
MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

AGENCY INSTRUCTION

DOCUMENT IDENTIFIER:
MIOSHA-TRG-04-1R12

DATE:
January 4, 2022

SUBJECT: Training for MIOSHA Personnel

- I. Purpose. This agency instruction establishes general principles and responsibilities to ensure the delivery of consistent and high-quality services by providing for effective training programs/policies and documentation of staff progress.
- II. Scope. This policy establishes general principles, agency responsibilities, and the approval process for all agency staff training.
- III. References.
 - A. Division Instruction CSHD-TRG-09-1, [Training for Construction Safety and Health Division \(CSHD\) Staff](#), as amended.
 - B. Division Instruction GISHD-TRG-05-1, [Training for General Industry Safety and Health Division \(GISHD\) Staff](#), as amended.
 - C. [Department of Technology and Management Budget \(DTMB\) Vehicle and Travel Services Policies](#).
 - D. [LEO Employee Handbook](#).
 - E. [Michigan Civil Service Commission Regulations](#).
 - F. [Michigan Civil Service Commission Rules](#).
 - G. Occupational Safety and Health Administration (OSHA) Instruction TED 01-00-019, July 21, 2014, [Mandatory Training Program for OSHA Compliance Personnel](#).
 - H. [State of Michigan Standardized Travel Regulations](#).
- IV. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- V. Cancellations. This instruction cancels all previous versions of this agency instruction.
- VI. Next Review Date. To be reviewed in three (3) years from date of issuance.
- VII. History. History of previous versions includes:
 - MIOSHA-TRG-04-1R11, March 26, 2018
 - MIOSHA-TRG-04-1R10, November 22, 2016
 - MIOSHA-TRG-04-1R9, June 2, 2016
 - MIOSHA-TRG-04-1R8, January 8, 2015
 - MIOSHA-TRG-04-1R7, November 1, 2013
 - MIOSHA-TRG-04-1R6, June 4, 2012
 - MIOSHA-TRG-04-1R5, September 13, 2010
 - MIOSHA-TRG-04-1R4, December 19, 2008

MIOSHA-TRG-04-1R3, June 5, 2008
MIOSHA-TRG-04-1R2, July 26, 2007
MIOSHA-TRG-04-1R1, April 29, 2004
MIOSHA-TRG-04-1, January 23, 2004

- VIII. Contact. [Nella Davis-Ray](#), Director, Consultation Education and Training (CET) Division; [Dawn Jack](#), Director, Appeals Division; [Lawrence Hidalgo, Jr.](#), Director, CSHD; [Ron Ray](#), Director, Technical Services Division (TSD); [Adrian Rocskay](#), Director, GISHD.
- IX. Originator: Barton G. Pickelman, Director
- X. Significant Changes.
- A. In section XIV. E. 6. added language: “Administer and maintain training database.
 - B. In section XIX. A. 2. Added language: “The database should be inclusive and complete, including adding training tracked through MTI, OTI, and Civil Service.”
 - C. In Appendix A added course “6 Critical Practices for Team Leading.”
 - D. In Appendix A deleted the following courses as they are no longer being offered through the State of Michigan Learning Link: DDI-Communicating for Leadership, DDI-Setting Goals and Reviewing Results, Labor Relations, Behavior Based Interview Skills, and Great Leaders, Great Teams, and Great Results.
 - E. Deleted Appendix C, MIOSHA Employee Safety and Health Orientation Checklist.
 - F. In section XII. B. 2. added language: “New employees will meet with the MIOSHA safety and health coordinator during MIOSHA’s new employee orientation and will be given an overview of the MIOSHA Safety and Health Management System.”
 - G. Deleted language in Section XX. Approval Process, “MIOSHA adheres to DTMB Vehicle and Travel Services Policies and Civil Service Rules related to employee travel.”
- XI. General Principles.
- A. The agency recognizes that staff training is a necessary tool for managing the productivity and effectiveness of staff. The administration of this policy is governed by the following general principles:
 - 1. All agency staff are eligible for training opportunities.
 - 2. Training opportunities shall be provided in an inclusive manner.
 - 3. Training shall be program-related or contribute to professional development, providing a basis for staff development and promotion from within.

