Appendix A. Recommended CSHO Training Activities for Year One

Background and Description of Appendix A. This Appendix is recommended as a tool for supervisors of first year CSHOs.

The OSHA Training Institute (OTI) offers 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 (S.I.) and On-the-Job Training (O.J.T.) which enhance the formal training a new CSHO receives at OTI. This Appendix offers recommendations for both S.I. and O.J.T. activities to be completed along with formal training at OTI.

The Appendix A table lists activities that should be completed prior to and after attending specified OTI courses. Items listed in the "Activity" column should be completed by all CSHOs. Activities recommended specifically for safety specialists, industrial hygienists or construction specialists are listed in the last three columns. Each activity and discipline-specific recommendation is provided to complement material covered in the formal OTI training courses.

Time allotted to accomplish S.I. and O.J.T. assignments should be compatible with the newly-hired CSHO's current knowledge, skill and experience levels. The supervisor should verify the CSHO's ability to successfully complete S.I. and O.J.T. assignments. Training assignments may also be supplemented by other comparable task assignments deemed appropriate and/or equivalent by the supervisor.

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
PRIOR to Attending OSHA Training Institute's *Course #1000* Initial Compliance					
O.J.T.	Work with office administrative personnel to identify and become familiar with office administrative procedures (both personnel and citation processing)	__/__/____	*No Additional Discipline-Specific Recommendations*		
	Attend Iowa Workforce Development's (IWD) New Employee Orientation.	__/__/____	*No Additional Discipline-Specific Recommendations*		

Appendix A. Recommended CSHO Training Activities for Year One

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
O.J.T.	Explore the OSHA Intranet and Internet sites Begin with the following: OSHA Intranet: * Current NCR system or new OSHA Information System, OIS (general application) * OSHA forms (e.g., OSHA-1, -1A, and -1B) * Use of OSHA Integrated Management Information System (IMIS) data * SAVES – Standard Alleged Violation Elements * Directorate of Information Technology (DIT) Help Desk page (review topics related to data entry, program applications, FAQs, the Oracle and stand-alone applications and other application-based training provided by DIT) OSHA Public Page (Internet): * Current *Field Inspection Reference Manual* (FIRM) or new *OSHA Field Operations Manual* (OFOM) * Directives system **OSHA Technical Manual* (OTM) * Whistleblower protection program	__/__/____	*No Additional Discipline-Specific Recommendations*	OSHA-1B (IH) form	*No Additional Discipline-Specific Recommendations*
	Receive training and instructions on use and limitations of PPE (e.g., hard hats, safety glasses, hearing protection, high-visibility road vests and safety shoes)	__/__/____	*No Additional Discipline-Specific Recommendations*		
	Receive training and instructions on personal use of respirators, according to National, Regional, and Area Office programs; be fit-tested				

	With team leader or assigned mentor, review basic programs such as: * Hazard Communication * The Control of Hazardous Energy (Lock-out/Tagout) * Recordkeeping		

Appendix A. Recommended CSHO Training Activities for Year One

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
S.I.	Read and review OSH Act and become familiar with: 1. which employers and employees are covered and 2. the responsibilities of employers and employees	__/__/____	*No Additional Discipline-Specific Recommendations*		
	Review the contents of 1910 and 1926 and become familiar with the types of hazards covered by Iowa OSHA regulations Consult with team leader or assigned mentor to determine which hazards are more likely to be investigated by safety specialists and which are more likely to be investigated by industrial hygienists	__/__/____	*No Additional Discipline-Specific Recommendations*		
	Review the public (Internet) and Intranet web pages related to OSHA's compliance assistance: * Alliance Program * Compliance Assistance * Consultation Programs * Small Business Initiatives * Strategic Partnership Program * Voluntary Protection Programs	__/__/____			
	Review the IWD's Emergency Action Plan	__/__/____			
O.J.T.	Accompany a fully-qualified CSHO on a programmed inspection and observe the following: *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	Instruments might include air or noise sampling equipment	Instruments might include inclinometer, engineering rod

	Accompany a fully-qualified CSHO on a general schedule follow-up inspection	__/__/____	*No Additional Discipline-Specific Recommendations*

