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# MIOSHA

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

## DIVISION INSTRUCTION

DOCUMENT IDENTIFIER:  
CSHD-TRG-09-1R3

DATE: October 19, 2021

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**SUBJECT: Training for Construction Safety and Health Division (CSHD) Staff**

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- I. Purpose. This 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 instruction applies to the Construction Safety and Health Division (CSHD).
- III. References.
  - A. Agency Instruction MIOSHA TRG-04-1, [Training for MIOSHA Personnel](#), as amended.
  - B. [Michigan Occupational Safety and Health Act](#), MCL 408.1001et seq., P.A. 154 of 1974, as amended.
  - C. Michigan Public Employees (MPE), [Scientific and Engineering International Union \(SEIU\)](#), [Article 15A](#) – Education and Professional Development and [Article 15 B](#) – Professional Development Fund.
  - D. Michigan State Employees Association (MSEA), Article 29 – [Training](#).
  - E. Occupational Safety and Health Administration Instruction TED 01-00-019, July 21, 2014, [Mandatory Training Program for OSHA Compliance Personnel](#).
  - F. United Auto Workers (UAW), Article 29 – [Training](#).
- IV. Distribution. MIOSHA Staff; Federal OSHA; S-drive Accessible; MIOSHA Messenger; and Internet Accessible.
- V. Cancellations. All previous versions of this division instruction.
- VI. Next Revision Date. To be reviewed in five (5) years from date of issuance.
- VII. History. History of previous versions include:
  - CSHD-TRG-09-1R2, January 8, 2015
  - CSHD-TRG-09-1R1, February 1, 2012
  - CSHD-TRG-09-1, January 8, 2009
- VIII. Contact. [Dan Maki](#), Safety and Health Manager and [Eric Allen](#), Safety and Health Manager.
- IX. Originator. Lawrence Hidalgo, Jr., Director
- X. Significant Changes.
  - A. Updated [Section III. References](#) to include [Scientific and Engineering International Union \(SEIU\)](#).

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- B. Removed former Section X. Definitions.
  - C. Updated Section XI. General Principles.
  - D. Updated Section XII. Training Programs for New Technical Employees.
  - E. Updated Section XIII. Required MIOSHA Compliance Training.
  - F. Added Section XV. MIOSHA-Required Training for CSHD Industrial Hygienists (IHs).
  - G. Added Section XVI. Division Secretary Responsibilities.
  - H. Added Section XVIII. Additional Training Programs for Employees.
  - I. Updated former Section XVIII. Record Retention to Section XIX. Training Records.
  - J. Updated Appendix B. New Employee Orientation.
  - K. Updated Appendix C. Field Performance Evaluation.
  - L. Updated Appendix D. MIOSHA Equivalent Safety Courses, formerly Appendix G.
  - M. Updated Appendix E. MIOSHA Equivalent Health Courses, formerly Appendix H.
  - N. Updated Appendix F. Standards and Manual Checklist, formerly Appendix D.
  - O. Updated Appendix G. Personal Protective Equipment Checklist, formerly Appendix E.
  - P. Removed the previous Appendix F. Inspection Equipment Checklist.
- XI. General Principles.
- A. Training is subject to the approval of the CSHD Director and MIOSHA Administration, based on division needs and the availability of funds.
  - B. CSHD employees are to receive training on division policies and procedures.
  - C. CSHD employees shall have the opportunity(ies) to participate in training offered by outside providers such as the Michigan Department of Civil Service or the Occupational Safety and Health Administration (OSHA) Training Institute (OTI), when appropriate to the job. Other training options will be considered when necessary.
  - D. All technical employees are to receive training on jointly enforced standards and Act 154. Joint training will be conducted when feasible.
- XII. Training Programs for New Technical Employees.
- A. Training for new technical employees is to be coordinated with department policies, Agency Instruction [Training for MIOSHA Personnel](#), and comply with the requirements specified in union contracts (MSEA, MPE - SEIU, and UAW).

