

**GIPSA SAFETY AND OCCUPATIONAL HEALTH TRAINING PROGRAM**

**1. PURPOSE**

This Directive establishes the Grain Inspection, Packers and Stockyards Administration (GIPSA) policy, responsibilities, and requirements for safety and occupational health training.

**2. POLICY**

- a. Safety and health training is an integral part of the GIPSA Safety and Health Program. Compliance with training requirements outlined in this Directive will greatly enhance the ability of supervisors, managers, and employees to fulfill the objectives of the Safety and Health Program. Training requirements specified in this Directive are mandatory, and meet the minimum legal requirements of the Occupational Safety and Health Administration (OSHA).
- b. Safety and health training plans should be developed in conjunction with the annual Performance Appraisal Process. All safety and health training will be reflected in the employee's annual Individual Development Plan. Completion of all formal training also will be documented using Form SF-182, Request, Authorization, Agreement and Certificate of Training.

**3. GENERAL TRAINING REQUIREMENTS**

General safety and health training requirements are summarized below. It is the responsibility of the individual supervisor and the appropriate Collateral Duty Safety and Health Officer (CDSHO) to ensure that training requirements are fulfilled.

- a. Top Management Officials (e.g., Deputy Administrators and Division Directors).  
Per 29 CFR 160 (Subpart H), senior-level Agency managers will be provided:
  - (1) An orientation of Section 19 of the Occupational Safety and Health Act,
  - (2) Executive Order 12196,

- (3) 29 CFR Part 1960, and
  - (4) The GIPSA Safety and Health Program.
- b. Supervisors. Per 29 CFR 160 (Subpart H), Agency supervisors will be provided training on:
- (1) Their supervisory responsibilities for providing and maintaining safe and healthful working conditions for employees,
  - (2) The GIPSA Safety and Health Program,
  - (3) Section 19 of the Occupational Safety and Health Act,
  - (4) Executive Order 12196,
  - (5) 29 CFR Part 1960,
  - (6) Occupational safety and health standards applicable to assigned workplaces,
  - (7) Agency procedures for reporting and investigating allegations of reprisal, and
  - (8) Agency procedures for the abatement of hazards, as well as other appropriate rules and regulations.

In addition, supervisors must receive specialized or mandated training that will enable them to recognize, eliminate, or reduce occupational safety and health hazards in their work units (see Attachment 1).

- c. Employees. Per 29 CFR 160 (Subpart H), GIPSA employees will be provided specialized or mandated training appropriate to the work performed. For example: stowage examinations, stockyard/auction barn work, probing railcars, laboratory work, etc. (see Attachment 1). This includes:
- (1) Safety and health requirements of the job;
  - (2) Defensive driving, when appropriate; and
  - (3) Employee rights and responsibilities associated with the GIPSA Safety and Health Program.

#### 4. SPECIFIC TRAINING REQUIREMENTS

There are specific training requirements for certain categories of employees and certain types of work functions. These requirements are summarized below and represent the minimum Agency requirements. The GIPSA Designated Agency Safety and Health Official (DASHO), Division Directors, Regional Office Supervisors, and Field Office Managers may require additional training as deemed necessary for any category of employee or type of work.

NOTE: For new employees, safety and health training must begin within 3 months of assignment, and one course should be completed each quarter until all requirements are met.

##### a. Training Requirements for CDSHOs.

- (1) Per 29 CFR 160 (Subpart H), Agency CDSHOs will be provided training or orientation in the scope of their collateral duty safety and health responsibilities, including:
  - (a) The GIPSA Safety and Health Program,
  - (b) Section 19 of the Occupational Safety and Health Act,
  - (c) Executive Order 12196,
  - (d) 29 CFR Part 1960,
  - (e) Agency procedures for the reporting, evaluation and abatement of hazards,
  - (f) Agency procedures for reporting and investigating allegations of reprisal, and
  - (g) Agency procedures for the recognition of hazardous conditions and environments, identification and use of occupational safety and health standards, and other appropriate rules and regulations.
- (2) These training requirements are listed by priority of importance. Training will commence within 3 months of assignment to duties, and two courses should be completed each year until all requirements are met.

b. First Aid Training.

- (1) The ready access to a professionally staffed medical facility will be the primary determinant in whether an employee within an office/worksite is required to take first aid training. The supervisor will determine who and how many employees (minimum: one employee per office/worksite) must take first aid training if a professionally-staffed medical facility is not readily accessible.
- (2) Supervisors should promote first aid training to all employees. Employees granted approval by supervisors to take first aid training will not be charged leave to attend classes. The names of those employees trained to render first aid should be made known to all other employees within the office/worksite.
- (3) Supervisors will ensure that employees who work alone are capable of handling emergencies expected in their work environment. Standard first aid training must be American Red Cross or equivalent. Employees successfully completing the course will be issued certification cards that are valid for 3 years.

c. Cardiopulmonary Resuscitation (CPR) Training. The requirements regarding first aid training also are applicable to CPR training. CPR training and certification is provided nationally through the Red Cross and the American Heart Association. Employees granted approval by supervisors to take CPR training will not be charged leave to attend classes. CPR training is valid for 1 year. In addition to the minimum requirements, supervisors should promote CPR training for all employees regardless of access to medical facilities or job hazards.

**5. TRAINING RESOURCES**

Safety and health training videotapes on a wide variety of topics as well as information about additional training resources is available from the GIPSA Safety and Health Office (phone: 202-720-0251).

**6. INQUIRIES**

This Directive is available at [www.aphis.usda.gov/library](http://www.aphis.usda.gov/library) and [www.usda.gov/gipsa/reference-library/directives.htm](http://www.usda.gov/gipsa/reference-library/directives.htm)

/s/  
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Administrator