Appendix A. Recommended CSHO Training Activities for Year One

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
Attend OTI Training: *Course #1000* Initial Compliance - including web-based segment prior to instructor-led (i.e., classroom) training		__/__/____	*No Additional Discipline-Specific Recommendations*		
S.I.	Review the contents of 29 CFR 1915, 1917, and 1918 Consult with team leader or assigned mentor to determine whether the office has a history of making inspections under these standards	__/__/____			
	Review the contents of 1928 Consult with team leader or assigned mentor to identify limitations to carrying out inspections under this Part	__/__/____	*No Additional Discipline-Specific Recommendations No Additional Discipline-Specific Recommendations*		
O.J.T.	Reserved (1915, 1917 and 1918)	Reserved	*Reserved*		
	If the Office conducts inspections under the 1928 standard, accompany a fully qualified CSHO on an inspection involving agriculture operations	__/__/____	*No Additional Discipline-Specific Recommendations*		

	Identify consensus or other standards referenced in the Iowa OSHA standards Discuss with the supervisor whether the provisions of the identified standards are incorporated by reference or are advisory in nature Determine how personnel in your office access copies of needed consensus standards	__/__/____	All Subparts in 1910 (excluding Subpart Z except Hazard Communication Std. - 1910.1200) Also, refer to 29 1910.6	1910 Subparts I, J and Z Also, refer to 1910.6	1926.65, 1926.95 through 1926.102, 1926.104, and 1926.152 (or other standards assigned by the supervisor)

Appendix A. Recommended CSHO Training Activities for Year One

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
O.J.T.	Specific to your career path, accompany a fully qualified CSHO on an inspection and discuss related technical information from that inspection	__/__/____	Example: after inspection involving storage of flammable and combustible liquids, discuss chemistry related to fire and solvents	Example: after an inspection involving lead exposures, discuss toxicology and health effects, dose-response relationships, feasible engineering controls	Example: after a trench inspection, discuss the following: trigonometry applicable to trenching and mechanics
	With a team leader or assigned mentor, identify the instruments used by personnel in your specific discipline that are maintained at the Area Office (e.g., detector tube pumps, carbon monoxide and/or multiple gas meters, receptacle (three-light) tester, sound level meters, camera, tape measure)	__/__/____	Examples include: Santronics AC sensor, voltage tester	Examples include: air monitoring equipment, noise instrumentation, velometers, heat stress monitors	Examples include: engineering rod, inclinometer, penetrometer, calipers
	With a team leader or assigned mentor, review the General Duty (88.5) process	__/__/____	*No Additional Discipline-Specific Recommendations*		

Attend OTI Standards Course per Selected Discipline		__/___/___	***Course #1050*** **Introduction to Safety Standards**	***Course #1250*** **Introduction to Health Standards**	***Course #2000*** **Introduction to Construction Standards**
O.J.T.	Work with a team leader or assigned mentor to identify and become familiar with OSHA's Nationally Recognized Testing Laboratory (NRTL) program	__/__/____	*No Additional Discipline-Specific Recommendations*		

Appendix A. Recommended CSHO Training Activities for Year One

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
O.J.T.	With a team leader or assigned mentor, review calibration and maintenance requirements of equipment used in your discipline (e.g., detector tube pumps, carbon monoxide and/or multiple gas meters, receptacle (three-light) tester, sound level meters, camera, tape measure)	__/__/____	Examples include: Santronics AC sensor, voltage tester	Examples include: air monitoring instrumentation, noise dosimeters, four gas meters	Examples include: engineering rod, inclinometer, penetrometer, calipers
	Review the office library's basic texts, references, and materials related to your discipline's hazards and controls	__/__/____	*No Additional Discipline-Specific Recommendations*		

S.I.	Prepare a written technical report or PowerPoint presentation using basic texts from the library and Internet resources for a specific type of hazard related to your discipline. Include: * 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	Examples include: noise, temperature stress, exposure to toxic air contaminants	Examples include: fall from heights, trenching
O.J.T.	Post-inspection and under the direction of a team leader or assigned mentor, prepare a written case file for a specific type of hazard documenting: * Which standard applies * Standard is violated * Employees are exposed * Employer knowledge * Recommended abatement (e.g., engineering, administrative controls, PPE) * Recommended penalties	__/__/____	*No Additional Discipline-Specific Recommendations*		