4. As part of the Connecting MIOSHA to Industry Initiative, all MIOSHA employees are required to take the following State of Michigan Civil Service Commission's (MCSC) courses:
 - a) Emotional Intelligence Introduction - This introductory course to Emotional Intelligence (EI) provides an overview of the five key EI competencies and provides the opportunity to practice using your emotions more effectively. This course teaches behaviors related to the competencies of Communication, Building Trust and Impact.
 - b) DDI Valuing Differences - Valuing Differences gives people effective skills and tools for exploring others' unique perspectives; understanding and leveraging people's inherent differences; challenging devaluing behavior; and creating an environment in which people's differences are respected and utilized. This course teaches behaviors related to the competencies of Adaptability, Building Strategic Working Relationships, and Building Trust.
 5. Training is subject to authorized approval, program needs, and availability of funds. Due to restrictions on out-of-state travel and technical training, the agency will prepare an annual out-of-state technical training plan by the end of June for departmental approval that includes up to one third of MIOSHA staff. After the agency has received departmental approval, other requests for out-of-state training will typically not be approved.
 6. New technical employees have greater training requirements than experienced MIOSHA technical employees and, upon approval, may need to attend one or more out-of-state technical training course per year, for the first three years of their career. Experienced MIOSHA employees will typically be permitted, upon approval, to attend one out-of-state technical course, other training, or conference every three years. Technical training must add up to a minimum of eight (8) hours per year. A combination of OSHA Training Institute (OTI), MIOSHA Training Institute (MTI), standards, and other training deemed technical can be used to fulfill the eight-hour requirement.
 7. MIOSHA divisions will develop an annual training plan based on staff training requests, that includes projected in-state and out-of-state training and travel expenses for the upcoming fiscal year. MIOSHA's annual training plan will be submitted to the MIOSHA safety and health coordinator by the end of August of each year. The training plan will be reviewed and approved by Administration and used to project MIOSHA's total training expenses (in-state and out-of-state) for the upcoming fiscal year.
- B. The agency recognizes that MIOSHA supervisors and managers need a core set of skills or competencies to efficiently and effectively perform their job duties.

Recommended Core Training for MIOSHA Supervisors (See [Appendix A](#)), should be considered in professional development plans taking into account the background and experience of the individual, the availability of funding for training, and possible changes in courses offered by the Michigan Civil Service Commission (MCSC). Additionally, the MIOSHA Leadership Institute (MLI) core courses should be included in professional development plans for supervisors and managers, and for other MIOSHA staff who are aspiring to leadership positions.

XII. Policy.

A. MIOSHA supports all of the following.

1. Training of agency personnel shall be a priority.
2. Training shall be provided in a timely manner.
3. Mentoring and job shadowing opportunities for new employees and current employees interested in moving to supervisor/management positions or enhancing their skills in their current position or for advancement opportunities within MIOSHA will be supported. Supervisors will ensure that all new MIOSHA employees and current MIOSHA employees in new job positions, if appropriate, are paired with a mentor (see [Appendix B](#)). Other mentoring relations are informal and arranged by the individuals involved.

A mentor is someone who teaches or gives help and advice to a less experienced person. As a mentor, staff is asked to provide guidance through clarifying expectations, answering questions, and providing feedback. A mentor is not expected to supervise, provide formal counseling, or corrective action. It is a guiding, helping role intended to enhance the training process to build confidence and increase knowledge. If a staff member accepts an invitation to serve as a mentor, the staff person is expected to model professional behavior in a manner that is supportive of MIOSHA programs and procedures.

Anyone that is interested in a mentor is encouraged to identify someone who would be a good mentor for their need and invite the individual to be their mentor. For new employees, a mentor will be assigned by their supervisor.

Even with a mentor, an employee must still bring significant issues and questions to their supervisor. Even if the employee has a mentor, the supervisor still needs to take responsibility serving as a role model for the employee and for directing the employee in the development of their skill sets.

4. Training content should include, but is not limited to, the following depending upon the employee's job classification.
 - a) New employee training.