- The technical employees are the safety officers (SO) and industrial hygienists (IH).
- B. The initial training period will generally last a minimum of five (5) months and will be a combination of classroom and field training. Initial training may be extended if it is determined that a new employee needs additional training.
  - C. CSHD in-house training on occupational safety and health standards is coordinated with standard courses that are offered by the MIOSHA Training Institute (MTI).
  - D. During the first week after the hiring date, employees will meet with their assigned supervisor to discuss concerns and receive information on the training program and performance expectations. CSHD employee(s) will be assigned a mentor in accordance with the Agency Instruction, [Training for MIOSHA Personnel](#), as amended.
  - E. Employees in the probationary period will contact their supervisors weekly to discuss their progress and answer any questions. The supervisors will suggest specific additional field or formal training based on these discussions.
  - F. Supervisors, who are assigned/delegated to employees, that have passed written exam and field evaluation but are still in the probationary period, will accompany the employee in the field as frequently as necessary based on their initial field evaluation of the employee's knowledge and abilities.
  - G. Field training provided during the initial training period will be scheduled throughout the state to enhance understanding of hazards at a variety of worksites and industries.
  - H. Training Forms (templates).
    - 1. Field Evaluation of Trainee form (completed by Supervisor via phone/person with the field trainer) and Daily Field Activity Record will be used to evaluate and track employee progress. A copy of a completed form will be maintained for each employee. The blank form can be found on the [S: Drive](#).
    - 2. Each trainee will be asked to check off standards that have been covered during classroom and field training on the Standards Training Record form. There is a separate form for the SO and IH. The employee in training is responsible for maintaining this form. Blank copies of the forms are provided on the [S: Drive](#).
  - I. The CSHD managers/supervisors are responsible for providing and/or arranging training; and/or assigning specific staff to participate in training sessions. Staff will be assigned to provide training based on knowledge, availability, and workloads.

- J. An orientation training agenda is to be developed for each new training class. The agenda will vary based on the number of SO(s) and/or IH(s) in each training class as well as the previous experience of the trainees.
- K. The CSHD manager or supervisor will assign an administrative support person to be responsible for ensuring that the following tasks are completed: assistance in the reservation of hotel rooms, setting up conference rooms, providing copies of documents, agendas, and handouts, maintaining a log of test scores, and obtaining information necessary to prepare travel advance requests. Once a SO/IH completes training, they will be responsible to setup their own lodging. Exceptions will typically include the Michigan Safety Conference and the MIOSHA Agency Meeting.
- L. All compliance officers are required to take OTI, MTI, and in-house training based on individual needs and availability.
- M. Methods to monitor the effectiveness of formal and field training include:
  - 1. [Appendix A](#) – New-Hire IH/SO Training Plan Progress Report.
  - 2. [Appendix B](#) – New Employee Orientation.
  - 3. [Appendix C](#) – Field Performance Evaluation.
- N. New technical employees are required to pass written examinations at the end of each classroom training topic. If an employee does not pass a specific examination with a score of 80% or greater, a period of retraining and study will be provided before re-examination on that topic. An employee has a maximum of three attempts to achieve this score. If the employee cannot pass a specific examination after three attempts, the employee may be subject to immediate dismissal.
- O. During orientation (first week hired), new employees will be informed by the assigned supervisor or manager verbally and in writing that they will be required to pass a written final examination with a score of 80% or more as well as a field evaluation with an acceptable rating at the end of the orientation training program. This will also be indicated in the hiring packet. The SO/IH must successfully pass both the written final examination and field evaluation, separately and independently of each other, to be considered for field work by oneself.
  - 1. Employees who do not pass the above stated criteria are subject to immediate dismissal, this is to be determined with management discretion.
  - 2. Written Final Examination.
    - a) Employees who score less than 80% on the written final examination will be retrained for 1-2 weeks then given another written final examination which they must pass, or they are subject to immediate dismissal. The second written exam will not be the same as the original written examination but will cover identical standards.

- b) Employees who score 80% or greater on the written final examination will be notified that he/she passed. The employee will be scheduled to have a Final Field Examination.
- 3. Final Field Examination (Field Performance Evaluation ([Appendix C](#))).
  - a) The employee does not successfully pass each element of each section.
    - (1) The supervisor is to review the Final Field Examination with the employee and establish a training schedule to develop the areas in need of improvement.
    - (2) After the two-week training period, the employee will be required to re-take the final field examination.
    - (3) If the employee does not pass the second attempt using the same criteria, the employee will be subject to immediate dismissal.
  - b) The employee passes and is to be notified that he/she passed.
- P. When the employee has been informed that he/she has passed the Written Final Examination and the Final Field Examination, the supervisor is to coordinate a date that the employee will begin working alone.
- Q. The results of the final written examination and final field evaluation will be inserted into the probationary employee's six-month evaluation and emailed to the MIOSHA HR liaison.

