

**For:** All FSA Employees

**Completing Mandatory Safety Training Course**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

The OSHA Act and 29 CFR 1960 require all Federal employees to complete annual safety and health training in an effort to promote a safe and healthy workplace for all individuals.

Safety is everyone’s responsibility, and FSA has created a **mandatory** safety and health training course in AgLearn for this purpose.

This course, titled “**FSA OSHA Employee (or Supervisor) Training**” will ensure that all FSA employees are trained to recognize and report unsafe and unhealthy working conditions, assist with periodic and annual safety inspections, understand other safety and health program regulations and requirements.

FSA STC and COC members are **not** required to complete this training.

**Note:** Employees are encouraged to complete additional safety and health training annually through AgLearn and/or other providers based on supervisory approval and available budget.

**B Purpose**

This notice announces a **mandatory** safety and health training course that must be completed by FSA employees during FY 2018.

<b>Disposal Date</b>  January 1, 2019	<b>Distribution</b>  All FSA employees; State Offices relay to County Offices
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### 2 Action

#### A Supervisory Employees

All supervisory employees must access AgLearn and complete the course “**FSA OSHA Supervisor Training**” (Item ID: FSA-HQ-HRD-Safety-1) on or before **August 30, 2018**.

Supervisors must ensure that employees complete the required safety and health training on or before **August 30, 2018**.

#### B Non-Supervisory Employees

All non-supervisory employees must access AgLearn and complete the course “**FSA OSHA Employee Training**” (Item ID: FSA-HQ-HRD-Safety-2) on or before **August 30, 2018**.

#### C New Employees

New employees:

- must complete the applicable training in subparagraphs A or B **within 30 calendar days of the date of employment**
- who have already completed the course, “**Workplace Safety**” this calendar year **are not** required to complete the course in subparagraph A or B.

FSA OSHA training courses will be assigned to FSA Employees’ “To-Do List” in AgLearn. For employees that do not have access to AgLearn, a paper version is available on DAFO’s web site, Item ID: FSA-HQ-HRD-Safety-3. Access the DAFO training web page at <https://inside.fsa.usda.gov/program-areas/dafo/dafo-training/additional-training/index>.

#### D Reporting Training Accomplishments to OSHA

Training accomplishments will be reported to OSHA after the end of the fiscal year.

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**2 Action (Continued)**

**E Contacts**

Direct questions to the applicable contact according to this table.

<b>IF there are questions about this notice and employee is located in...</b>	<b>THEN contact...</b>
County Office	State Office.
<ul style="list-style-type: none"><li>• National Office</li><li>• State Offices</li><li>• Kansas City</li><li>• St. Louis</li><li>• APFO</li></ul>	either of the following: <ul style="list-style-type: none"><li>• FSA Safety and Health Officer by:<ul style="list-style-type: none"><li>• e-mail to <b>Safety.Committee@fsa.usda.gov</b></li><li>• telephone at 202-692-5266</li></ul></li><li>• Safety and Health Program Coordinator by e-mail to <b>SA.worklifewellness@wdc.usda.gov</b>.</li></ul>

If there are questions or technical issues about AgLearn, contact either of the following:

- Mark Nelson by either of the following:
  - e-mail to **mark.nelson@kcc.usda.gov**
  - telephone at 816-926-3420
- the State Office AgLearn Administrator.