

SI SAFETY, ENVIRONMENTAL AND HEALTH TRAINING REQUIREMENTS

9/14/2009

SI Safety Manual C	Type of Training	Target Audience	Required Frequency	Training Provider
Chapter 1	Overview	Senior Management (Directors & Associate Directors), Safety Coordinator & Supervisor	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
Chapter 2	Roles and Responsibilities	Senior Management, Safety Coordinator & Supervisor	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
Chapter 3	Elements of a Comprehensive Safety, Health and Environmental Management Program	Senior Management, Safety Coordinator & Supervisor	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
Chapter 4	Safety Risk Management Program	Senior Management, Safety Coordinator & Supervisor	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
Chapter 5	Safety Assessments, Log of Deficiencies and Corrective Action Plans	Senior Management, Safety Coordinator & Supervisor	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
Chapter 6				
	Construction Safety Training	Required for Contracting Officer Technical Representative (COTR's) responsible for construction contracts, recommended for Exhibit Fabricators and related construction trades	Once	OSHEM Construction or Vendor
	Initial SI Safety Orientation	New Employees	Once, day of hire	OSHEM; all Depts at OHR Orientation

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	Job Specific Safety Orientation	All New Employees	Once, within 5 days of appointment	Organization, Supervisor
	Site Safety Orientation	Senior Management, All Staff and New Employees	Once, within 30 days of appointment	Organization, Safety Coordinator
	Safety Awareness Training	All Staff and Supervisors	At least monthly	Organization; Supervisor
	Safety Committee Training	Senior Management	Once, within 1st year	Organization; Safety Coordinator
		Safety Committee Members	Prior to member's first facility inspection	
	Safety Coordinator Orientation (Review of SI Safety Manual & Chapter Checklist)	Safety Coordinator	Once, within 90 days of appointment	OSHEM; all Depts
	Safety Coordinator Training - See Chapter 6, Table 1	Safety Coordinator	See Chapter 6, Table 1	Outside Sources; OSHA, college, vendors
	Senior Management Seminar (Review of Chapters 1-8)	Senior Management	OHR TO COORDINATE	OSHEM, OHR TO COORDINATE
	Supervisor Safety Training	All Managers and Supervisors	Once, within 90 days of appointment, then every 5 years	Safety Coordinator; initial assistance from OSHEM and as required for Collateral Duty Safety Coordinators
Chapter 7	Injury/Incident Reporting and Investigation	Senior Management, Safety Coordinator & Supervisor	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
	Automated Incident Reporting System (AIRS)	Safety Coordinator	Once, within 90 days	OCIO; OSHEM

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Chapter 8	Program Reporting and Recordkeeping Procedures	Senior Management, Safety Coordinator & Supervisor	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
All Operational Chapters Require Job Or Hazard Specific Training				
Chapter 9	General Workplace Safety	All Staff and Contractors	Once within 30 days of appointment	Organization; Safety Coordinator, Supervisor
		Affected Employee & Supervisor	Before initial risk, then remedial as needed	Organization; Safety Coordinator, Supervisor
Chapter 10	Fall Protection	Affected Employee & Supervisor	Before initial risk, then remedial as needed	Organization, "Competent Person" *
Chapter 11	Machinery, Machine Guarding, and Hand and Portable Powered Tools	Affected Employee & Supervisor	Before machine, tool or equipment use. Remedial as needed. Refresher at least every 3 years.	Organization; Safety Coordinator or Supervisors
Chapter 12	Lock-out / Tag-out Program	"Authorized Employee", "Affected Employee" and their Supervisor *	Before initial risk, then remedial as needed	Organization; Safety Coordinator or Supervisor
Chapter 13	Materials Handling and Equipment			
	· Back Injury Prevention	All Employees Using MHE	Before initial risk	Organization; Safety Coordinator or Supervisor
	· Forklift Operation	Operator & Supervisor	Before initial use, then every 3 years	Organization; Safety Coordinator, Supervisor or Vendor
	· All other equipment operation	Affected Employee	Before initial use, then remedial as needed	Organization; Safety Coordinator or Supervisor

* See chapter for definition.