- b) New employee orientation.
- c) Management and supervisory skills.
- d) Occupational safety.
- e) Occupational health.
- f) Professional skills development.
- g) Special skills development.
- h) Technical training.
- i) Agency and department programs, policies, and procedures.
- j) Civil Service updates, employment-related updates (e.g., benefits package, retirement, etc.).
- k) Technology training.
- l) Employee discrimination.
- m) Appeals.
- n) CET programs and MTI courses.
- o) MIOSHA standards and advisory committees.
- p) Management information systems and computer policies.
- q) MIOSHA enforcement policies and procedures.
- r) Radiation safety.

B. New employee orientation includes the following:

1. New employees will meet with the MIOSHA personnel liaison to go over the New Hire Packet. Materials covered during the session include: [LEO Employee Handbook](#), [Civil Service Rules](#), and [Civil Service Regulations](#), and the overview of benefits.
2. New employees will meet with the MIOSHA safety and health coordinator during MIOSHA's new employee orientation and will be given an overview of the MIOSHA Safety and Health Management System.
3. All new MIOSHA employees will attend an orientation, coordinated by the MIOSHA personnel liaison and agency secretary. New employees will meet with the director of MIOSHA, the directors of each division or their designee, the MIOSHA safety and health coordinator, and the MIOSHA information technology coordinator. Each division director will provide an overview of the division's operations. The new employee will sign a form acknowledging participation in the New Employee Orientation (see [Appendix C](#)) and submit the form to the MIOSHA personnel liaison.

- C. Training on policies and procedures that affect staff in more than one division will be conducted accordingly. It is the responsibility of each division director to address this training.
- D. To accomplish training, the agency shall:
 - 1. Provide opportunities for professional development.
 - 2. Utilize internal and external resources to meet training and development needs.
 - 3. Support tuition reimbursement within budgetary constraints and consistent with collective bargaining agreements, as appropriate.
 - 4. Support Civil Service Training consistent with the goals of this policy and program needs.
 - 5. Encourage acquisition of professional certifications that are appropriate to the position description of the employee; for example, Certified Health Physicist (CHP), Certified Industrial Hygienist (CIH), or Certified Safety Professional (CSP) and support maintenance of certification. MIOSHA support for professional certification for eligible employees will include:
 - a) Support to attend the CHP, CIH, or CSP Review Course in the same manner as OTI attendance.
 - b) Support to take the CHP, CIH, or CSP examination including:
 - (1) Reimbursement of mileage and meals; lodging will not be reimbursed.
 - (2) Administrative leave.
 - (3) Payment of the exam fee up to two times.

Note: Exceptions will be considered on a case-by-case basis. Justification must be provided, including the reasons why the request should be considered, and have supervisor and division director support and approval.

 - c) Obtain and support maintenance of software containing preparatory manual and/or study materials.
 - d) MIOSHA will not pay the annual certification fee for certified individuals.
 - 6. Support attendance and participation at program-related conferences.
- E. The following criteria shall be considered in evaluating an employee's request for training:
 - 1. Organizational needs.
 - 2. Individual needs of the employee.
 - 3. Availability of resources.

4. Knowledge and skills of the employee.
 5. Employee performance.
 6. Cost/benefit comparison.
 7. Employee's satisfactory completion of prior training classes or programs.
- F. Training required by management shall be considered work time. Required training may include but is not limited to, OTI, staff meetings, agency meetings, MLI, and MTI. Employees shall be compensated for their time, reimbursed for their expenses, and permitted to use a state vehicle or be reimbursed for use of their personal vehicle as allowed by [State of Michigan Standardized Travel Regulations](#). Administrative leave and/or travel expense reimbursement may be authorized in some cases for other training that is not required. Non-required training may include but is not limited to, non-program related training such as retirement or financial classes.
- G. Each employee will have the opportunity to attend at least one technical and one non-technical course per fiscal year, as funding permits.
- XIII. Required MIOSHA Compliance Training. Required training is to provide safety officers and industrial hygienists with technical knowledge, skills, and information pertaining to MIOSHA inspection requirements. MIOSHA has developed safety and health training paths that are at least as effective as [federal OSHA's mandatory compliance training program](#).
- A. CSHD field staff will follow, based on job duties, either the safety or health training path outlined in Division Instruction CSHD-TRG-09-1, Training for Construction Safety and Health Division (CSHD) Staff, as amended.
 - B. GISHD field staff will follow, based on job duties, either the safety or health training path outlined in Division Instruction GISHD-TRG-05-1, Training for General Industry Safety and Health Division (GISHD) Staff, as amended.
- XIV. Responsibilities.
- A. Division Management.
 1. Identify and determine out-of-state training needs and resources and communicate them to MIOSHA Administration in the form of an out-of-state training plan by the end of June.
 2. Disseminate information about training opportunities to staff members.
 3. Encourage and facilitate appropriate staff participation in training. This includes, but is not limited to, regularly scheduled training such as division and/or regional, MIOSHA program meetings, and joint training when available.
 4. In order to provide improved communication between MIOSHA divisions for consistent interpretation of standards, CET, GISHD, and CSHD will share meeting notices. Meetings will include: division, regional, and

