

## Chapter 12

### TRAINING REQUIREMENTS

#### 12.1 PURPOSE

This chapter identifies the training required by the Department and the Occupational Safety and Health Administration, Code of Federal Regulations (**29 CFR 1910, 1926, and 1928**). Training is required and necessary to ensure employees perform assigned tasks in a safe and efficient manner. This training also applies to Department of Correction officers, contract laborers, Other Personnel Services (OPS) and temporary workers as appropriate.

#### 12.2 GENERAL REQUIREMENTS

12.2.1 All safety training, including safety related awareness training, **must be coordinated through the responsible Central or District Personnel Office and Central or District Occupational Safety and Health Office or designated office**. Districts may choose to use computer based training, contracted training, or in-house trainers who have the experience, training, and knowledge to conduct specific training courses.

Refresher training should be conducted as required by Department policy and/or OSHA regulations, and when there are any changes to current adopted OSHA standards or Department policies or procedures relating to employee's safety.

12.2.2 Employees shall be allowed sufficient time during normal duty hours to attend required safety training.

12.2.3 Instructors shall maintain current certification, if required, on the courses they are authorized to teach.

12.2.4 All training shall be documented within Learning Curve.

#### 12.3 TRAINING AND EDUCATION

12.3.1 Unit Managers/Cost Center Managers shall ensure that training and education of employees are provided (and that employees attend and successfully complete) in the following areas as appropriate:

12.3.2(A) Safety requirements for employees working in confined spaces.  
**[29 CFR 1910.146]**

- (B) Noise and hearing protection training for employees when assessment indicates employees are exposed to noise at or above an eight-hour time weighted average of 85 decibels or when required to wear hearing protection. **[29 CFR 1910.95(k), 1926.101; Required Annually]**
- (C) Respirator protection training for employees required to use respirators. **[29 CFR 1910.134(b) (3), 1926.103; Required Annually]**
- (D) General principles of fire extinguisher use by type and the hazards involved in its use. **[29 CFR 1910.157, 1926.150; Required Annually]**
- (E) Operation of forklift trucks. **[29 CFR 1910.178; Required every 3 years.]**
- (F) Crane operation (overhead, gantry, and truck). **[29 CFR 1910.179-180, 1926.550]**
- (G) Operation of cutting/welding equipment. **[29 CFR 1910.252-255, 1926.350, 1926.351]**
- (H) Operation of aerial lifts. **[29 CFR 1910.67]**
- (I) Hazardous Waste Operations and Emergency Response (HAZWOPER), First Responder Awareness Level course for all employees who are likely to witness or discover a hazardous substance release. First Responder (First on the Scene) training should be annually and annual refresher training thereafter. **[29 CFR 1910.120]**
- (J) Work operation requiring employees to use energy control procedures (Lock out/Tag out of energy sources). **[29 CFR 1910.147]**
- (K) Work situation where there is potential exposure to airborne lead at any level. **[29 CFR 1910.1025; Required Annually]**
- (L) Employees who are responsible for electrical repair that presents risks of electrical shock and other electrical hazards. **[29 CFR 1910.331-335, 1926.404]**
- (M) Bloodborne pathogen exposure training for Department divers. **[29 CFR 1910.1030; Required Annually]**
- (N) Exposure to harmful plants or animals. **[29 CFR 1926.21]**
- (O) Servicing multi-piece rim wheels. **[29 CFR 1910.177]**
- (P) Safe handling procedures, material contents, and safety data sheet for employees who work with hazardous materials. **[29 CFR 1926.21; 29 CFR**

**1910 Subpart Z; 1910.106; 1910.1200; 1910.1450]**

- (Q) Chain saw operations. **[29 CFR 1910.266]**
- (R) Paint spray applications per **National Fire Protection Association (NFPA)33; 29 CFR 1910.107.**
- (S) The use, care, proper application of, limitations, and the necessity for any type of personal protective equipment. Employees shall be trained in accordance with the requirements of **[29 CFR 1910.132]**
- (T) Operation of woodworking equipment. **[29 CFR 1926.302; 1926.304]**
- (U) Installation, removal, operation, and maintenance of LP gas. **[29 CFR 1910.110]**
- (V) Proper use of hand and power tools. **[29 CFR Subpart P; 29 CFR 1926 Subpart I]**
- (W) Operation of agricultural tractors, upon initial assignment and annually thereafter. **[29 CFR 1928.51(d)]**
- (X) For all employees on emergency plans and fire prevention plans. **[29 CFR 1910.38]**
- (Y) Training on danger and caution signs **[29 CFR 1910.145]**

**12.3.3 Training for Construction Related Activities**

The training provided may range from an awareness level for inspectors or project managers to identify specific hazards, to a full training program designed for employees involved in actually conducting construction related activities.