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Chapter 14	Hot Work Management and Permit System	Safety Coordinators, Permit Authorizing Individuals (PAI's), Assoc. Director of Construction Management, Resident Engineers, Affected OFMR Supervisors	Once, within 90 days of appointment	OSHEM/Fire
		COTR's (related to maintenance & construction)	Once, within 90 days of appointment, then refresher as needed	Associate Director of Construction Management or Immediate Supervisors
		Fire Watch, Affected Employees (i.e. Exhibit Fabricators, Plumbers) & Supervisor	Once, within 90 days of appointment, then refresher as needed	Organization; Safety Coordinator
Chapter 15	Confined Space Entry	Safety Coordinator, Affected Employee & Supervisor, and COTR	Before initial risk, then annually	OSHEM/EMD
Chapter 16	Vehicle and Marine Safety	(reserved)	(reserved)	(reserved)
Chapter 17	Personal Protective Equipment	Affected Employee & Supervisor	Before initial risk	Organization; Supervisor
Chapter 18	Respiratory Protection	Affected Employee & Supervisor	Before initial risk, then annually	OSHEM/EMD
Chapter 19	Chemical Handling, Storage & Shipment	Affected Employee & Supervisor	Before initial use, then remedial as needed	Organization; Safety Coordinator; Supervisor
Chapter 20	Compressed, Liquefied and Cryogenic Gases	Affected Employee & Supervisor	Before initial use, then remedial as needed	Organization; Safety Coordinator, Supervisor
Chapter 21	Paint and Spray Finish Operations	Affected Employee & Supervisor	Before initial use, then remedial as needed	Organization, Safety Coordinator, Supervisor

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Chapter 22	Asbestos	Zone & Building Managers, Safety Coordinator, Affected Employee & Supervisor	Before initial risk, then annually	OSHEM/EMD
Chapter 23	Lead-Containing Materials	Zone & Building Managers, Safety Coordinator, Affected Employee & Supervisor	Before initial risk, then annually	OSHEM/EMD
Chapter 24	Collections-Based Hazards	Affected Employee & Supervisor	Before initial risk	Organization, Safety Coordinator, Supervisor
Chapter 25	Chemical Hazard Communication	Affected Employee & Supervisor	Before initial risk, as needed or remedial	Organization, Safety Coordinator, Supervisor
Chapter 26	Laboratory Safety	Affected Employee & Supervisor	Before initial risk	Organization, Supervisor
Chapter 27	Ventilation for Health-Hazard Control	Affected Supervisor	Before initial risk (as part of Haz Com or Lab Training)	OSHEM/EMD; Organization; Safety Coordinator
Chapter 28	Environmental Management Systems	Senior Management, Qualified Responsible Person (Environmental)	Before initial risk	OSHEM/EMD
Chapter 29	Hazardous Waste Management	Qualified Responsible Person (Environmental) & Affected Employee	Annually	OSHEM/EMD; Organization; Safety Coordinator
Chapter 30	Underground Storage Tanks (UST) Management Program	Affected Employee (UST operators & others)	See State regulations for specific requirements	OSHEM/EMD; Organization; Safety Coordinator
Chapter 31	Pesticides Management	Affected Employee (Pesticide Applicator) & Supervisor	See State regulations for specific requirements	Organization; Safety Coordinator; Supervisor