Appendix A. Recommended CSHO Training Activities for Year One

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists

O.J.T.	Participate in a follow-up inspection and perform the following: * 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	__/__/____	*No Additional Discipline-Specific Recommendations*
	With a team leader or assigned mentor, discuss regional review process for multi-employer worksite inspections	__/__/____	
	Participate as a team member in an inspection involving a multi-employer worksite Present an oral summary of hazards and violations identified and citations recommended to the Area Director	__/__/____	
	Participate as a team member in a special emphasis program inspection Present an oral summary of hazards and violations identified and citations recommended to the Area Director	__/__/____	

Type of Activity	Activity Description	Date Completed	Safety Specialists	Industrial Hygienists	Construction Specialists
S.I.	Perform a literature and web search to resolve a problem in hazard identification and control Develop a written report incorporating the information	__/__/____	*No Additional Discipline-Specific Recommendations*		
O.J.T.	Observe an experienced Public Service Executive (PSE)	__/__/____	*No Additional Discipline-Specific Recommendations*		
	Attend an informal conference	__/__/____			
S.I.	For each of three inspection case files assigned by the supervisor, prepare a written report that summarizes * 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	__/__/____	*No Additional Discipline-Specific Recommendations*		
	Review three accident investigation case files assigned by the supervisor	__/__/____			

Appendix A. Recommended CSHO Training Activities for Year One

Orientation/Training Outline for Iowa OSHA Enforcement Inspectors

Blue Blocks indicate training presented

Orange Blocks indicate training scheduled not yet presented

White Blocks indicate training under consideration not yet scheduled or presented

As of November 14, 2008

Introduction to OSHA — 3 hours

- Act
- Chapter 88
- Iowa Administrative Code
- Organizational Chart
- IWD
- Labor
- Consultation/Education
- Statistics
- Legal
- Elevator/Boiler/Amuse.
- Contractor Registration

Excavation Training — 4 hours

Presenter

8:00 - 12:00

- Subpart Organization
- Protective Systems
- Competent Person
- Soil Classification
- Sloping/Shoring/Shields
- Hazard Recognition

Scaffold Training — 1 hour

Presenter

1:00 - 2:00

Standard
Scaffold Types
Platforms
Fall Protection
Training
Erection/Dismantel

Hazard Communication
Presenter
2:00 - 3:45

1 3/4 hours

Program
Labeling
MSDS
Training

Fall Protection
Presenter
8:00 - 10:30

Quiz
Standard Overview
Local emphasis
Employer Responsibility
Focused Inspections
Hazard Recognition

Electrical Standards for Construction
Presenter
10:30 - 12:00

1 1/2 hours

Subpart K organization
Relationship to NFPA 70 1984
Installation Safety Requirements
Inspection techniques to establish ee exposure
Voltage/Amperage Considerations

Lead, Silica & Asbestos Standards in Construction
Presenter
1:00 - 3:00

2 hours

Employee exposures
Lead Standard Requirements
Silica Standard Requirements
Asbestos Standard Requirements

New Employee Welcome/IOSH Administrator's Message
Presenter 1/2 hour
8:30 - 9:00

Work rules
Work hours
Number of inspections etc
Builidng Emergency Plan

Commissioner's Message
Presenter 1/2 hour
9:00 - 9:30

Agency's Mission
State Plan
Labor Bureau within IWD
Commissioner's Mission
Commissioner's Vision

Field Inspection Reference Manual
Presenter (FIRM) 5 1/2 hours
9:30 - 3:30

Chapter by Chapter
Preinspection
Inspection
Post Inspection
Case File Organization