division webinars. For those unable to attend, the option of participating by teleconference or video conference should be provided. A meeting notice should be sent to MIOSHA staff statewide by the meeting organizer at least one month in advance. Division training administrators will add the meetings with all the relevant information to the agency calendar. At a minimum, the type of meeting and potential topics, if known, shall be included. The meeting notice should also include:

- a) An agenda – if finalized. If not finalized, the meeting notice should be updated when the agenda is final.
 - b) Location of the onsite meeting.
 - c) Instructions for connecting to the meeting remotely.
5. Train staff in areas related to job performance.
 6. Request to arrange for outside trainers and obtain resources as necessary.
 7. Submit a summary of evaluations of division training to the division training committee and division management.
 8. Approve individual training requests and forward to MIOSHA administration.
 9. Develop and implement a division training instruction, as necessary.
 10. Provide employees with copies of their training record, if requested.
 11. GISHD and the CSHD will register their staff for OTI courses. CET Division will handle registration for CET, Appeals, TSD, and Administration.
- B. Supervisor.
1. Identify training needs and resources and communicate them to management.
 2. Informally and formally train staff in areas related to job performance.
 3. Encourage, facilitate, monitor, and evaluate staff participation in training.
 4. Submit evaluations and suggestions for improvement of training to division management.
 5. Approve individual training requests and forward to management.
 6. Assist all new employees and current MIOSHA employees in new positions, if appropriate, in selecting a mentor (see [Appendix B](#)).
- C. Employee.
1. Identify individual training needs and communicate them to the supervisor.
 2. Initiate and submit requests for training to the supervisor.

3. Participate as much as possible during training.
4. Submit evaluation, summary of training, and any suggestions for improvement of training to the supervisor.
5. Communicate to the supervisor the availability of training resources identified in the course of daily activities.
6. Attend mandatory training.
7. Train other agency staff on the training received, as requested.
8. Staff shall select the civil service training location that is geographically closest to their workstation. For training that is not required by management and is to take place outside of the employees official work station, administrative leave may be approved for employees.

D. CET Division.

1. Assist all MIOSHA divisions in meeting their training needs.
2. Assist in the development of training programs for MIOSHA staff, working closely with each applicable division.
3. Review and update MIOSHA training materials used by staff.
4. Obtain and provide MIOSHA training aids, materials, and other resources for education and training purposes.
5. Conduct the annual survey for OTI indicating training needs for the fiscal year.

E. Administration.

1. Ensure training is provided within the agency according to department and MIOSHA policy.
2. Maintain the annual division training plans.
3. Annually assess resource needs to achieve agency training objectives and incorporate into budget requests.
4. Annually prepare and submit out-of-state training plan to LEO for approval prior to the beginning of the fiscal year.
5. Approve annual division training plans by October 1st of each fiscal year.
6. Administer and maintain training database.

XV. Defensive Driving.

A. MIOSHA staff who drive vehicles to conduct agency business will be provided vehicle safety training and information. At a minimum, training will cover the following defensive driving topics (approximately 4-hour course):

