

Recommended CSHO Training Activities for Phase 1 – Initial Core Courses, Year 1

Reference Only

ETTA coordinates formalized training for CSHOs through its competency-based approach to curriculum. As a professional, the CSHO will acquire additional knowledge, skills, abilities and behaviors through other sources such as Self-Instruction (SI) and OJT which enhance the formal training a new CSHO receives. This document offers recommendations for both SI and OJT activities to be completed along with formal training.

The table lists activities that should be completed in the field office prior to and after attending specified formal courses. Items listed in the “Activity” column should be completed by all CSHOs. Activities recommended specifically for safety specialists and industrial hygienists are listed in the last two columns. Each activity and discipline-specific recommendation is provided to complement material covered in the formal training courses.

Time allotted to accomplish Self-Instruction (SI) and On-the-Job Training (OJT) assignments should be compatible with the newly-hired CSHO’s current knowledge, skill and experience levels. The district supervisor should verify the CSHO’s ability to successfully complete SI and OJT assignments. Training assignments may also be supplemented by other comparable task assignments deemed appropriate and/or equivalent by the supervisor.

Activity	Activity Description	Safety Specialists	Industrial Hygienists
PRIOR to Attending OSH Division Course #100 or OSHA Training Institute’s Course #1000 Initial Compliance			
On-the Job Training	Work with office administrative support personnel to identify and become familiar with office administrative procedures (both personnel and citation processing).	<i>No Additional Discipline-Specific Recommendations</i>	
	Work with the district supervisor or an assigned CSHO II mentor to review the department and division New Employee Orientation Procedures . This will be scheduled during the first weeks of the CSHO’s employment.	<i>No Additional Discipline-Specific Recommendations</i>	

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On-the Job Training	<p>Explore the OSH Division's One Stop Shop and Internet sites. Begin with the following</p> <p>OSH Division Information Systems:</p> <ul style="list-style-type: none"> * OSHA Express (OE) * OSHA forms (e.g., OSHA-1, -1A, and -1B) * Use of OSHA Integrated Management Information System (IMIS) data * SAVES * Field Information System (FIS) <p>OSH Division public page (Internet):</p> <ul style="list-style-type: none"> * Services offered by NCDOL 	<i>No Additional Discipline-Specific Recommendations</i>	OSHA-1B
	Receive training and instructions on use and limitations of PPE (e.g., hard hats, safety glasses, hearing protection, high-visibility clothing and safety shoes).		<i>No Additional Discipline-Specific Recommendations</i>
	Receive training and instructions on personal use of respirators, according to OSH Division programs and be fit-tested as applicable.		
	<p>With team leader or assigned CSHO II mentor, review employer's basic programs such as:</p> <ul style="list-style-type: none"> * Hazard Communication * The Control of Hazardous Energy (Lock-out/Tag out) * Recordkeeping 		

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Self-Instruction	<p>Read and review North Carolina's OSH Act and become familiar with:</p> <ol style="list-style-type: none"> NC General Statutes (NCGS) 95 Article 16 Which employers and employees are covered and The responsibilities of employers and employees. 	<i>No Additional Discipline-Specific Recommendations</i>	
	<p>Review the Table of Contents of 29 CFR 1910 and 29 CFR 1926 to become familiar with the types of hazards covered by OSH regulations.</p> <p>Consult with team leader or assigned CSHO II mentor to determine which hazards are more likely to be investigated by safety specialists vs. those more likely to be investigated by industrial hygienists.</p>		
	Review the Table of Contents of NC Administrative Code (NCAC) subchapter 7F and NCAC subchapter 7A to become familiar with the types of hazards covered by NC OSH regulations.	<i>No Additional Discipline-Specific Recommendations</i>	
	Review and become familiar with the resources offered on federal OSHA's public (Internet) web page.		
	Review the NCDOL State Emergency Management Plan (SEMP) and Continuity of Operations Plan (COOP) Plans available on the OSH One Stop Shop.		

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On-the Job Training	Accompany a released CSHO on a programmed planned inspection and observe the following: <ul style="list-style-type: none"> * Inspection preparation * Calibration of instruments * Opening conference * Walkthrough * Use of instruments or other measuring devices * Closing conference * Preparation of citations 	Instruments might include Santronics AC sensor, velometer, inclinometer, engineering rod.	Instruments might include air or noise sampling equipment.
	Accompany a fully-qualified CSHO on an unprogrammed inspection .	<i>No Additional Discipline-Specific Recommendations</i>	
Attend Formal Training: Course #100 or Course #1000 Initial Compliance – including web-based segment prior to instructor-led (i.e., classroom) training.		<i>No Additional Discipline-Specific Recommendations</i>	
Self-Instruction	Review the contents of 29 CFR 1915 and 1917 (Maritime Standards) and consult with team leader or assigned CSHO II mentor to determine when the office could make an inspection using these standards.	<i>No Additional Discipline-Specific Recommendations</i>	
	Review the contents of 29 CFR 1928 (Agriculture Standards) and consult with team leader or assigned CSHO II mentor to identify inspections under this Part.		
On-the Job Training	If the district office conducts inspections under the 29 CFR 1915 and 1917 standards , accompany a released qualified CSHO on an inspection involving these standards (East Compliance Bureau only).	<i>No Additional Discipline-Specific Recommendations</i>	
	Accompany a released Agriculture Safety and Health (ASH) CSHO on an inspection involving agriculture operations which applies the 29 CFR 1928 standards.	<i>No Additional Discipline-Specific Recommendations</i>	

