

# Chapter 4.3

## Employee Training

### 1. Applicability of this chapter

You are required to follow this chapter if you work at JSC or a JSC field site.

### 2. Description of Sub-element 4.3

Employee training shall follow the requirements in Element 4.1, “Program Description.” Safety and health training for employees shall ensure that employees:

- a. Are aware of hazards, how to recognize hazardous conditions, and the signs and symptoms of workplace-related illnesses.
- b. Know the safe work procedures that they need to follow to protect themselves from hazards through training provided at the same time they are taught to do a job and through reinforcement.

### 3. General training or awareness in safety and health

As a JSC civil service or contractor employee, you shall:

- a. Be aware of federal regulations and NASA requirements, including:
  1. The Occupational Safety and Health Act and Executive Order 12196, “Occupational Safety and Health Programs for Federal Employees.”
  2. OSHA requirements in 29 CFR 1910, “Occupational Safety and Health Standards, General Industry,” and 29 CFR 1960, “Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters,” for civil service employees.
  3. NASA’s and JSC’s safety and health programs.
  4. Copies of the above documents shall be available to you.
- b. Be aware of available training opportunities.
- c. Take the core safety and health training listed at [http://jscpeople.jsc.nasa.gov/training/ind\\_dev/requiredtraining.htm](http://jscpeople.jsc.nasa.gov/training/ind_dev/requiredtraining.htm) and basic hazard communication and emergency response training when you first report to work and then every year.
- d. Know how to recognize hazards.
- e. Actively participate and support in OSHA’s Voluntary Protection Program at JSC.
- f. Have safety and health training for your duties such as:
  1. Safety and health requirements that apply to your job or your employees’ jobs.
  2. Hazards you face on the job.

## Part 4, Safety and Health Training

3. Protecting yourself from injury or illness on the job.
4. Knowing the personal protective equipment you need, how to use it, and how to care for it.
5. Reporting hazards, close calls, and mishaps.
6. Fulfilling your safety and health responsibilities.
7. Any hazard-specific training that is required for activities such as those involving: asbestos, lasers, confined space, and lockout/tagout. See other chapters in this Handbook for specific requirements.

### 4. Other safety and health training

If you fulfill any of the duties below, you shall take the training listed in the table. If you think you don't have the right safety and health training, tell your supervisor.

<i>If you are . . .</i>	<i>Then you shall have . . .</i>
A responder to hazardous material releases	Training in emergency response to the level of response you will provide in an emergency as described in 29 CFR 1910.120(q)
A fire warden	Fire warden training, when first assigned as a fire warden and every 3 years thereafter. Fire extinguisher training is recommended yearly.
Identified as a "technical expert"	Mishap investigation training
A facility manager	Facility manager with facility manager fire certification course Lockout/tagout course

To find the training required for your employees' jobs, see the chapters in this Handbook that apply to their jobs. Also see 29 CFR 1910.

### 5. Responsibilities

Chapter 4.1 of this Handbook lists the responsibilities for safety and health training.

### 6. Safety and health records

Chapter 4.1 of this Handbook lists the records required for safety and health training.