1. Aggressive Driving
2. Use of Seat Belts

3. Airbag Safety
 4. Inclement Weather
 5. Impaired Driving
 6. Unsafe Driving Behaviors
 7. Blind Spots
- B. MIOSHA staff who drive vehicles to conduct agency business will be provided refresher vehicle safety training (approximately 2-hour course) every three years. At a minimum, training will cover the following topics:
1. Mature Driver
 2. Inclement Weather
 3. Seat Belt and Airbag Usage
 4. Knowledge of New Laws and Regulations
- XVI. Travel for OTI Training.
- A. In the best interest of the State of Michigan and wherever possible, staff is expected to carpool and combine activities to help minimize expenses while in travel status for OTI training.
- B. If there are reasons staff cannot carpool, a request to travel independently shall be made to the division director for approval. The reason for independent travel will be noted on the travel request. Based on availability of rooms offered at the government rate, rates may vary slightly. Room rates should be verified upon making your reservation through the approved [State of Michigan Travel Agency](#). The following numbers can be called for assistance:
1. Call 1-877-654-2179 for agent assistance with an existing travel reservation.
 2. Call 1-800-823-1189 for after-hours emergency service.
 3. Call 1-888-387-3536 or email eservices@conlintravel.com for technical assistance.
- C. See [Appendix D](#) for a list of Suggested Hotels for OTI Training. Free daily transportation to and from the training institute is provided, where noted.
- D. If a staff member attending OTI training would like to stay at an alternate location, the request must be approved by the division director. In no case will hotel or reimbursement exceed the highest amount on the approved list. In determining whether to approve a request for an alternate location, the division director will consider the cost, distance from the OTI, and other appropriate factors.
- XVII. OTI Courses held in Michigan. Michigan routinely works with OTI to provide training to MIOSHA staff in Michigan. This enables MIOSHA staff to attend OTI training

without traveling out-of-state to the OTI. Each course conducted in Michigan requires ongoing communication with OTI, the instructors, scheduling, and registration.

- A. Lead Division Responsibilities. A lead division will be assigned to handle all aspects of arranging and coordinating OTI courses conducted in Michigan. The lead division will handle all details for the course location, instructor needs, and registration.
1. Assign a course champion. The course champion should be someone attending the course and available to assist the trainer with any need that arises during the training session. As an alternative, a champion may ensure that this responsibility is assigned to an attending staff member.
 2. Contact OTI and the trainers to obtain the following information:
 - a) What is the maximum class size?
 - b) Are there special location requirements? (For some courses, OTI may request that we arrange an onsite visit to a company or facility to see a particular application.)
 - c) What size classroom is required?
 - d) How should the classroom be set-up?
 - e) What equipment is needed (i.e. laptop, projectors, screens, flip charts, etc.)?
 - f) What dates will the classroom be needed? (The classroom may be needed on the day before for setup.)
 - g) Confirm the starting date and ending date of the course.
 - h) Confirm the start and stop times for each day.
 3. Schedule the location/classroom as soon as the date is confirmed.
 4. Ensure that a staff person in the lead division is assigned to handle the agency course registration.
 5. Once location and dates are finalized, send an email to division directors advising them of the course date, title, and location. Division directors will forward the course information to their staff. Each division should compile their own list of participants and submit it to the staff person in the lead division.
 6. Determine whether a catered lunch is needed. If the course is conducted within close proximity of restaurants, there is generally no need to have the lunch catered. However, if there are limited restaurants in the immediate area or the schedule for the class requires a shortened lunch period, a catered lunch may be arranged. Prior approval from LEO Finance is required for a catered meal.
 7. Maintain periodic contact with the trainer(s). Arrange for:

- a) Copying and/or transporting training materials to the training site, if needed.
 - b) Confirm room set-up and/or equipment needs.
 - c) Determine if instructors need transportation to/from hotel to training site.
8. Approximately one month before the class, contact OTI registration to request the course be opened for enrollment. Once the class is open and on the OTI website, let division OTI registrars know that they can enroll participants. Give each division registrar the list of participants for their division to enroll. After all enrollments are made, the lead division should contact OTI registration to close the course.
 9. If all MIOSHA divisions have responded and enrollment is low, offer opportunity to other State of Michigan safety and health professionals. Contact DTMB Safety and Health Coordinator and Office of the State Employer, Employee Health Management Safety and Health Manager who may know state employees interested in taking the course.
 10. Two or three weeks prior to the course, send an email to all participants confirming their attendance.
 11. Deliver materials to class location.
 12. Provide feedback to division directors on the outcome of the class, within one week of conclusion.
 13. Prepare a brief summary of the course and experience for publication in the MIOSHA Messenger. At a minimum, include the number of people who attended and major highlights of the course.
 14. Prepare a thank you letter for agency director's signature to the course instructors, when applicable.

