Document Title: **Scheduling of Training Courses for
Compliance Officers and Other OSH Staff**

Approval Authority: **Bureau Chief**

A. PURPOSE AND SCOPE

This Bureau Operating Procedure (BOP) defines the process for scheduling and conducting internal training courses for compliance officers and other OSH staff. This includes initial core courses and continuing education courses as specified in OPN 64 – Mandatory Training to OSH Compliance Personnel, as well as any additional training deemed necessary.

B. ACTION STEPS

Training Supervisor:

- o Oversee the internal training program, continuously working to improve programs and maximize resources;
- o Collaborate with OSH bureau chiefs to produce an annual training schedule to cover the CSHO workplan year;
- o Coordinate with administrative staff to process and maintain necessary contracts;
- o Host an annual training meeting to update and coordinate resources with the management team;
- o Provide resources and guidance to ensure staff can complete tasks necessary to fulfill the goals of each course;
- o Develop and deliver annual training survey to OSH staff no later than February 28th of each year;
- o Summarize survey results for annual training meeting;
- o Coordinate with internal and external instructors to finalize course materials, ensuring course materials are provided to ETTA in a timely manner;
- o Ensure course materials (electronic or paper copies) are prepared one week prior to course start date. If electronic materials are being used for the course, these files will be uploaded to the One Stop Shop one week prior to the course start date for students to download to tablets;
- o Post all course materials, including feedback documentation, to appropriate course folder on the F: drive;
- o Update internal training databases as necessary (i.e., contacts, facilities, etc.);
- o Summarize course evaluation results and submit to bureau chiefs, supervisors and instructors via email; and
- o Maintain and store one hard copy and/or electronic copy of all final course materials.

Course Facilitator:

- o Prepare all course materials to include any hard copy material, name tents, evaluation forms, rosters and a jump drive with all electronic presentations no less than three days prior to the start of the course;

- Outline emergency procedures for instructors such as informing them of what to do if they have an emergency and cannot teach as scheduled;
- Schedule A/V equipment and/or coordinate use of virtual training systems;
- Start the class and provide support to instructors throughout the day;
- Monitor the classroom to prevent unauthorized access by members of the public (Lake Boone Trail security concerns);
- Turn in the original completed roster to the database manager.

<u>Database Manager:</u>

- Prepare and email electronic course evaluations to course attendees on the first day of each course;
- Summarize survey results and submit to the training supervisor for review;
- Enter roster details into ETTA training database.

C. REFERENCES

None

D. REVIEWS/REVISIONS

Revision 2: 3/25/2009

Revision 3: 4/14/2011 – Removed attachments per new uploading procedures. Attachments will be provided as necessary.

Reviewed: 9/13/2011

Revision 4: 5/4/2012 – No changes.

Reviewed: 9/01/2012 – No changes.

Revision 5: 10/15/2015 – Updated Paragraph B and C.

Revision 6: 12/28/2017 – Updated Paragraph B.

Revision 7: 1/14/2019 – Updated Paragraph B.

Revision 8: 1/15/2020 – Updated Paragraph B.

Revision 9: 2/01/21 – Updated Paragraph B.

Reviewed: 2/18/22