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Chapter 32	Ionizing Radiation	Affected Employee & Supervisor	Before initial risk, then refresher as needed	OSHEM/EMD; Organization; Safety Coordinator, Supervisor
Chapter 33	Non-Ionizing Radiation	Affected Employee & Supervisor	Before initial risk, then refresher as needed	OSHEM/EMD; Organization; Safety Coordinator, Supervisor
Chapter 34	Laser Safety	Affected Employee & Supervisor	Before initial risk, then refresher as needed	OSHEM/EMD; Organization; Safety Coordinator, Supervisor
Chapter 35	Fire Systems Inspection Testing and Maintenance (ITM) - Process and Record Keeping	Zone & Building Managers, Safety Coordinators, Affected OFMR, OPS & Smithsonian Enterprises(SE) Supervisors	Once, within 90 days of appointment	OSHEM/Fire
	Fire Systems Inspection, Testing and Maintenance (ITM) - Certification/Technical Training	Fire/Life Safety Technicians and others performing ITM tasks	As needed to achieve and maintain recommended certifications	Certifying Organization (i.e. NICET), Equip. Manuf., Trade Organizations, Safety Coordinator or Supervisor
Chapter 36	Fire Protection - General Requirements	Senior Management	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
		Zone & Building Managers, Safety Coordinator	Once, within 90 days of appointment	OSHEM/Fire
		Supervisor	Once, within 90 days of appointment, then refresher as needed	Organization; Safety Coordinator
		Employee	Once, within 5 days of appointment, then annually	Supervisor
	Fire Protection - Property Loss Design Criteria	Design & Project Managers, Exhibit Design Manager	Once, within 90 days of appointment, then refresher as needed	OSHEM/Fire

		Affected Employee & Supervisor	Once, within 30 days of appointment, then annually	Design & Project Managers, Exhibit Design Manager
	Fire Protection - Security Control Room Fire Procedures	OPS Control Room Operator and Supervisor	Once, within 30 days of appointment, then refresher as needed	OSHEM/Fire; OPS (to be conducted as part of the OPS Control Rm Operator Training)
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Chapter 37	Life Safety Program	Senior Management	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
		Zone & Building Managers, Safety Coordinator	Once, within 90 days of appointment	OSHEM/Fire
		Supervisor, OPS Manager, Special Events Coordinator	Once, within 90 days of appointment, then refresher as needed	Organization; Safety Coordinator
		Special event employees, fire wardens, Safety Committee, OPS Officers	Annually	Organization; Safety Coordinator
		Employee	Once, within 5 days of appointment, then annually	Supervisor
Chapter 38	Fire Prevention	Senior Management	Included in Senior Mgt Seminar, Safety Coordinator Training and Supervisor Safety Training	OSHEM
		Zone & Building Managers, Safety Coordinator, Associate Director of Construction Management	Once, within 90 days of appointment	OSHEM/Fire
		Supervisor, OPS Manager, Special Events Coordinator	Once, within 90 days of appointment, then refresher as needed	Organization; Safety Coordinator
		COTR's (related to maintenance & construction)	Once, within 90 days of appointment, then refresher as needed	Supervisor

		Special event employees, fire wardens, Safety Committee, OPS Officers	Annually	Organization; Safety Coordinator
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Chapter 39	Exposure Assessment and Medical Surveillance	Affected Employee & Supervisor	Before initial risk, then annual or per regs, supervisor once	OSHEM/EMD & OHS
Chapter 40	Bloodborne Pathogen Exposure Control Program	OPS, First Responders, OHS Staff, & Supervisors of Above Staff	Before initial risk, then annually, supervisor once	OSHEM/OHS
Chapter 41	Occupational Noise	Affected Employee & Supervisor Identified by OSHEM	Initial within first 6 months of exposure, then annually, supervisors once	OSHEM/OHS
Chapter 42	Temperature Extremes (Heat)	Zone & Building Managers, Safety Coordinator, OFMR Staff	Once, within 90 days of assignment, then annually	OSHEM/EMD OR OHS
Chapter 43	Temperature Extremes (Cold)	Zone & Building Managers, Safety Coordinator, OFMR Staff	Once, within 90 days of assignment, then annually	OSHEM/EMD OR OHS
Chapter 44	Zoonoses Control	Affected Employees & Supervisor	Before initial risk, then annually, supervisor once	OSHEM/OHS