

<i>Consultative Services - Bureau Operating Procedures</i>	<i>Effective - November 1999</i>	<i>Revision 7: 05/12/16</i>
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BOP #7 (formerly 4.18.01)

Document Title: Training

Approval Authority: Bureau Chief

A. PURPOSE

This Bureau Operating Procedure (BOP) outlines the process to be followed by Consultative Services Bureau employees to identify staff training and professional development opportunities and needs. The policy is intended to provide training to a newly hired employee within the first 90 – 120 days of employment and to enhance the employee's career development once employed in the bureau.

B. SCOPE

This procedure applies to all Consultative Services Bureau employees.

C. DEFINITIONS

Consultative Services Training Tracking Log - A checklist document used by supervisors and other bureau personnel to ensure that a new employee is trained and released to independent status within 90 – 120 days.

Independent Status – A consultant released to conduct Safety and/or Health surveys independently, no longer in training status. This is informally referred to as ‘cut loose’ occasionally.

D. RESPONSIBILITIES AND AUTHORITIES

1. Employee- Identify and suggest training related to their job. Attend with full participation to maximize learning.
2. Supervisor- Responsible for assuring that new employees are trained and released within the first 90 - 120 days of employment using the Consultative Services Training Tracking Log. Helps identify training opportunities throughout each workplan year.
3. Bureau Chief- Reviews and signs off on each new employee's Training Tracking Log upon release to perform independent visits.

E. REQUIREMENTS

1. The Consultative Services Training Tracking Log must be completed and signed by the Consultant, Supervisor and Bureau Chief when a consultant is released for independent surveys.
2. Employee Training and Development Plans may be included or added to the NC VIP system.
3. All registration forms, travel and other expenses must be approved prior to all activity.
4. Appropriate training documentation must be completed following training, and submitted to the appropriate person (likely the OSH training records database).

F. ACTION STEPS

1. Newly hired employees are trained by their supervisor and other bureau personnel. The Consultative Services Training Tracking Log is used to ensure that the new hire will receive consistent and necessary training in order to be released within the first 90 – 120 days. The completed Log is reviewed, approved by the Bureau Chief, and filed in the employee's personnel file.
2. Upon completion of any formal training, the employee or training facilitator is responsible for completing the necessary training documentation or the ETТА form including an evaluation of the training in the comments section and submitting the record to their supervisor.
3. All new employees will be trained on the CSB Quality Program by their supervisor.

G. QUALITY RECORDS

1. Consultative Services Training Tracking Log
2. Training Attendance Record

H. DOCUMENT CONTROL

1. The content of this BOP is the responsibility of the Bureau Chief.
2. Requests for interpretation of the provisions of this procedure and suggestions for changes should be addressed to the Bureau Quality Coordinator.

I. REVISIONS

4.18.01 A-G	Rev 1	12/01/99	Reword for clarity
4.18.01 J	Rev 1	12/01/99	Reword for clarity
4.18.01 D	Rev 2	03/01/00	Add responsibility of Bureau Quality Coordinator
4.18.01 F14	Rev 2	03/01/00	Add responsibility of training new employees
4.18.01 C	Rev 3	04/01/00	Add "Position Descriptions"
4.18.01 D	Rev 3	04/01/00	Reword for clarity
4.18.01 E	Rev 3	04/01/00	Reword for clarity
4.18.01 F	Rev 3	04/01/00	Reword for clarity
4.18.01 F1	Rev 4	07/06/04	Add "Projected"
4.18.01	Rev 5	03/29/06	Add procedures for training new hires.
Policy 7	Rev 6	06/01/2014	Updated to current personnel structure.
Policy 7	Rev 7	05/12/2016	Updated for NC VIP and current OSH Division training procedures.