XIII. Required MIOSHA Compliance Training.

- A. Per [Mandatory Training Program for OSHA Compliance Personnel](#), State Plan States can elect to use their own mandatory compliance training program as long as the program is at least as effective as federal OSHA's required mandatory compliance training program.
  - 1. MIOSHA compliance safety training equivalent to or more effective than federal OSHA safety compliance training is listed in [Appendix D](#).
  - 2. MIOSHA compliance health training equivalent to or more effective than federal OSHA compliance training is listed in [Appendix E](#).
- B. SO/IHs are required to attend and complete compliance training, during their career that is outlined in this instruction. The purpose of these training courses is to provide the SO or IH with technical knowledge, skills, and information pertaining to MIOSHA inspection requirements.
- C. The following two courses must be completed within the first year of an SO/IH's employment. Although these courses are required during the first year, there is no limit to the number of courses an SO/IH may take during any year (where funding allows).
  - 1. MIOSHA initial training equivalent to OTI #1000 Initial Compliance.

2. MIOSHA Construction Standards.
  - a) SOs will be trained on MIOSHA Construction Safety and Health Standards listed in [Appendix D](#).
  - b) IHs will be trained on MIOSHA Construction Health Standards listed in [Appendix E](#).
- D. Through year 3 the following courses will be taken after the SO/IH has completed training on MIOSHA safety or health standards, if available:
  1. OTI #1310 Investigative Interviewing Techniques (required OTI course).
  2. OTI #1410 Inspection Techniques and Legal Aspects (required OTI course).
  3. OTI #2450 Evaluation of Safety and Health Management Systems or MIOSHA equivalent, as listed in the appendices.
  4. OTI #1230 Accident Investigation (required OTI course).
  5. OTI #8200 Incident Command System I-200 course (i.e., course conducted by other governmental agencies or web-based course will fulfill course requirements).
- E. The following courses will be taken during the SO/IHs initial three years to enhance multi-disciplinary competence:
  1. OTI #1080 Health Hazard Awareness for Safety Officers (required OTI course).
  2. OTI #1280 Safety Hazard Awareness for Industrial Hygienists (required OTI course).
- F. Through year five, four technical courses are required to be taken by the SO/IH based on division needs as approved by the division director. The courses taken between years one through four will count toward the requirement.
- G. From years six through eight, two additional technical courses are required to be taken by the SO/IH based on division needs as approved by the division director. Courses taken between years one through five do not count toward the requirement.
- H. From year six onward of an SO/IH's career, technical training must add up to a minimum of eight hours. A combination of OTI, MTI, standards training, and other training deemed technical can be used to satisfy the eight-hour training requirement.
- I. Starting year nine throughout the rest of the SO/IH's career, a minimum of one technical course must be taken every three years.
- J. New technical employees have greater training requirements than experienced MIOSHA technical employees and, upon approval, are permitted to attend one or more out-of-state technical training course per year, for the first three years of

their career as time and funding allows. Experienced MIOSHA employees will be permitted, upon approval, to attend one out-of-state technical course every three years.

- XIV. MIOSHA Required Training for CSHD SOs. The following two courses must be taken by CSHD SOs during their first year of employment.
  - A. OTI # 3080 Principles in Scaffolding, or equivalent.
  - B. OTI #3110 Fall Arrest Systems, or equivalent.
- XV. MIOSHA Required Training for CSHD IHs. The following courses must be taken by IHs during their first two years.
  - A. OTI Course #2220 Respiratory Protection, or equivalent.
  - B. OTI Course #2200 Industrial Noise, or equivalent.
  - C. Air Sampling.
  - D. Laboratory Orientation at MIOSHA Lab (1-day).
- XVI. Division Secretary Responsibilities. Maintain division training files, to document the progress and effectiveness of training for each employee, until the employee has satisfactorily completed their probationary period. Maintain New Hire Checklists. New hire checklists are located on the S: Drive.
- XVII. Training Programs for New Managers and SO/IH Supervisors.
  - A. Training can be provided through individualized instruction and orientation, in-house training seminars, and by attendance at civil service courses, and the MIOSHA Leadership Institute.
  - B. New managers and SO/IH supervisors must attend required human resource training.
  - C. All new managers and SO/IH supervisors are encouraged to take OTI training based on individual needs and availability.
  - D. During the probationary period, managers will communicate with each new SO/IH supervisor on a weekly basis to review progress and address any concerns of the supervisor.
  - E. Training will be provided for new supervisors on supervisory topics that typically include but are not limited to the following: case file review procedures, targeted selection interviewing, disciplinary procedures, union contracts, employee performance evaluations, employer discriminatory/harassment policies, confidentiality requirements, ethics, attendance, timekeeping/payroll, travel regulations and procedures, methods of managing and coaching, and motivational techniques.

