWs%3D> allows users to view the most commonly asked questions, submit inquiries, and more.

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4 Contacts (Continued)

C Other Contacts for Assistance

For questions about this notice, contact the appropriate point of contact listed in this table.

| IF located in... | THEN contact... |
|--|--|
| County Office | the State AgLearn administrator or training coordinator. |
| State Office, Kansas City, St. Louis, APFO | Mark Nelson by either of the following: <ul style="list-style-type: none">• e-mail to mark.nelson@kcc.usda.gov• telephone at 816-926-3420. |
| FSA National Office | Tracey Foster by either of the following: <ul style="list-style-type: none">• e-mail to tracey.foster@wdc.usda.gov• telephone at 202-401-0350. |

D Additional Information

For additional information about safety and health training requirements, contact Juliet McBride, FFAS Safety and Health Program Manager, by either of the following:

- e-mail to **juliet.mcbride@wdc.usda.gov**
- telephone at 202-401-0683, TTY dial 711.