**Awareness Level Training for Construction Related Activities**

ALL construction employees must complete the Construction OSHA Awareness Training course as described in Chapter 11 of the Construction Training and Qualification Manual. The purpose of that chapter is to provide an Occupational Safety and Health Awareness Training Course for DOT construction personnel ONLY. Construction personnel may, in addition to the required training, attend an authorized OSHA 10-hour Construction Outreach Training Program, upon completion of which a Student Completion Card will be issued.

**12.3.4 New Employees**

All new employees must have training in those areas as they relate to their assigned duties and activities. This training should be completed within the first year of the employee's hire date. Appropriate safety training must be determined and initiated immediately after the hire date to ensure the new employee understands the safety requirements of the job.

The training must include the recognition and avoidance of unsafe conditions and the regulations applicable to construction and maintenance work and activities. **[29 CFR 1926.21(b) (2)]** This can incorporate any of the following specific areas:

- (A) Personal Protective Equipment (when to use and how to maintain) **[29 CFR 1926.28]**
- (B) Hearing Protection (when to use, types, and how to maintain) **[29 CFR 1926.101]**
- (C) Scaffolding Safety (basic installation, approved ladder, and railing) **[29 CFR 1926]**
- (D) Fall Protection (types of devices, use of a harness, inspection of equipment, when to use, the 6-foot rule, engineering requirements, etc.) **[29CFR 1926]**
- (E) Material Hoists, Personnel Hoists and Elevators (inspections, proper use, load capacities, and crane inspection) **[29 CFR 1926.552]**
- (F) Earth Moving Equipment/Motor Vehicles (back up alarms, working around equipment and vehicles) **[29 CFR 1926]**
- (G) Excavation and Trenching (hazard recognition, shoring, ingress/egress, etc.) **[29 CFR 1926]**
- (H) Barges (used for marine construction of bridges, etc.) **[29 CFR 1926.605]**
- (I) Demolition of structures (awareness only) **[29 CFR 1926, Subpart T]**
- (J) Cranes (working around safely, swing radius, etc.) **[29 CFR 1926 Subpart CC]**
- (K) Concrete and Masonry (hazardous dust, and safety requirements) **[29 CFR 1926 Subpart Q]**
- (L) Working safely in work zones (night and day) (special hazards and how to work safely around them) [Current FDOT Standard Plans, Current Manual on Uniform Traffic Control Devices, current Standard Specifications Chapter 102 - Maintenance of Traffic, current Florida Design Manual (FDM) Chapter

240, 29 CFR 1926.200 (g), 201]

- (M) Working in confined spaces (culverts, storm water systems, drainage pipes and other areas not designed for human occupancy) **[29 CFR 1926.21]**
- (O) Hazardous Materials and Safety Data Sheets **[29 CFR 1926.59 and 1910.1200]**

#### 12.4 SPECIAL TRAINING

The following are special training areas:

- (A) First Aid/CPR/AED training, for all field employees; First Aid/CPR/AED training when requested for office employees where AEDs are present.
- (B) Training requirements for personnel involved in planning, designing, supervising, and maintaining work zone safety in accordance with the Department **Procedure No. 625-010-010, Maintenance of Traffic Training**. Training for all flaggers on the requirements of the **Manual, Maintenance of Traffic Training on Uniform Traffic Control Devices, Millennium Edition (MUTCD)** or the latest edition.
- (C) Equipment operation training for employees who operate state-owned equipment.
- (D) Training on proper lifting procedures.
- (E) Annual refresher training for part-time and emergency equipment operators.
- (F) Defensive Driving shall be taken by employees as stipulated by the Department's Executive Committee and published within Learning Curve.