XVIII. Cross-Training. In recognition that MIOSHA staff need to have a good understanding of all agency programs to most effectively serve clients, MIOSHA expects all staff to participate in a formal cross-training program.

A. The employee and supervisor will negotiate the area(s) for cross-training for each calendar year. It is encouraged that a new cross-training topic is chosen each year. The following items are examples of cross-training opportunities provided by MIOSHA:

1. CET Division – participate in either an onsite consultation, hazard assessment with a Training and Consultation (T&C) employee, or a training activity; attend an MTI course; attend a Michigan Voluntary Protection Program (MVPP), Michigan Safety and Health Achievement Recognition Program (MSHARP), or other award program presentation; participate in a day of the on-site review to determine MVPP or MSHARP

- eligibility; or attend a partnership activity such as a quarterly update meeting, a jobsite walk through, or a MIOSHA day at a Ford facility.
2. CSHD – participate in a safety and/or health compliance inspection, an asbestos program inspection, or a partnership activity such as a quarterly update meeting or jobsite walk through.
 3. GISHD – participate in a safety and/or health compliance inspection; attend an employee discrimination or inspection hearing, or a prehearing conference.
 4. TSD – participate in field investigations or educational outreach activities, attend an advisory committee meeting, or tour the laboratory or equipment units.
 5. Administration or Appeals – attend a MIOSHA managers’ meeting, or a prehearing/hearing in the Appeals Division.
 6. Employees and supervisors may consider cross-training within the division to observe other functions; e.g., office staff accompanying a field investigator.
 7. Other activities that may satisfy the cross-training requirement include attending another division’s staff meeting or group training, a multi-divisional or multi-discipline committee, or workgroup. If an employee wants to attend an agency workgroup meeting for cross-training, staff shall have approval from their supervisor and also from the champion of the workgroup (to ensure that sensitive topics are not being discussed and to have adequate handouts).
- B. Each employee is expected to participate in at least one formal cross-training activity annually. If appropriate, the employee and supervisor may include a second day or activity if it would be beneficial to the employee and the agency. Cross-training may be less than a full day.
- C. Each employee and their supervisor are responsible for planning and arranging cross-training activities. Workloads should be taken into consideration when scheduling cross-training.
- D. The employee shall complete an assessment of cross-training activity and give the completed MIOSHA Staff Cross-Training Assessment Form (see [Appendix E](#)) to their division secretary.
- XIX. Agency Training Database.
- A. Overview.
 1. The agency training database is used to track training completed by MIOSHA employees. Documentation or a certification of completion is required for training to be entered into the agency training database.
 2. The database should include training tracked through MTI and OTI.

3. Division Training Administrators (DTA) may contact the MIOSHA safety and health coordinator to have a query run using any combination of the criteria listed below in sections 4 and 5.
4. MIOSHA employees who complete training other than OTI training are responsible for notifying the DTA of completed training for documentation in the agency training database.
 - a) Staff name.
 - b) Course name.
 - c) Start date.
 - d) End date.
 - e) Type of training.
 - f) Location of training.
 - g) Division.
5. Training entered into the agency training database will be placed under one of the training categories listed below.
 - a) Computer Training (COMPUTER).
 - b) Conference (CONF).
 - c) Cross Training (CROSS TRG).
 - d) Disaster Relief Training (DISASTER RELIEF).
 - e) Industrial Hygienist (HEALTH TRG).
 - f) Manager and Supervisor Training (MANAGEMENT).
 - g) Other Training (MISCELLANEOUS).
 - h) MIOSHA Leadership Institute (MLI).
 - i) OSHA Training Institute (OTI).
 - j) OSHA Training Institute Webinar (OTI WEBINAR).
 - k) Safety Training (SAFETY TRG).
 - l) Onsite and Online Seminars (SEMINAR).
 - m) Technical Training (TECH).
 - n) Online Training (WEBINAR).
6. A record of completed Civil Service courses dating back to October 2002, can be viewed by logging into your [MI HR Self Service Account](#). Due to a record of completed Civil Service courses being available online, completed Civil Service courses do not need to be entered in the training database.

