

NPDES Compliance Inspection Manual

Appendix C



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Appendix C –
EPA Order 1440.2,
Health and Safety Requirements for Employees
Engaged in Field Activities



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EPA ORDER

SAFETY AND HEALTH TRAINING REQUIREMENT FOR AGENCY EMPLOYEES

1. **PURPOSE**

This Environmental Protection Agency (EPA) Order establishes policy, responsibilities and mandatory requirements for occupational safety and health training and certification of Agency employees.

2. **OBJECTIVES**

The objectives of the safety and health training and certification programs for Agency employees are:

- a. To ensure that all EPA employees are aware of the potential hazards they may encounter during the performance of general and job-specific work activities;
- b. To provide the knowledge and skills necessary to perform the work with the least possible risk to personal safety and health;
- c. To ensure that Agency program goals are accomplished in a safe and healthful manner as feasible; and
- d. To ensure that EPA employees can safely disengage themselves from an actual hazardous situation that may occur during general and job-specific work activities.

3. **BACKGROUND**

Agency employees engage in a broad range of activities including routine administrative tasks in office settings, materials handling operations in warehouses, facility and equipment maintenance, environmental sampling, inspections and criminal investigations, analysis and monitoring, training and exercises, and emergency response activities.

Many of these activities involve entering and working in environments with known and unknown hazards. Protection cannot be engineered into all situations, and protection of personnel involves training employees in safe operational procedures that may also include the proper use of appropriate personal protective clothing and equipment.

4. **POLICY**

It is EPA policy to carry out its activities in a manner that ensures the protection of its employees and compliance with regulations. All EPA Program Offices and Regions must support a comprehensive safety, health and environmental training program. Such programs provide knowledge and skills necessary to perform job-related tasks with the least possible risk. Training is necessary for preventing or minimizing injuries and illnesses in the workplace and is required under numerous safety, occupational health and environmental standards.

5. **APPLICABILITY**

This Order applies to all EPA organizational units and locations that have Agency employees.

6. **DEFINITIONS**

- a. The term “certification” means that the employee has successfully completed the minimum classroom and hands-on training requirements for the specified need, and the appropriate local and/or programmatic health and safety official has certified or attested that the employee met these requirements.
- b. The term “employee” is defined as any full, part-time, temporary, or permanent EPA employee; a detailee to EPA from another government agency; an individual enrolled in the EPA Senior Environmental Employment Program; a student assigned to EPA; an EPA stay-in-school program participant; an intern or fellow assigned to EPA; or any other individual who is designated on a case-by-case basis by the Director of the Safety, Health, and Environmental Management Division (SHEMD) or senior Agency officials. Furthermore, this term includes EPA top management officials, supervisors, safety and health personnel, safety committee members, and employees who are representatives of employee groups.
- c. The term “field activities” means EPA program activities that are conducted by EPA employees outside of EPA administered facilities. These activities include, but are not limited to, criminal investigations, compliance inspections and sampling conducted under all EPA statutes, hazardous material spill and waste site investigations, and field duties with EPA’s Response Support Corps or Incident Management Teams.
- d. “Job Hazard Analysis (JHA)” is a systematic technique to identify, characterize, and evaluate the demands, potential health, and physical hazards or risks

associated with an employee's job description and tasks. The purpose of JHA is to ultimately develop and confirm recommended safe work procedures and controls to eliminate/control the associated hazards.

- e. The term "laboratory activities" means EPA activities that are conducted in a mobile or fixed laboratory workplace by EPA employees who may be exposed to hazardous chemicals or agents in the course of his or her assignments.
- f. The term "other activities" means all EPA activities where additional safety and health training or awareness needs are identified beyond traditional field or laboratory settings. Examples include those involving repetitive motion in office settings, warehouse and materials handling activities, grounds and equipment maintenance activities, or other activities where safety and health training or awareness is required for employees to meet operational needs.
- g. The term "safety and health training" means scheduled training approved and sponsored by EPA and conducted by Agency employees or contractors that is designed to develop, improve or upgrade the safety and health knowledge of EPA employees. For the purposes of this Order, various types of training include:
 - i. Orientation. Fundamental safety and health training on subject areas that all employees receive during their orientation period.
 - ii. Initial. Training in addition to the subject areas covered during the employee orientation period that meets a particular need identified through a JHA, a specific authority, EPA guidance, local policy, etc., prior to assignment or before the employee performs the affected work.
 - iii. Refresher. Training that may be provided on a routine basis (e.g., annually) to build upon previous knowledge or training in a specific subject and to keep skills up to date. The requirements for refresher training are usually specified under a specific authority, JHA, EPA Guidance, local policy, etc.

