

## Recommended CSHO Training Activities for Phase 1 – Initial Core Courses, Through Year 3

This is a tool for district supervisors to use to plan training during the CSHO's second and third years of training. Ideally, the courses would be taken in the order listed. The proposed sequence assists CSHOs with building professional expertise by setting incremental, achievable goals.

Some of the initial courses recommended for years two and three include an application of technical knowledge; however, the initial courses are not intended to provide an in-depth perspective in any specific technical area. ETTA can coordinate additional courses that deal specifically with skills and knowledge in several technical areas related to safety and health.

After completion of each of the required courses and optional recommended technical courses, district supervisors should assign CSHOs inspections which further reinforce the retention and transfer of the course learning objectives.

Years two and three offer the CSHO opportunities to reach professional development goals by:

- Completing the required courses
- Selecting optional technical courses to support professional development
- Self-Instruction
- On-the-Job Training
- Completing any training required by various standards or directives as assigned by the District Supervisor. (Refer to Appendix C for more information).

Required OSH /OTI Courses	Follow-up On-the-Job Training	Self-Instruction	Applies Technical Knowledge
#131 or #1310— Investigative Interviewing Techniques  <b>Note: #131 and #123 are blended together.</b>	After completion of: <ul style="list-style-type: none"><li>○ <b>#131 or #1310—Investigative Interviewing Techniques</b> and</li><li>○ <b>#123 or #1230—Accident Investigation</b></li></ul> CSHOs should: <ul style="list-style-type: none"><li>○ Participate in three accident/fatality investigations under the guidance of a team leader and/or a released CSHO.</li><li>○ Be given the opportunity to demonstrate effective investigative interviewing techniques.</li></ul>	None	This course does not specifically apply technical knowledge.

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Required OSH /OTI Courses	Follow-up On-the-Job Training	Self-Instruction	Applies Technical Knowledge
#141 or #1410—Inspection Techniques and Legal Aspects	<p>After completion of:</p> <ul style="list-style-type: none"> <li>○ <b>#141 or #1410—Inspection Techniques and Legal Aspects</b> and</li> <li>○ Three inspections</li> </ul> <p>The CSHO should discuss with their district supervisor or assigned CSHO II mentor:</p> <ul style="list-style-type: none"> <li>○ Whether each case has adequate documentation to defend the case during legal proceedings.</li> <li>○ What additional documentation might have strengthened the case.</li> </ul>	Research and read new and applicable court cases, settlement cases and other OSH Division policy documents related to course content.	This course does not specifically apply technical knowledge.
#245 or #2450—Evaluation of Safety and Health Management Systems	<p>After completion of <b>#245 or #2450—Evaluation of Safety and Health Management System</b>, the CSHO should:</p> <ul style="list-style-type: none"> <li>○ Participate in a minimum of three inspections of establishments that have a written safety and health program.</li> <li>○ For each inspection, the CSHO should: <ul style="list-style-type: none"> <li>● Evaluate the effectiveness of the safety and health program.</li> <li>● Document their reasoning.</li> <li>● Discuss the evaluation with their district supervisor.</li> </ul> </li> </ul>	Research and read new and applicable letters of interpretation, directives, court cases, memoranda of understanding and other OSH Division policy documents related to course content.	This course applies basic technical knowledge.
#123 or #1230—Accident Investigation  <b>Note:</b> #131 and #123 are blended together.	<p>After completion of:</p> <ul style="list-style-type: none"> <li>○ <b>#131 or #1310—Investigative Interviewing Techniques</b>; and</li> <li>○ <b>#123 or #1230—Accident Investigation</b></li> </ul> <p>CSHOs should:</p> <ul style="list-style-type: none"> <li>○ Participate in three accident/fatality investigations under the guidance of a district supervisor or assigned CSHO II mentor.</li> <li>○ Be given the opportunity to demonstrate effective investigative interviewing techniques.</li> </ul>	Research and read new and applicable letters of interpretation, directives, court cases, memoranda of understanding and other OSH Division policy documents related to course content.	This course applies basic technical knowledge.

