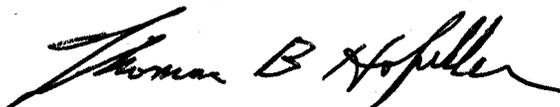


For: FFAS Employees, Except Overseas

Safety and Health Training Through AgLearn

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FSA has identified a variety of web-based basic safety and health training developed by the Office of Safety and Health Administration.

Employees shall obtain safety and health training to help:

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

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

B Purpose

This notice:

- announces both **mandatory** and optional web-based safety and health training for all employees, including managers, supervisors, and Collateral Duty Safety and Health Officers
- announces timeframes for completing training through AgLearn during FY 2008 (Exhibit 1)
- provides guidance on completing the safety and health training.

Disposal Date	Distribution
July 1, 2008	All FAS, FSA, and RMA employees, except overseas, State Offices relay to County Offices

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”.

B Mandatory “Workplace Safety Training” Course

All FAS, FSA, and RMA employees, including managers, supervisors, and Collateral Duty Safety and Health Officers, are **required** to complete the 1-hour course, “**Workplace Safety Training**” by **September 19, 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, “**Workplace Safety Training**” within 90 calendar days of their date of employment.

C Optional Safety and Health Training Courses

FAS, FSA, and RMA employees may choose applicable training courses in Exhibit 1 that will help promote a safe and healthful environment for workplaces they oversee. Training will be available until **September 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.

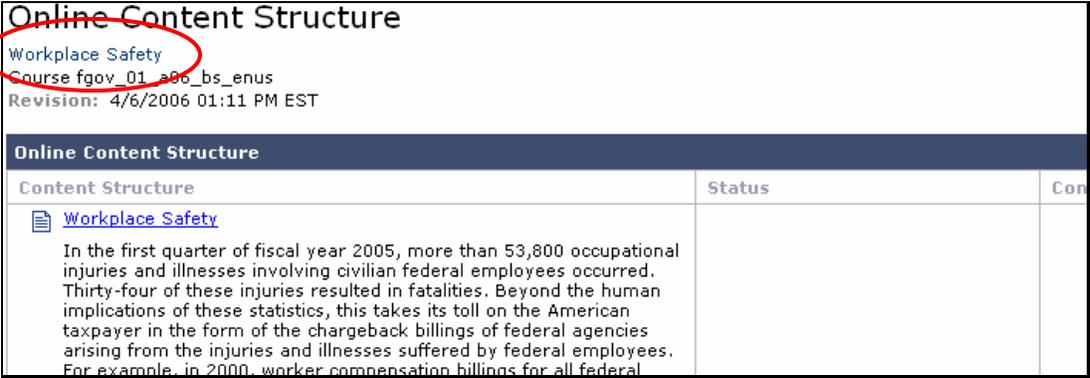
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3 Accessing Training Through AgLearn

A Mandatory Safety and Health Training

Access the AgLearn Home Page at <http://www.aglearn.usda.gov> to complete the safety and health training.