7. A record of completed MTI courses can be viewed by visiting the Macomb Community College Website. Due to a record of completed MTI courses being available online, completed MTI courses do not need to be entered into the training database. An account must be created on the Macomb Community College website to view your completed MTI courses.
 8. Agency training database required data fields. The following information must be entered into the training database for each training activity.
 - a) First name.
 - b) Last name.
 - c) Course name.
 - d) Location of training.
 - e) Start date.
 - f) End date.
 9. Agency training database optional fields. The following information may be entered into the training database for each training activity:
 - a) Cost.
 - b) Total training hours.
 - c) Index code.
 - d) Comments.
- B. DTA Responsibilities.
1. Enter completed employee training for their division into the agency training database.
 2. Serve as a backup DTA for the other divisions within MIOSHA.
 3. Notify the MIOSHA safety and health coordinator of new training titles that are not on the list of trainings in the database. Provide a report of completed training for division staff as requested.
- C. Safety and Health Coordinator Responsibilities.
1. Oversee data entry into the Agency Training Database to ensure consistency among the MIOSHA divisions.
 2. Enter new training titles into the agency training database upon notification by DTA.
- D. MIOSHA Employee Responsibilities.
1. Coordinate training registration and any other training arrangements with the DTA.

2. Submit required information of completed training courses to the DTA, or backup, and copy your supervisor.

XX. Approval Process.

- A. The supervisor shall approve/disapprove the training request and forward it to the appropriate approval authority.
- B. The MIOSHA director, designee, or division director, as appropriate, shall notify the employee of approval/disapproval.

Appendix A

Recommended Core Training for MIOSHA Supervisors

Each MIOSHA supervisor and manager should have a core set of skills to efficiently and effectively perform his or her responsibilities. The following courses are recommended for consideration in a supervisor's development plan. Although the courses are listed in some priority from higher to lower, the order or necessity for each course will vary depending upon the supervisor's (or lead workers) current position, previous education, and work experience. Other courses may also merit consideration and attendance.

The following courses are recommended with the understanding that they will be supplemented with the MIOSHA Leadership Institute (MLI) or some similar training sessions. Supervisors (and other staff) who are expected to routinely make presentations as part of their job, should also consider membership in a Toastmasters International club or take similar training.

Course No.: CHANGCS008

Course Title: Basic Supervision: Preparing to Lead (1-day program)

Course Description: The role of the supervisor/manager has become more complex and demanding due to the many challenges the state is currently facing. This program will help participants understand the functional and interpersonal skills they need to inspire and bring out the best of others to meet the goals and objectives of their departments.

Course No.: CHANGCS003

Course Title: Seven Habits of Highly Effective People (3-day program)

Course Description: This program teaches distinct habits that lead to effectiveness.

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

The Seven Habits apply at all four levels of leadership (personal, interpersonal, managerial, and organizational). The Seven Habits program teaches inside out improvement; first building your trustworthiness, then creating trust on an interpersonal level to improve relationships.

Course No.: LEADCS010

Course Title: 6 Critical Practices for Leading a Team (3-day program)

Course Description: Equips first-level leaders with the essential skills and tools to get work done with and through other people.

- Explore the critical mindset shifts that will maximize success as a leader of others.
- Increase engagement of team members by conducting regular 1-on-1s, deepen understanding of team member issues, and help them solve problems for themselves.
- Create clarity about team goals and results: delegate responsibility to team member while providing the right level of support.
- Give Feedback to develop team member confidence and competence; improve your own performance by seeking feedback from others.
- Identify specific actions to help team members navigate and accelerate through change and achieve better performance
- Use weekly planning to focus on the most important priorities and strengthen your ability to be an effective leader by applying the 5 Energy Drivers.

Appendix B

Mentoring

New employees and current MIOSHA employees in new positions (mentee), if appropriate, are to be paired with another employee (mentor) of their discipline during their first month of employment. The mentor and mentee in concurrence with the supervisor can decide when the formal relationship ends.

When assigning a mentor, supervisors should consider the following criteria:

- The mentor demonstrates high performance.
- The mentor is skilled in the new employee's job.
- The mentor has good communication and interpersonal skills.
- The mentor is a positive role model (well-regarded and accepted by current employees).
- The mentor should have been in their current position for more than one year.