Inspection Preparation
Presenter 1 hour
3:30 - 4:30

Pre Inspection Research

Research resources

Card File

Inspection Equipment

CSHO Safety/Health Policy

Inspection Scheduling

Presenter

11/2 hours

Scheduling Programs

General Industry

Construction

Emphasis Programs

11c

Federal OSHA Coverage

Standards Overview

1 hour

Presenters

Regulations Adopted by IOSH

General Duty Clause

General Industry

Construction

Agriculture

Forms / IMIS / NCR

3 1/2 hours

Presenters

OSHA 1/1A

Line by Line

OSHA 1B

Line by Line

OSHA 1B

Line by Line

SAVES

AVD

OSHA 2B

OSHA 31

OSHA 7

	OSHA 90	
	OSHA 36	
	OSHA 170	
	OSHA 91	
	OSHA 92	
	OSHA 93	
	OSHA 98	Overview
Consultation/Education		
Presenter		1 hour
	Consultation / Education Bureau Overview VPP	
	Sharp	
	Safety & Health Program Management	
OSHA 10/30 Required Topics - Gen Industry		
	Introduction to OSHA	3 hours
	Walking Working Surfaces	1 hour
	Means of Egress/Fire Prevent	1 hour
	Electrical	2 hours
OSHA 10/30 Elective Topics - Gen Industry		
	Hazardous Materials	
	Personal Protective Equipment	Above
	Machine Guarding	1 hour
	Hazard Communication	2 hours
	Bloodborne Pathogens	
	Safety & Health Programs	I hour
OSHA 10/30 Other Topics - Gen Industry		
	Haz Waste Operations	
	PSM	
	Gen Environmental Controls	
	Lockout/Tagout	1 hour
	Permit Required Confined Space	2 hours
	Material Handling	
	Welding Cutting	1 hour
	Recordkeeping	2 hours
OSHA 10/30 Required Topics - Construction		
	Introduction to OSHA	3 hours

	Electrical	1 1/2 hours
	Fall Protection	2 hours
OSHA 1-/30 Elective Topics		
	Material Handling	
	Cranes, Derricks, Hoists	
	Motor Vehicles Mech Equipment	
	Scaffolding	I hour
	Excavations	3 hours
	Stairways and Ladders	
OSHA 10/30 Other Topics - Construction		
	Hazard Communication	1 3/4 hours
	PPE	
	Fire Protection and Prevention	
	Signs, Signals and Barricades	
	Tools - Hand & Power	
	Welding & Cutting	
	Concrete & Masonry	
	Steel Erection	
	Underground Const	
	Demolition	
	Blasting & Use of Explosives	
	Power Transmission & Dist	
	Rollover Protective Structures	
	Toxic and Haz Substances	
	Confined Spaces	
	PSM	
	Lead Hazards in Const	
	Recordkeeping	
Other Topics		
	Arc Flash	
	Legal Aspects	
	Silica	2 hours
	Lead	
	Asbestos	
	Accident Investigation	
	Interviewing Techniques	

	Respiratory Protection	1 hour

Appendix B. Recommended CSHO Training Activities for Years Two and Three

Background and Description of Appendix B. This Appendix is a tool for supervisors of CSHOs to use to plan training during the CSHO's

second and third years of employment. 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 a specific technical area. OTI offers additional courses that deal specifically with skills and knowledge in several technical areas related to safety, health or construction. Refer to Appendix D *Correlation of OTI Courses to Professional Certification* for more detailed information about OTI courses that relate to professional certification.

After completion of each of the required courses and optional recommended technical courses, 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 OTI courses
- Selecting optional technical courses to support professional development
- Self-Instruction (SI)
- On-the-Job Training (OJT)
- Completing training required by various directives as assigned (Refer to Appendix C for more information).

Required OTI Courses	**Follow-up On-the-Job Training (OJT)**	**Self-Instruction (SI)**	**Applies Technical Knowledge**
#1310 Investigative Interviewing Techniques	After completion of: o #1310 *Investigative Interviewing Techniques and* o #1230 *Accident Investigation* CSHOs should: o Participate in three accident/fatality investigations under the guidance of a team leader and/or an experienced CSHO o Be given the opportunity to demonstrate effective investigative interviewing techniques	None	This course does not specifically apply technical knowledge related to safety, health or construction.