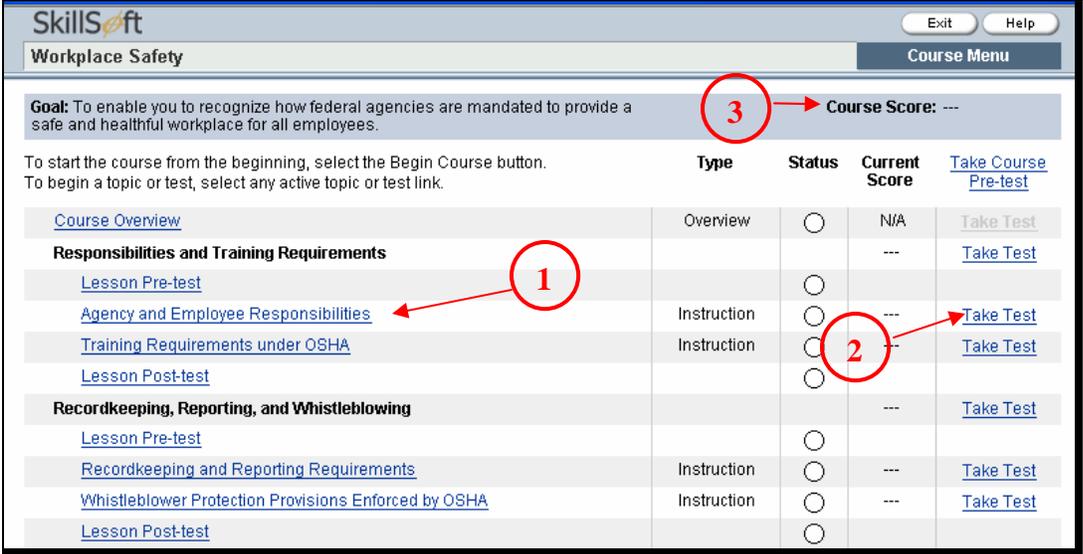
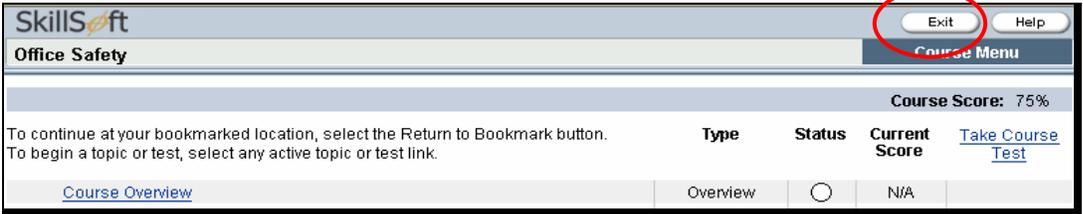
Note: Users that have pop-up blockers should turn them off to run training courses.

Step	Action
1	Go to http://www.aglearn.usda.gov ; under “Student”, CLICK “Login”.
2	On the Warning Screen, CLICK “Continue” to access the eAuthentication Login Screen. Enter user ID and password and CLICK “Login”.
3	CLICK “Learning Plan” and navigate to “Workplace Safety”. If “Workplace Safety” is displayed, go to step 5. If not displayed, go to step 4.
4	Contact AgLearn Administrator to have “Workplace Safety” loaded on user’s learning plan. Note: AgLearn Administrator can use the Manage User Needs and assign fgov_01_a06_bs_enus .
5	CLICK “Launch Content”.
6	CLICK “Workplace Safety”. 
7	The Security Alert, “You are about to leave a security Internet connection. It is possible to view...”, CLICK “Yes”.
8	CLICK “Play this course.”
9	CLICK “Play the standard version of this course.”
10	SkillSoft player will pop up and “Please wait” will be displayed at the bottom of the screen; after 1 or 2 minutes, “Workplace Safety” will be displayed.
11	Read “Conditions of Self-Monitored Training” and then CLICK “Yes” or “No”.

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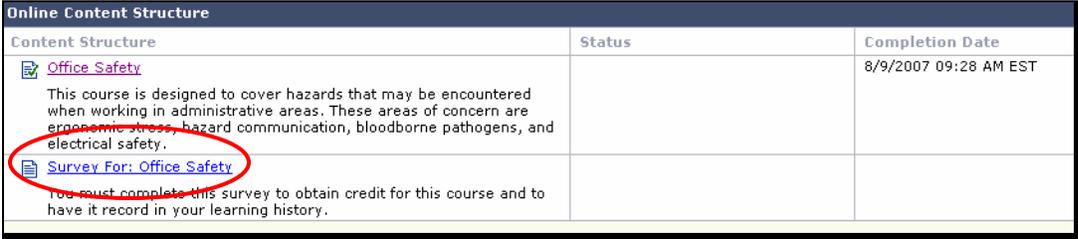
3 Accessing Training Through AgLearn (Continued)

A Mandatory Safety and Health 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 must score at least a 70 percent.</p> <p>Note: Users can stop and start at any section.</p> 
13	<p>When users have obtained at least 70 percent, CLICK “Exit”.</p> 
14	<p>A pop-up will be displayed, “Do you really want to exit the SkillSoft player?”; CLICK “Yes”.</p>
15	<p>CLICK “Return to Content Structure”.</p>

3 Accessing Training Through AgLearn (Continued)

A Mandatory Safety and Health 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 not see “Workplace Safety” listed in learning history, contact AgLearn Administrator.</p>