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	Identify consensus or other standards referenced in the OSH Division standards , discuss with the district supervisor whether the provisions of the identified standards are incorporated by reference or are advisory in nature, and determine how personnel in your office access copies of needed consensus standards.	All Subparts in Part 1910 (excluding Subpart Z except 1910.1020, 1910.1200, and 1910.1201). Also, refer to 29 CFR 1910.6, 1926.65, 1926.95 thru 1926.102, 1926.104, and 1926.152 (or other standards assigned by the district supervisor).	1910 Subparts I, J and Z. Also, refer to 29 CFR 1910.6, 1926.65, 1926.95 thru 1926.102, 1926.104, and 1926.152 (or other standards assigned by the district supervisor).
	Specific to your career path, accompany a released CSHO on an inspection and discuss related technical information from that inspection.	Example: after an inspection involving storage of flammable and combustible liquids, discuss chemistry related to fire and solvents.	Example: after an inspection involving lead or silica exposures, discuss toxicology and health effects, dose-response relationships, feasible engineering controls.
	With a district supervisor or assigned CSHO II mentor, review calibration and maintenance requirements of equipment used in your discipline (e.g., carbon monoxide and/or multiple gas meters, receptacle (three-light) tester, sound level meters, camera, tape measure).	Examples include: Santronics AC sensor, voltage tester, engineering rod, inclinometer.	Examples include: air monitoring instrumentation, noise dosimeters, multi gas meters.

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	With a district supervisor or assigned CSHO II mentor, identify the instruments used by personnel in your specific discipline that are maintained in the field office (e.g., carbon monoxide and/or multiple gas meters, receptacle (three-light) tester, sound level meters, camera, tape measure).	Examples include: Santronics AC sensor, voltage tester, engineering rod, inclinometer.	Examples include: air monitoring equipment, noise instrumentation, velometers, heat stress monitors.
	Work with a district supervisor or assigned CSHO II mentor to identify and become familiar with OSHA's Nationally Recognized Testing Laboratory (NRTL) program.	<i>No Additional Discipline-Specific Recommendations</i>	
	With a district supervisor or assigned CSHO II mentor, review the NCGS 95-129(1) process.	<i>No Additional Discipline-Specific Recommendations</i>	
Attend Formal Standards Course per CSHO Discipline		Course #105 or #1050 Introduction to Safety Standards	Course #125 or #1250 Introduction to Health Standards
Self-Instruction	Review the NCDOL library's basic texts, references, and materials related to your discipline's hazards and controls.	<i>No Additional Discipline-Specific Recommendations</i>	
	Prepare a written technical report or PowerPoint presentation for a district meeting for a specific type of hazard related to your discipline. Include: <ul style="list-style-type: none"> * Types of worksites where the hazard may be expected to occur * Work activities that may involve the hazard * Equipment that may be associated with the hazard * Engineering and/or administrative controls and PPE that may be required to control the hazard * Related OSHA standards 	Examples include: amputations, electrical, fall from heights, trenching.	Examples include: noise, temperature stress, exposure to toxic air contaminants.

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On-the Job Training	<p>Post-inspection and under the direction of a district supervisor or assigned CSHO II mentor, prepare a mock OSHA-1B for a specific type of hazard documenting:</p> <ul style="list-style-type: none"> * Which standard applies * Which standard is violated * Employees exposed * Employer knowledge * Recommended abatement (e.g., engineering, administrative controls, PPE) * Recommended penalties 	<p><i>No Additional Discipline-Specific Recommendations</i></p>	
	<p>Participate in a follow-up inspection and perform the following:</p> <ul style="list-style-type: none"> * Review the case file to determine equipment necessary to evaluate the implementation of controls * Prepare all equipment for the follow-up inspection * Conduct an opening conference * Set up or operate all equipment for determining compliance * Answer routine questions concerning scope of survey, reasons for taking measurements, and general methods of controlling common hazards * Conduct the closing conference 		
	<p>With a district supervisor or assigned CSHO II mentor, discuss the division's citation authorization review process.</p>		
	<p>Participate as a team member in an inspection involving a multi-employer worksite.</p> <p>Present an oral summary of hazards and violations identified and citations recommended to the district supervisor or assigned CSHO II mentor.</p>		

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	<p>Participate as a team member in a special emphasis program (SEP) inspection.</p> <p>Present an oral summary of hazards and violations identified and citations recommended to the district supervisor or assigned CSHO II mentor.</p>	<i>No Additional Discipline-Specific Recommendations</i>	
Self-Instruction	Perform a literature and web search to resolve a problem in hazard identification and control then develop a written report incorporating the information.	<i>No Additional Discipline-Specific Recommendations</i>	
On-the Job Training	Attend an informal conference	<i>No Additional Discipline-Specific Recommendations</i>	
Self-Instruction	<p>For each of three inspection case files assigned by the district supervisor or assigned CSHO II mentor, prepare a written report that summarizes:</p> <ul style="list-style-type: none"> * Reason for the inspection * Nature and characteristics of the worksite * Hazards investigated, equipment used, and samples or measurements taken * Violations identified Abatement methods used by the employer 	<i>No Additional Discipline-Specific Recommendations</i>	
	Review three field office accident investigation case files .		