7. RESPONSIBILITIES

- a. Administrator. The Administrator is responsible for establishing and maintaining the Agency's Safety, Health, and Environmental Management Program (SHEMP).
- b. Assistant Administrator (AA), Office of Administration and Resources Management (OARM). The AA-OARM serves as EPA's Designated Agency Safety and Health Official with responsibility for establishing EPA's occupational safety and health policies and programs.
- c. Director, SHEMD. The SHEMD Director is responsible for establishing policy and guidance for training and certification programs for Agency activities, approving safety and health training and certification programs for employees, and evaluating the results of these training and certification programs.

- d. Assistant Administrators and Regional Administrators. These officials are responsible within their jurisdictions for implementing the provisions of this Order and for providing the necessary funds for employee training and certification.
- e. Supervisors. Supervisors are responsible for complying with the requirements of this Order for employee training and certification. Supervisors will identify those employees who require job-specific safety and health training and certification in conjunction with the local SHEMP manager, will ensure they receive training in compliance with the provisions of this Order, and will ensure these requirements are properly contained in position descriptions and job postings.
- f. Safety, Health and Environmental Management Program Officials (e.g., the local SHEMP Manager/Specialist). The SHEMP managers are responsible for identifying program areas that require training and certification and recommending or providing training and certification resources to meet the requirements of this Order. Additionally, SHEMP managers certify or attest on behalf of the Agency, that the employee has successfully completed the minimum classroom and hands-on training requirements specified for the needed training and maintain records of persons receiving training and certification.
- g. Employees. Employees are responsible for knowing the extent of their individual occupational safety and health training. Employees should notify their supervisor of any hazardous work situation and make suggestions for corrective measures. Employees are responsible for applying the knowledge, skills, and techniques acquired through training in a manner that will help ensure their safety and health and that of fellow workers, and they must participate in safety and health training provided by the Agency.

8. TRAINING AND CERTIFICATION REQUIREMENTS

- a. This Order establishes general orientation and job-specific safety and health training requirements for the following groups of EPA employees:
 - i. Management. Managers shall receive orientation to assist in managing the occupational safety and health programs of SHEMD.
 - ii. Supervisors. First-line supervisors shall receive introductory and specialized courses to recognize and eliminate occupational safety and health hazards in the workplace. The training shall cover procedures for reporting and investigating workplace hazards and motivating subordinates toward ensuring safe and healthful work practices.
 - iii. Safety, Health and Environmental Management Program Officials. SHEMP managers/specialists shall receive occupational safety and health training to understand the basic elements related to hazard recognition, hazard

evaluation and control, workplace inspection, equipment and facility design, and injury and illness data, as applicable to operations within their respective reporting units.

- iv. Collateral Duty Safety and Health Personnel. Collateral duty safety and health employees (e.g., incident management team safety officers and other employees who perform this function as an additional duty) shall be provided training commensurate with their assigned duties and shall have an understanding of SHEMD's occupational safety and health program.
- v. Employees and Employee Representatives. Employees shall be provided with general and job-specific safety and health training appropriate to the operational needs within the Agency and to the work they perform. Employee representatives (such as union officials, safety committee representatives and others) shall be provided training to assist in workplace inspections and gain an understanding of their basic duties as employee representatives.

b. General and job-specific training for EPA employees is defined as follows:

- i. General Safety and Health Orientation Training. All employees shall be provided with core safety and health training at the time of employment during their orientation period. The training shall include, but not be limited to, subject areas identified in SHEM Guideline 51.
- ii. Job-Specific Safety and Health Training. All employees shall be provided with additional job-specific safety and health training before the employee actually performs work. Job-specific training is described in SHEM Guideline 51, which provides methods and checklists to identify job-specific training needs.