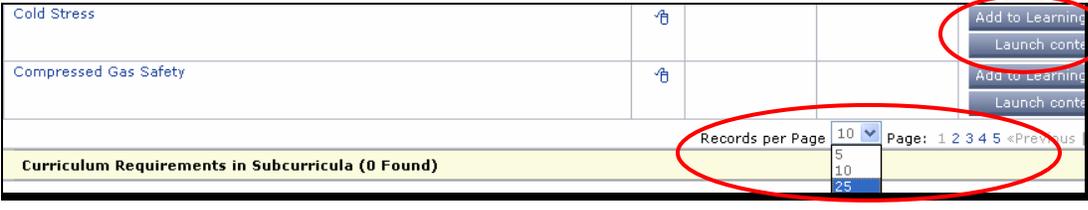
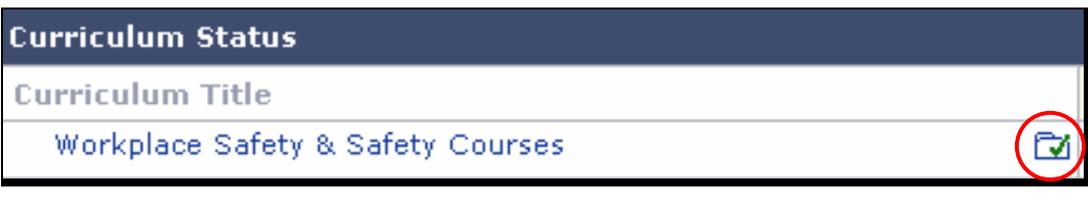
B Completing Optional Safety and Health Courses

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> 
3	<p>CLICK “▶” next “1 item from item pool”.</p> 

3 Accessing Training Through AgLearn (Continued)

B Completing Optional Safety and Health Courses (Continued)

Step	Action
4	<p>Locate course user wants to take. To view courses available, users can click “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 user has found a course they want to take, click “Launch Content” to begin or “Add to Learning Plan” to take later.</p> 
5	<p>CLICK “Curriculum Status”; a check mark will be displayed if the training has been completed. If a check mark is not displayed and user has completed the course, contact AgLearn Administrator.</p> 

C Reasonable Accommodations

Persons with disabilities who require accommodation to participate in this training should contact Bessy Plaza, HRD, Training and Development Branch by telephone at 202-401-0679, telephone-text-device (TTY) at 202-205-9057, or e-mail to bessy.plaza@wdc.usda.gov.

4 Contacts

A AgLearn Assistance

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

- access the AgLearn Student Reference Guide at https://aglearn.usda.gov/student_ref.pdf
- when online in AgLearn, for FSA contact information, CLICK “**Contact Us**”.
- contact the AgLearn help desk by either of the following:
 - e-mail at aglearnhelp@genphysics.com
 - phone at 866-633-9394

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4 Contacts (Continued)

B AgLearn Administrator or Training Office

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

If located in...	THEN contact...
FAS Office	Nicole Tucker by either of the following: <ul style="list-style-type: none">• e-mail to nicole.tucker@wdc.usda.gov• telephone at 202-401-0336.
FSA Kansas City/St. Louis, APFO, and State Office	<ul style="list-style-type: none">• 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• TTY 800-735-2966.
FSA National and State Offices	<ul style="list-style-type: none">• Bessy Plaza by either of the following:<ul style="list-style-type: none">• e-mail to bessy.plaza@wdc.usda.gov• telephone at 202-401-0365• TTY 800-735-2966.
FSA County Offices	State AgLearn Coordinator
any RMA office	Alex Christensen by either of the following: <ul style="list-style-type: none">• e-mail to alex.christensen@usda.gov• telephone at 202-690-5881.

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

C Notice Information

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

- e-mail to **juliet.mcbride@wdc.usda.gov**
- telephone at 202-401-0683
- TTY 202-205-9057.

Health and Safety Training Courses

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_enus)
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_enus)
Defensive Driving (SAH0417)
Defensive Driving Techniques (SAH0418)
Electrical Safety Awareness (SAH0419)
Electrostatic Discharge Safety (esh_sah_a07_sh_enus)
Emergency Disaster Preparedness (SAH0421)
Emergency Response (SAH0422)
Ergonomics Awareness (SAH0424)
Fall Protection Awareness (SAH0425)
Fire Prevention and Safety (SAH0427)
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)

Health and Safety Training Courses (Continued)

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)

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)

Health and Safety Training Courses (Continued)

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)