Appendix B. Recommended CSHO Training Activities for Years Two and Three

Required OTI Courses	Follow-up On-the-Job Training (OJT)	Self-Instruction (SI)	Applies Technical Knowledge
#1410 Inspection Techniques and Legal Aspects	After completion of: o #1410 *Inspection Techniques and Legal Aspects and* o Three inspections The CSHO should discuss with his/her team leader: o Whether each case has adequate documentation to defend the case during legal proceedings o What additional documentation might have strengthened the case	Research and read new and applicable court cases, settlement cases and other OSHA policy documents related to course content.	This course does not specifically apply technical knowledge related to safety, health or construction.
#2450 Evaluation of Safety and Health Management Systems	After completion of #2450 *Evaluation of Safety and Health Management System*, the CSHO should: o Participate in a minimum of three inspections of establishments that have a written safety and health program o For each inspection, the compliance officer should • Evaluate the effectiveness of the safety and health program • Document his/her reasoning • Discuss the evaluation with his/her supervisor	Research and read new and applicable letters of interpretation, directives, court cases, memoranda of understanding and other OSHA policy documents related to course content.	This course applies basic technical knowledge related to safety, health and construction.
#1230 Accident Investigation	After completion of: o #1310 *Investigative Interviewing Techniques and* o #1230 *Accident Investigation* CSHOs should: o Participate in three accident/fatality investigations under the guidance of a team leader and/or an experienced CSHO o Be given the opportunity to demonstrate effective investigative interviewing techniques	Research and read new and applicable letters of interpretation, directives, court cases, memoranda of understanding and other OSHA policy documents related to course content.	This course applies basic technical knowledge related to safety, health and construction.

Appendix B. Recommended CSHO Training Activities for Years Two and Three

Required OTI Courses	Follow-up On-the-Job Training (OJT)	Self-Instruction (SI)	Applies Technical Knowledge
Safety Specialists #1080 Health Hazard Awareness for Safety Officers Industrial Hygienists #1280 Safety Hazard Awareness for Industrial Hygienists Construction Specialists #1080 Health Hazard Awareness for Safety Officers	Safety Specialists. After the Safety Specialist has completed the #1080 *Health Hazard Awareness for Safety Officers* 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. Industrial Hygienists. After the Industrial Hygienist has completed the #1280 *Safety Hazard Awareness for Industrial Hygienists* 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. Construction Specialists. After Construction Specialists have completed the #1080 *Health Hazard Awareness for Safety Officers* course, they should participate in a minimum of three health inspections under the guidance of an experienced safety specialist and assist in preparation of citations.	All three disciplines: Research and read new and applicable letters of interpretation, directives, court cases, memoranda of understanding and other OSHA policy documents related to course content.	These courses apply basic technical knowledge related to safety, health and construction.
#8200 Incident Command System I-200	After completion of the #8200 *Incident Command System I-200*, or equivalent (i.e., course conducted by other governmental agencies or web-based course) the compliance officer should participate in tabletop exercises (as available) concerning emergency responses. These tabletop exercises may be run by the Region, by State or local government, or by other federal agencies. The CSHO should participate in inspections adapted to the ICS model.	Research and read new and applicable letters of interpretations, directives, court cases, memoranda of understanding and other OSHA policy documents related to course content.	This course does not specifically apply technical knowledge related to safety, health or construction.

Appendix B. Recommended CSHO Training Activities for Years Two and Three

Required OTI Courses	Follow-up On-the-Job Training (OJT)	Self-Instruction (SI)	Applies Technical Knowledge
Technical Courses Safety Specialists Build on skills and experience in a related technical area such as machine guarding or lock-out/tagout **Industrial Hygienists** Build on skills and experience in a related technical area such as noise sampling or air contaminant sampling **Construction Specialists** Build on skills and experience in a related technical area such as conducting a trench or scaffolding inspection	**Safety Specialists**. After the Safety Specialist has completed a technical course such as 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: o Concern the type of hazard that was the subject of the technical course o Prepare and operate equipment appropriate for an inspection related to the technical area o Document violations and prepare citations for inspections related to the technical area **Industrial Hygienists**. After the Industrial Hygienist has completed a technical course such as the #2200 *Industrial Noise* or the #2210 *Principles of Ventilation*, the Industrial Hygienist should participate in a minimum of three inspections that: o Concern the type of hazard that was the subject of the technical course o Prepare and operate equipment appropriate for an inspection related to the technical area o Document violations and prepare citations for inspections related to the technical area **Construction Specialists**. After the Construction Specialist has completed a technical course such as the #3010 *Excavation, Trenching and Soil Mechanics* or the #3080 *Principles of Scaffolding*, the Construction Specialist should participate in a minimum of three inspections that: o Concern the type of hazard that was the subject of the technical course o Prepare and operate equipment appropriate for an inspection related to the technical area o Document violations and prepare citations for inspections related to the technical area	All three disciplines: Research and read new and applicable letters of interpretation, directives, court cases, memoranda of understanding and other OSHA policy documents related to technical course content.	These courses apply technical knowledge that is beyond the basic level related to safety, health or construction.