Additional job-specific training needs may be identified in a JHA for an employee's position. Detailed information regarding JHAs is provided in SHEM Guideline 56.

Supervisors shall work collaboratively with safety and health officials to implement the training requirements in SHEM Guideline 51, the requirements of any associated JHA, and any regulatory requirements (e.g., hazardous waste operations and emergency response training required under 29 Code of Federal Regulations (CFR) 1910.120).

c. Job-specific safety and health training shall meet the following minimum requirements for field, laboratory and other specialized activities. (*Note: The SHEMP manager may certify employees based on an evaluation of previous training, education and experience. Recommendations for this type of certification should be made to the SHEMP manager at the reporting unit.*)

- i. Field Activities. All employees that engage in field activities shall be provided a minimum of 24 hours of safety and health training prior to becoming

involved in normal, routine field activities. Eight hours of annual refresher training is also required. The 24-hour training shall include, but not be limited to, instruction in all of the following subject areas:

- Nature of anticipated hazards
- Emergency help and self-rescue (i.e., emergency planning in remote locations)
- Safe use of field equipment
- Use, handling, storage and transportation of hazardous materials
Personal protective equipment/clothing, use and maintenance
Safe sampling techniques
- First aid

Within six months of receiving instruction, the employee shall accompany another employee experienced in field activities and perform actual field tasks with supervision for a minimum of three days. Employees satisfactorily completing these requirements will be considered certified for field activities by the SHEMP manager at the reporting unit.

- ii. Laboratory Activities. All employees that engage in laboratory activities shall be provided a minimum of 24 hours of safety and health training prior to becoming involved in normal, routine laboratory activities. Four hours of annual refresher training is also required. The 24-hour training shall include, but not be limited to, instruction in all of the following subject areas:

- Engineering controls, administrative/work practice controls, and personal protective equipment
- EPA Medical Surveillance Program
- Safety, health, and environmental management plans
- Signs and symptoms of chemical, physical, and biological exposures
Locations and uses of emergency equipment
- Waste management program
- Labeling, storage, and handling of chemicals
- Chemical inventory and management program
Material safety data sheets
- Emergency procedures
- Fire and life safety

Within six months of receiving instruction, the employee shall accompany another experienced employee and perform actual laboratory activities and tasks with supervision for a minimum of three days. Employees satisfactorily completing these requirements will be considered certified for laboratory activities by the SHEMP manager at the reporting unit.

iii. **Other Specialized Activities.** All EPA employees that supervise or participate in specialized or unique activities that are not covered elsewhere in this Order must be provided with safety and health training that is commensurate with anticipated hazards. Depending on specific duties or tasks, training requirements for employees engaged in these activities may involve up to 40 hours or more of training. The levels of training will be established by the SHEMP manager and employees' supervisors in accordance with SHEM Guidelines 51 and 56 and other applicable requirements. Examples of specialized activities where this may apply include, but are not limited to:

- Boating and marine operations EPA diving operations
- Trailer loading and towing
- Mobile equipment transportation, set-up and operation (e.g., command posts, mobile laboratories, etc.)
- Aerial operations, surveillance, and reconnaissance
- Off-road, self-propelled, all-terrain vehicle (ATV) operations Powered tool and equipment operations (e.g., table saw, portable drill, stationary drill press, welding equipment, etc.)
- Firearms and powder activated devices
- Facility operations, equipment, and maintenance Materials handling, storage, and transport
- Medical response operations (e.g., first aid, CPR, AED, EMT, oxygen administration, etc.)
- Regulated activities (e.g., hazardous waste operations and emergency response, use of respiratory protection equipment, lead or asbestos abatement, formaldehyde, ethylene oxide, arsenic, blood borne pathogens, chemical warfare agents, nanomaterials, construction areas, confined spaces, etc.)
- Commercial driving
- Other specialized or unique activities that are not covered elsewhere in this Order yet require additional safety and health training

Employees shall be provided with a combination of virtual, classroom, and hands-on training prior to becoming involved in specialized activities.