Part of the mentoring role is to allow for a comfortable, informal environment in which the new employee can ask and receive information about the culture and norms of the division as well as of MIOSHA. One of the mentor's responsibilities is to help establish a sense of belonging for the new employee.

The mentor is asked to provide guidance through clarifying expectations, answering questions, and providing feedback. A mentor is not expected to supervise, provide formal counseling, or corrective action. It is a guiding, helping role intended to enhance the training process to build confidence and ensure an adequate level of knowledge is gained to allow the mentee to be successful in their new position. A mentor is expected to model the desired performance and behavior of a person in their position.

Appendix C

MIOSHA New Employee Orientation Form



MIOSHA New Employee Orientation

- Meet with Bart Pickelman (MIOSHA Director)
- Meet with Division Directors:
 - *Adrian Rocskay (GISHD)
 - *Lawrence Hidalgo, Jr. (CSHD)
 - *Ron Ray (TSD)
 - *Nella Davis-Ray (CET)
 - *Dawn Jack (Appeals)
- Meet with Charla Drysdale (Personnel Liaison)
- Meet with Greg Sztuczko (Information Technology Coordinator)

I hereby acknowledge that I participated in the New Employee Orientation held on _____ . I understand that I am responsible for returning this signed form to the Personnel Liaison.

Print Name

Signature

Date

MIOSHA-TRG-04-1R12
January 4, 2022
Training for MIOSHA Personnel

Appendix D

Suggested Hotels for OTI Training

COURTYARD BY MARRIOTT

100 West Algonquin Road
Arlington Heights, IL 60005
847-437-3344
.3 Miles from OTI

DOUBLE TREE BY HILTON

75 West Algonquin Road
Arlington Heights, IL
847-364-7600
.3 Miles to OTI

HOLIDAY INN EXPRESS, ARLINGTON HEIGHTS

2120 South Arlington Heights Road
Arlington Heights, IL
847-593-9400
.1 Miles to OTI

HOLIDAY INN EXPRESS

3477 Algonquin Road
Rolling Meadows, IL
847-259-6600
2.8 Miles to OTI

SHERATON SUITES CHICAGO ELK GROVE

121 Northwest Point Boulevard
Elk Grove Village, IL
847-290-1600 or 800-325-3535
3.8 Miles to OTI

Appendix E

MIOSHA Staff Cross-Training Assessment Form

Purpose: MIOSHA staff should have a good understanding of all agency programs in order to serve our clients more effectively.

Instructions: MIOSHA staff receiving cross-training shall complete an assessment of cross-training activity and give the completed MIOSHA Staff Cross-Training Assessment Form to their supervisor and division secretary. The supervisor may forward select comments for consideration in the MIOSHA Messenger.

1. Name of staff receiving cross-training (trainee):
2. Name of staff providing cross-training (trainer):
3. Date of cross-training:
4. This cross-training was conducted in which major MIOSHA program area:
 - Administration
 - Appeals Division
 - Construction Safety and Health Division
 - Consultation Education and Training Division
 - General Industry Safety and Health Division
 - Technical Services Division
5. What activity did the cross-training involve:

<input type="checkbox"/> Alliance or Partnership Activity	<input type="checkbox"/> 21d Onsite Consultation
<input type="checkbox"/> Appeal	<input type="checkbox"/> 23g Consultation
<input type="checkbox"/> Discrimination	<input type="checkbox"/> MVPP, MSHARP, Other Award
<input type="checkbox"/> Managers Meeting	<input type="checkbox"/> Safety Enforcement
<input type="checkbox"/> Laboratory/Technical Services	<input type="checkbox"/> Advisory Committee Meeting
<input type="checkbox"/> MTI Course	<input type="checkbox"/> Multi-division Committee/Workgroup
<input type="checkbox"/> Radiation Safety	<input type="checkbox"/> Other:
6. Name of facility visited or activity attended and a brief description:
7. What did you learn from the cross-training?
8. Would you recommend this activity or staff person for cross-training?
9. Will you continue to use this cross-trainer as a resource in the future?
10. What comments, recommendations or suggestions would you like to share with the cross-trainer to compliment and/or improve their training abilities?

For the next time, I recommend