Appendix C. OTI Courses Required or Recommended in OSHA Directives

This Appendix is recommended as a tool for supervisors to help determine additional training specifically required or recommended by OSHA directives. The training listed in this Appendix may be taken at any time after completion of the two required courses: #1000 Initial Compliance course and the appropriate Standards course (#1050 Introduction to Safety Standards for Safety Officers, #1250 Introduction to Health Standards for Industrial Hygienists or #2000 Construction Standards).

Directive	OSHA Personnel	OTI Course	Comments
Petroleum Refinery Process Safety Management NEP CPL 03-00-004	**Team Leaders** Courses #3300, #3400 and #3410 are required for Team Leaders plus prior experience in chemical industry safety and experience leading OSHA teams on large inspections	1. #3300 Safety & Health in the Chemical Processing Industry 2. #3400 Hazard Analysis in the Chemical Processing Industries 3. #3410 Advanced Process Safety Management	Completion of Course #330 prior to FY91 does not meet this requirement for Team Leaders and Level 1 Team Members.
	Level 1 Team Member Courses #3300 & #3400 are required for Level 1 Team Members (#3410 encouraged) plus prior experience in chemical industry safety		
	Level 2 Team Member Courses #3300 & #3400 are required + 2 years of OSHA inspection experience or equivalent		

Appendix C. OTI Courses Required or Recommended in OSHA Directives

Directive	OSHA Personnel	OTI Course	Comments
Fatality/Catastrophe Investigation Procedures CPL 02-00-137	OSHA personnel who may be involved in fatality and catastrophe investigations	1. #1000 Initial Compliance 2. #1020 Basic Accident Investigation *(Editorial note: will become obsolete when #1230 Accident Investigation is offered)* 3. #1410 Inspection Techniques and Legal Aspects 4. #2020 Advanced Accident Investigation *(Editorial note: will become obsolete when #1230 Accident Investigation is offered)* 5. #3420 Criminal Investigation Training Program	Iowa OSHA personnel who may be involved in such investigations are encouraged to enroll in these classes and demonstrate proficiency in the relevant areas addressed. To the extent practical, only trained and experienced CSHOs will be assigned to investigate such incidents.
Enforcement of the Electric Power Generation, Transmission and Distribution Standard CPL 02-01-038	CSHOs inspecting an electric power generation, transmission and/or distribution facility or other site covered by 1910.269 and who must enter an electrical restricted space	#3109 Electric Power Generation, Transmission and Distribution	Required (or equivalent course) NOTE: Some CSHOs have received electrical safety-related work practice training through utility or other industry work experience and training. This experience and outside training may be used to meet the minimum training requirements. Additionally, CSHOs who have outside training/experience or who have successfully completed the interim 3-day OTI course of 1910.269 may perform such inspections; however, they are encouraged to attend the OTI #3109 course.
Respiratory Protection Program Guidelines CPL 02-02-054	Area Office Respirator Program Administrators	#2220 Respiratory Protection	Required (or equivalent course)