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Required OSH /OTI Courses	Follow-up On-the-Job Training	Self-Instruction	Applies Technical Knowledge
<b>Safety Specialists:</b> #1080—Health Hazard Awareness for Safety Officers or the #125 course.	After the safety specialist has completed the <b>#1080—Health Hazard Awareness for Safety Officers</b> course or #125 course, they should participate in a minimum of three health inspections under the guidance of an experienced industrial hygienist and assist in preparation of citations.	Research and read new and applicable letters of interpretation, directives, court cases, memoranda of understanding and other OSH Division policy documents related to course content.	These courses apply basic technical knowledge.
<b>Industrial Hygienists:</b> #1280—Safety Hazard Awareness for Industrial Hygienists or the #105 course.	After the industrial hygienist has completed the <b>#1280—Safety Hazard Awareness for Industrial Hygienists</b> course or the #105 course, they should participate in a minimum of three safety inspections under the guidance of an experienced safety specialist and assist in preparation of citations.		
HAZWOPER	The <b>HAZWOPER</b> course is to refresh knowledge and understanding of HAZWOPER requirements. The objective of this course is to ensure students meet the requirements specified in 29 CFR 1910.120 in order to conduct inspections pertaining to chemical incidents. The topics covered include hazardous substance properties, hazards recognition, incident prevention, proper personal protective equipment selection/use/care, site safety/health responsibilities, procedures, emergency response planning, spill containment, decontamination methods and safe work practices. Students are provided with training on respirators, monitoring equipment and protective clothing.		These courses apply basic technical knowledge.
Technical Writing  <b>Note:</b> OSHA Express training is part of Technical Writing.	The <b>technical writing</b> course is to develop specialized report/document skills, develop consistency among reports and to ensure that SOPs are followed. The course material covers proper completion of OSHA-1, accurate inspection process narratives, develop correct AVDs and write comprehensive and descriptive 1Bs/2Bs. The objective is to provide the compliance officer with the knowledge and tools necessary to write accurate, consistent and complete technical documents and reports.		These courses apply basic technical knowledge.

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Incident Command System—IS-100 and NIMS—IS-700 (most current versions)	After completion of the <b>Incident Command System</b> and <b>NIMS</b> or equivalent (e.g., web-based course), the CSHO should participate in tabletop exercises (as available) concerning emergency responses. These tabletop exercises may be run by OSH, by state or local government, or by other federal agencies. The CSHO should participate in field office inspections adapted to the ICS model.	Research and read new and applicable letters of interpretations, directives, court cases, memoranda of understanding and other OSH Division policy documents related to course content.	This course does not specifically apply technical knowledge.

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Required OSH /OTI Courses	Follow-up On-the-Job Training	Self-Instruction	Applies Technical Knowledge
<b>Technical Courses*</b>  <b>Safety Specialists:</b> Build on skills and experience in a related technical area such as machine guarding or lock-out/tagout	<p><b>Safety Specialists.</b> After the safety specialist has completed a technical course <i>such as</i> the #2030—Basic Electrical Principles or the #2040—Machinery and Machine Guarding Standards, the safety specialist should participate in a minimum of three inspections that:</p> <ul style="list-style-type: none"> <li>○ Concern the type of hazard that was the subject of the technical course</li> <li>○ Prepare and operate equipment appropriate for an inspection related to the technical area.</li> <li>○ Document violations and prepare citations for inspections related to the technical area.</li> </ul> <p>After the safety specialist has completed a technical course <i>such as</i> the #3010—Excavation, Trenching and Soil Mechanics or the #3080—Principles of Scaffolding, the safety specialist should participate in a minimum of three inspections that:</p> <ul style="list-style-type: none"> <li>○ Concern the type of hazard that was the subject of the technical course.</li> <li>○ Prepare and operate equipment appropriate for an inspection related to the technical area.</li> <li>○ Document violations and prepare citations for inspections related to the technical area.</li> </ul>	Research and read new and applicable letters of interpretation, directives, court cases, memoranda of understanding and other OSH Division policy documents related to technical course content.	These courses apply technical knowledge that is beyond the basic level.
<b>Industrial Hygienists:</b> Build on skills and experience in a related technical area such as noise sampling or air contaminant sampling	<p><b>Industrial Hygienists.</b> After the industrial hygienist has completed a technical course <i>such as</i> the #2200 Industrial Noise or the #2210—Principles of Ventilation, the industrial hygienist should participate in a minimum of three inspections that:</p> <ul style="list-style-type: none"> <li>○ Concern the type of hazard that was the subject of the technical course.</li> <li>○ Prepare and operate equipment appropriate for an inspection related to the technical area.</li> </ul> <p>Document violations and prepare citations for inspections related to the technical area.</p>		

\*The bureau chiefs and district supervisors will deem what are required technical courses based on the Division's needs.