Employees satisfactorily completing specific training requirements for other specialized activities shall be provided corresponding certifications from the SHEMP manager at the reporting unit.

9. **FREQUENCY OF TRAINING**

Safety and health training should begin at the time of employment or prior to assignment, before the employee actually begins performing particular job duties.

Employees engaged in field or laboratory activities shall complete a minimum of 24 hours respectively of initial safety and health training prior to assignment. Employees engaged in field activities shall complete a minimum of eight hours of refresher instruction annually. Employees engaged in laboratory activities shall complete a minimum of four hours of refresher instruction annually. Where this or additional requirements for refresher training have been identified, instruction shall include a review of all relevant subject areas in order to maintain certification. Training requirements are identified in SHEM Guideline 51, JHAs, EPA Orders, mandatory training requirements, regulatory requirements and other sources.

SHEMP managers, in coordination with supervisors, will determine if the employee's training is consistent with the requirements of this Order. For example, in cases where employees have lapsed certifications or resume certain activities after an extended time gap, the SHEMP manager will determine if initial or refresher training must be completed.

10. **RECORD OF TRAINING**

- a. A record of the training and certification shall be maintained by the appropriate local and/or programmatic health and safety official. Records, at a minimum, shall identify the trainee by name, the training topic and course title, the training date, and the name of the training source, where applicable.
- b. The SHEMP manager shall maintain a recordkeeping system to document the training topics and certification levels for each employee at the reporting unit.
- c. The SHEMP manager shall monitor training and certification records to establish schedules for appropriate refresher training.
- d. The SHEMP manager shall ensure employees and supervisors have access to their safety and health training and certification records.
- e. Nationally consistent titles for training topics and certifications as established in EPA SHEM Guideline 51 shall be used to record and communicate the receipt of training.

11. **AUTHORITIES**

- a. Occupational Safety and Health Act of 1970
- b. Executive Order 12196, *Occupational Health and Safety Programs for Federal Employees*
- c. 29 CFR Part 1910, *Occupational Safety and Health Standards*
- d. 29 CFR Part 1960, *Basic Program Elements for Federal Employees*
- e. 40 CFR Part 311, *Worker Protection*

- f. EPA Order 1440.1, *Safety, Health and Environmental Management*
- g. EPA Order 1440.3, *Respiratory Protection*
- h. EPA Order 1000.18, *Transportation of Hazardous Materials*
- i. EPA Order 1440.5A, *Qualifications and Training Requirement for Occupational Health and Safety Program Personnel*
- j. EPA Order 1440.7, *Hazard Communications*
- k. EPA Order 1460.1, *Occupational Medical Surveillance Program*
- l. EPA Order 2072, *Response Support Corps*
- m. EPA Order 3500.1 A1, *Training and Development for Compliance Inspectors/Field Investigators*
- n. 29 CFR Part 1926, *Safety and Health Standards for Construction*
- o. Government Employees Training Act of 1958, as amended in 1994
- p. Title 5 of the United States Code 4101, et seq.
- q. 5 CFR Part 410, Training
- r. Other federal, state, and local code training requirements as applicable

12. **REFERENCES**

SHEMD Intranet site

SHEM Guideline 38: Radiation Safety and Health Protection Program

SHEM Guideline 50: Federal Employee Occupational Health and Safety Program

SHEM Guideline 51: Mandatory Health and Safety Training

SHEM Guideline 56: Job Hazard Analysis

Office of Solid Waste and Emergency Response Directive 9285.3-12, Emergency Responder Health and Safety Manual

13. **PERIODIC REVIEW**

SHEMD will periodically review EPA Order 1440.2 to ensure its continued effectiveness and adherence with applicable rules and regulations.

This Order supersedes Order 1440.2, which was approved on July 12, 1981.