Appendix C. OTI Courses Required or Recommended in OSHA Directives

Directive	OSHA Personnel	OTI Course	Comments
Application of the Permit-Required Confined Spaces (PRCS) Standard, 29 CFR 1910.146 CPL 02-00-100 Enforcement of the Electric Power Generation, Transmission and Distribution Standard CPL 02-01-038	CSHOs that will be entering permit spaces or enclosed spaces	1. Confined Space Entry 2. Respiratory Protection 3. Introduction to Industrial Hygiene for Safety Personnel *(Editorial Note: CPL 02-00-100 and CPL 02-01-038 do not specify course numbers)*	Required (or equivalent courses)
Exposure Control Plan for OSHA Personnel with Occupational Exposure to Bloodborne Pathogens CPL 02-02-060	One representative from each OSHA Region	Bloodborne Pathogens Training at OTI *(Editorial Note: although course name & number are not specified, OTI course #2240, Biohazards, would include BBP training)* The OTI course is conducted by a combination of health care professionals and non-health care professionals with expertise in the standard. Personnel participating in the OTI training course who will function as solitary trainers at the Regional or Area Offices or other OSHA facilities must have a biological sciences background.	After OTI training, the regional representatives conduct training sessions for other OSHA personnel covered by this Plan in their Regions. Note that training records are to contain all information specified in 1910.1030(h)(2) and will be maintained for 3 years from the date on which the training occurred. Training records will be held by the OSHA Office or location at which training took place (e.g., OTI will maintain records of training at OTI, while Area Offices will maintain records of training at those locations).
Reserved. (FAA Air Traffic Control Tower Monitoring Program (AIRTRAF) FAP 01-00-004)	Reserved	Reserved	

Appendix C. OTI Courses Required or Recommended in OSHA Directives

Directive	OSHA Personnel	OTI Course	Comments
The Control of Hazardous Energy – Enforcement Policy and Inspection Procedures CPL 02-00-147	CSHOs evaluating machines and equipment to determine that they are properly locked and/or tagged out in accordance with 1910.147 and 1910.333	Recommended OTI courses include: #1010, Introduction to Safety Standards for Industrial Hygienists #1050, Introduction to Safety Standards for the Safety Officer #2030, Basic Electrical Principles #3090, Electrical Standards #3094, refer to note below #3095, refer to note below #3190, Electric Power Generation, Transmission & Distribution *Editorial Note: Although the directive recommends the #1000, Initial Compliance course, energy control principles are not covered in this course. Also, OTI no longer offers the shortened Electrical Standards courses (#3094 and #3095)*	Experienced OSHA staff may already have many OTI courses (or other training with equivalent curriculum) that cover LOTO and electrical safety-related energy control practices; therefore, employment records and training certificates may be used to certify that training has been accomplished.
Reserved (National Emergency Management Plan (NEMP) HSO 01-00-001)	Reserved	Reserved	Reserved
and Inspection Procedures for 1910.120 and 1926.65 Paragraph (q): Emergency Response to Hazardous Substance Releases CPL 02-02-073	CSHOs evaluating hazardous waste responses.	1. ISC Level 200 Course 2. ICS for Executives (Training Module 17 of the ICS training program) 3. #3600 OSHA Technical Assistance for Emergencies 4. #3610 OSHA On-site Leaders/Coordinators	Required

Appendix C. OTI Courses Required or Recommended in OSHA Directives

Directive	OSHA Personnel	OTI Course	Comments
Reserved (Shipyard Employment "Tool Bag" CPL 02-00-142)	Reserved	Reserved	Reserved
Reserved (Longshoring and Marine Terminals "Tool Shed" CPL 02-00-139)	Reserved	Reserved	Reserved
Combustible Dust National Emphasis Program (Reissued) CPL 03-00-008	When possible, only CSHOs trained in recognizing the hazards associated with combustible dust shall be assigned to conduct inspections under this NEP	A training course offered by the OSHA Training Institute (OTI) in recognizing combustible dust explosion hazards may be one source of such training. The training at OTI covers various topics, including engineering controls and methodologies in preventing combustible dust deflagration, other fire, and explosion hazards. In addition the training covers several NFPA documents referenced in Section III of this directive, including NFPA 654, NFPA 68, and NFPA 69 (Note: CSHOs knowledgeable in recognition and control of combustible dust hazards and familiar with NFPA provisions need not undergo the training at OTI). [*Editorial Note: This is OTI course #3320, Combustible Dust Hazards and Controls*]	The IOSH Administrator will ensure that an appropriate number of CSHOs trained in combustible dust hazard recognition are available for inspections under this NEP.

