

# RECLAMATION

*Managing Water in the West*

Final Report

## **Safety Training Tool**

Safety and Occupational Health Program Action Plan  
Team 19 Recommendations



U.S. Department of the Interior  
Bureau of Reclamation

**March 2016**

U.S. DEPARTMENT OF THE INTERIOR

PROTECTING AMERICA'S GREAT OUTDOORS AND POWERING OUR FUTURE

The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

MISSION OF THE BUREAU OF RECLAMATION

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

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## **Safety Training Tool**

Safety and Occupational Health Program Action Plan  
Team 19 Recommendations

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*Team 19 would like to thank our supervisors and our Executive Sponsor, Roseann Gonzales, for supporting us in this endeavor, and giving us the opportunity to participate in such an important effort.*



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Bureau of Reclamation

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## ACRONYMS

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Department	U.S. Department of the Interior
HoC	Hierarchy of Controls
JHA	Job Hazard Analysis
PPE	Personal Protective Equipment
Reclamation	U.S. Bureau of Reclamation
RSHS	Reclamation Safety and Health Standards
SOH	Safety and Occupational Health



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## BACKGROUND

In 2012, the U.S. Department of the Interior's Office of Occupational Safety and Health conducted a review of the U.S. Bureau of Reclamation's Safety and Occupational Health (SOH) Program. Conclusion number five from their December 3, 2013, Evaluation Report states: "Reclamation provides various types of safety and occupational health training, appropriate for worksite hazards and related to the applicable OSHA standards. In addition, specialized safety-related training is provided for certain high hazard operations. However, various types of specialized training does [sic] not exist and opportunities for improvement are identified."

In Reclamation's May 2014 SOH Action Plan, Program Action Plan Teams were created to address the deficiencies documented in the Evaluation Report. Team 19 was given the assignment to "*Develop a tool to aid supervisors and employees in determining safety training needs.*"

Team 19 reviewed the Action Plan and based on the current Learning Management System (LMS) capabilities, developed a system to aid supervisors and employees in determining their safety needs, as well as identifying additional actions to develop the training tools and notification of training requirements.

The current LMS (DOI Learn) capabilities allow for the following functionality:

1. The training in the Safety Course Catalog can be assigned to a specific employee
2. The LMS can send notification to the Supervisor that an employee needs specific training based on a training cycle (e.g. training every 3 years is now due)
3. The LMS can send notifications to the employee of the required safety training
4. The LMS can provide status reports to the Supervisor for all employees with assigned safety training
5. The LMS can send notifications to the Supervisor that the employee has completed the training
6. The LMS can send notifications to Supervisors and employees that training is not completed

This report documents Team 19's recommendations.

## **RECOMMENDATIONS**

Team 19 proposes that the Reclamation Leadership Team approve the following three recommended actions to ensure all employees receive the appropriate safety training:

### **Recommendation #1 – SSLE will incorporate the attached course catalog of job duties and related safety training requirements into the Safety Program.**

Team 19 determined in order for planning and tracking to have a significant impact, training needs must be identified by roles or assigned duties rather than by the position. Many employees can have the same position title and description but the roles or duties they perform may require quite different safety training depending on location, specific equipment used, etc. A catalog was developed identifying general safety training requirements based on the duties assigned to employees. The catalog also includes a description of the course, its applicability, duration, frequency, preferred method or delivery, associated regulatory reference, and available training resources. This will assist supervisors in determining the required safety training for each employee. Team 19 believes this catalog is an essential resource for the safety program and will need to be routinely revised and distributed by SSLE as new safety training requirements are developed and as additional courses are offered. The catalog is attached as Appendix A.

### **Recommendation #2 – SSLE will identify the specific training resources for those courses for which no resources were identified in the attached course catalog.**

While the course catalog lists resources for most of the 258 courses, Team 19 was not able to identify a training resource for 16 courses. SSLE will evaluate the course title and description and identify a training resource for those courses. In addition, SSLE will need to routinely review the resources that were identified by Team 19 to ensure the information offered by the resource satisfies the requirements identified for each course. For certain courses, additional training resources may be available locally. As part of this recommendation, SSLE will address which courses must be presented by the specific training resources identified in the catalogue and how to administer training from local resources when allowed.

**Recommendation #3 – SSLE will establish the course catalog requirements for the supervisors in assigning applicable safety training to the employees through the current Learning Management System.**

SSLE must establish a requirement in a directive and standard that supervisors have the responsibility to ensure that the appropriate training was assigned through the LMS and to verify the appropriate training has been completed before assigning the work. This will ensure staff has the appropriate training and certifications to perform the work. Supervisors are able to assign applicable training requirements to their employees through the current LMS employed by Reclamation. The use of the LMS system will allow for consistent documentation of the training assignment and verification of training completion. The current LMS system, DOI Learn, has the capability to assign, either individually or through “mass assignment,” online courses, self-certifications and instructor-led courses. The team would encourage that this capability be retained with any new system that is developed to replace DOI Learn.

## CONCLUSION

Team 19 proposes that the Reclamation Leadership Team approve the following three recommended actions related to safety training:

1. Incorporate the course catalog of job duties and related safety training requirements into the Safety Program.
2. Identify the specific training resources for those courses for which no resources were identified in the course catalog.
3. Establish the requirements for use of the course catalog by the supervisors in assigning applicable safety training requirements to the employees through the current learning management system.

Team 19 believes the proposed actions will aid supervisors and employees in determining safety training needs and accomplishing Reclamation's work in a safe and healthy manner.

These recommendations were shared with the following Reclamation-wide teams and individuals for their review and comment, and their comments have been addressed:

- Reclamation's SOH Council; and
- The Reclamation Partnership Council

