

Table M: Workers Training Review (Optional)

Note: All workers must receive required training to safely perform their duties, i.e., host employer's workers, contract workers, temporary workers, etc.

Required Training	Workers To Receive Training	Minimum Training Requirements	Findings
Initial Training 29 CFR 1910.119(g) (1)(i)	(1) Each worker presently involved in operating a process (2) Each worker before being involved in operating a newly assigned process	(1) Overview of the process. (2) Operating procedures specified in 29 CFR 1910.119(f): <ul style="list-style-type: none"> • Steps for each operating phase (i.e., initial startup, normal operations, temporary operations, normal shutdown, emergency shutdown, emergency operations, and startup following a turnaround or emergency shutdown; • Operating limits (i.e., consequences of deviations and steps required to avoid deviations); • Safety and health considerations (i.e., properties and hazards of chemicals used, as well as precautions for preventing exposure); and • Safety systems and their functions. (3) Training must include an emphasis on specific safety and health hazards, emergency operations including shutdown and safe work practices applicable to the employee's job tasks.	
In-Lieu of Initial Training 29 CFR 1910.119(g) (1)(ii)	Each worker already involved in operating a process on May 26, 1992	An employer may certify in writing that the employee has the required knowledge, skills, and abilities to safely carry out the duties and responsibilities specified in the operating procedures.	
Refresher Training (29 CFR	Each worker involved in operating a process	(1) Must be provided at least every three (3) years, and more often if necessary.	

Required Training	Workers To Receive Training	Minimum Training Requirements	Findings
1910.119(g) (2))		<p>(2) Employer in consultation with workers involved with operating the process shall determine the appropriate frequency of refresher training.</p> <p>(3) To assure that the worker understands and adheres to the current operating procedures.</p>	
<u>Maintenance Activities Training</u> (29 CFR 1910.119(j) (3))	<u>Each worker involved in maintaining the ongoing integrity of process equipment</u>	<p>(1) Overview of the process.</p> <p>(2) Process hazards.</p> <p>(3) Procedures applicable to the worker's job tasks to assure that the worker can perform the job tasks in a safe manner.</p>	
<u>Host Employers Training Documentation</u> (29 CFR 1910.119(g) (3))	<u>All workers' training</u>	<p>(1) The employer must ensure that each worker involved with operating a process has received and understood the training required by 29 CFR 1910.119.</p> <p>(2) The employer must prepare a record which contains:</p> <ul style="list-style-type: none"> • Identify of the worker; • Date of training; and • Means used to verify that the worker understood the training. 	
Contractors Training	Contract Workers	<p>The contract employer must ensure that:</p> <p>(1) Each contract worker is trained in the work practices necessary to perform his/her job. 29 CFR 1910.119(h)(3)(i)</p> <p>(2) Each contract worker is instructed in the known potential fire, explosion, or toxic release hazards related to his/her job and the process, and the applicable provisions of the emergency action plan.</p>	

Required Training	Workers To Receive Training	Minimum Training Requirements	Findings
		<p>29 CFR 1910.119(h)(3)(ii)</p> <p>(3) Each contract worker follows the safety rules of the facility including safe work practices required by 29 CFR 1910.119(f)(4).</p> <p>29 CFR 1910.119(h)(3)(iv)</p>	
<p>Contractors Training Documentation</p> <p>29 CFR 1910.119(h)(3)(iii)</p>	All contract workers' training	<p>(1) The contract employer must document that each contract worker has received and understood the training required by this paragraph.</p> <p>(2) The contract employer must prepare a record that contains the:</p> <ul style="list-style-type: none"> • Identity of the contract worker; • Date of Training; and • Means used to verify that the employee understood the training. 	
<p>Management of Change Training</p> <p>29 CFR 1910.119(l)(3)</p>	Employees involved in operating a process and maintenance and contract employees whose job tasks will be affected by a change in the process	Affected employees shall be informed of, and trained in, the change prior to start-up of the process or affected part of the process.	
<p>Additional training as required</p>	All affected workers (i.e., workers involved in applicable job tasks or potentially exposed to hazards)	<p>(1) Training specified in applicable OSHA standards such as 29 CFR 1910.1200(h)(3), Hazard Communication Standard.</p> <p>(2) Other required training such as those specified by trade schools (e.g., electricians).</p>	

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