Appendix C. OTI Courses Required or Recommended in OSHA Directives

Directive	OSHA Personnel	OTI Course	Comments
Voluntary Protection Programs (VPP): Policies and Procedures Manual CSP 03-01-003	Onsite Evaluation Team	#2450, Evaluation of Safety and Health Management Systems (SHMS), or other formal classroom training in evaluating safety and health management systems (for OSHA personnel only) plus working knowledge and understanding of SHMSs	Compliance Officers. Iowa OSHA personnel whose current duties include enforcement responsibilities over the worksite may be assigned to a VPP onsite team. However, as a general rule, such personnel may not subsequently engage in enforcement activity at the worksite for 2 years or until the worksite is no longer a VPP participant, whichever comes first. The IOSH Administrator, on a case-by-case basis, may choose to override this 2-year requirement.
	PSM "Level 1" Auditor	1. #3300 Safety and Health in the Chemical Processing Industries 2. #3400, Hazard Analysis in the Chemical Processing Industries 3. #3410, Advanced Process Safety Management, or other equivalent specialized seminars in PSM Plus prior experience in chemical industry safety	The team leader must meet the same qualifications as "Level 1" auditor plus have experience in onsite evaluations, including once as a team member, once as a backup team leader, and once as a team leader in training (with a qualified team leader as backup team leader).

Appendix D. Correlation of OTI Courses to Professional Certification

Professional Certification. Credentialing organizations such as the American Board of Industrial Hygiene and the Board of Certified Safety Professionals have spent many years developing a specific process for determining certification exam questions and the overall requirements that meet the level of achievement of a certified professional in a given field. Passing a certification exam means an individual has gained a high level of competence in their chosen profession, and the recognition accorded such an individual is commensurate with the achievement.

CSHOs are also encouraged to pursue other available professional certifications that may be appropriate for their current circumstances. For example, the certification of Associate Safety Professional (ASP) may be obtained by CSHOs who lack the required years of experience to qualify to become a Certified Safety Professional.

Relationship of OTI Courses to Professional Certification. Supervisors and CSHOs should be aware that OTI courses alone are not sufficient preparation for passing certification exams. This is due to the specific emphasis that OTI courses place upon the job functions and related on-the-job competencies that a CSHO must use every day. Certification exams are offered to the general public, not just OSHA compliance safety and health officers; they are designed to apply to a broad range of job functions and job competencies. It is recommended that regions consider in addition to OTI technical course attendance, other methods to supplement certification preparation study, such as certification preparation software, and mentoring by other certified regional staff.

This Appendix highlights OTI courses that may provide information or assistance with preparation for professional certification exams offered by the Council on Certification of Health, Environmental and Safety Technologists (CCHEST), the American Board of Industrial Hygiene (ABIH) and the Board of Certified Safety Professionals (BCSP). Three certifications are addressed in this Appendix: Certified Construction Health and Safety Technician (CCHST®), Certified Industrial Hygienist (CIH) and Certified Safety Professional (CSP).

Appendix D. Correlation of OTI Courses to Professional Certification

Certified Construction Health & Safety Technician®	Certified Industrial Hygienist	Certified Safety Professional
2050 Cranes and Rigging 2260 Permit-Required Confined Spaces 3010 Excavation, Trenching and Soil Mechanics 3020 Tunneling and Underground Operations 3030 Concrete, Forms and Shoring 3080 Principles of Scaffolding 3090 Electrical Standards 3110 Fall Arrest Systems 3160 Steel Erection 3500 Demolition	2200 Industrial Noise 2210 Principles of Ventilation 2220 Respiratory Protection 2230 Industrial Toxicology 2240 Biohazards 2250 Ergonomics Applied to Musculoskeletal Disorders and Nerve Disorders 2330 Indoor Air Quality 2260 Permit-Required Confined Spaces 2610 Ionizing Radiation 3220 Applied Welding Principles 3280 Industrial Hygiene Chemistry 3350 Comprehensive Review of Emergency Response Under 1910.120(q) 4530 Certified Industrial Hygienist Examination Preparation	2010 Hazardous Materials 2030 Basic Electrical Principles 2050 Cranes and Rigging for Construction 2070 Fire Protection and Life Safety 2210 Principles of Ventilation 2250 Ergonomics Applied to MSDs and Nerve Disorders 2610 Ionizing Radiation 3090 Electrical Standards 3400 Hazard Analysis in the Chemical Processing Industries 4520 Certified Safety Professional Examination Preparation