XVIII. Additional Training Program for Employees.

- A. Employees will be trained on significant changes in agency or division policies and procedures that affect their job tasks. Such trainings should be on-going and discussed during staff meetings.
- B. Staff are expected to stay current on changes by reading new and revised documents as they are published in the MIOSHA Messenger.
- C. Continuing training will be provided based on individual needs, changes in industry processes, and public or program expectations.
- D. Supervisors are responsible for assessing individual training needs and discussing training needs as a part of the employee performance evaluation. Training should be included as a developmental tool, as appropriate.
- E. Divisional staff who wish to attend MTI courses and achieve certification towards possible college credits may do so as appropriate with approval of their supervisor.

XIX. Training Records.

- A. Employee training records are maintained by the employee in accordance with agency or department policies.
- B. The following records are maintained in division training files to document the progress and effectiveness of training for each technical employee, until the employee has satisfactorily completed their probationary period:
  - 1. Employee log of test score.
  - 2. Completed tests.
  - 3. Field Evaluation of trainee.
  - 4. Evaluations of classroom trainers.
  - 5. Final written and field examinations.
  - 6. Field evaluation of trainer.
- C. The following records are kept by new technical employees at least until the end of the training period:
  - 1. Daily field activity record(s).
  - 2. Standards training record (either SO or IH).
- D. The following records are kept by new technical employees at least until the end of the training period:
  - 1. Daily Field Activity Record.
  - 2. Standards training record (either SO or IH).



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- E. Documentation of all new employee training and ongoing training shall be entered into the training database (difference between Admin and Division). The supervisor is responsible for forwarding the information for entry into the database for new employees. All other employees will be responsible for forwarding their training information for entry into the training database to the Division Secretary.
- F. The Division Secretary is responsible for scheduling MTI and OTI courses for approved CSHD employees. The Division Secretary is to follow up with employees to verify completion of the MTI or OTI course before recording training in the training database.
- G. The Division will maintain records additionally to assist in record retention. It is the responsibility of the employee to provide the Division Secretary the training record(s) of any training attended.
- H. The following records, which will document the progress and effectiveness of training for each employee, will be given to the Division Secretary to be maintained in the training database:
  - 1. New-Hire IH/SO Training Plan Progress Report – [Appendix A](#).
  - 2. New Employee Orientation Form – [Appendix B](#).
  - 3. Field Performance Evaluation Form – [Appendix C](#).
- I. The following records, which document the issuance of equipment, manuals, and other tools to new employees, will be given to the CSHD PPE Coordinator and CSHD Equipment Coordinator:
  - 1. Standards and Manual Checklist – [Appendix F](#).
  - 2. Personal Protective Equipment Checklist – [Appendix G](#).
- XX. Training Programs for New Administrative Support Staff.
  - A. Training will be provided for new administrative support staff by attendance at agency recommended Civil Service courses and courses on Excel, OIS training (in-house), Microsoft Word, and PowerPoint as needed and as afforded by SOM resources.
  - B. On-the-job training will provide a working knowledge of the purpose of the CSHD and how it relates to MIOSHA as a whole and a basic understanding of the MIOSHA citation process, including appeals, penalty reduction agreements, and variances.
- XXI. Training Programs for Existing or Permanent Employees.
  - A. Training on significant changes in agency or division policies and procedures that affect all employees should be on-going. This information can be found in the MIOSHA Messenger. The instructions are available on the S: Drive.
  - B. Continuing training will be provided based on individual needs, changes in industry processes, and public or program expectations.

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- C. Supervisors are responsible for assessing individual training needs and discussing training needs as a part of the employee performance evaluation. Training should be included as a developmental tool as appropriate.

**APPENDIX A**

**Construction Safety and Health Division  
New-Hire IH/SO Training Plan Progress Report**

IH/SO: \_\_\_\_\_

Start Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**I. Initial Orientation (Verified by Supervisor) Check When Completed**

- A. Assignment of Standards and Manuals (See [Appendix F](#)) \_\_\_\_\_
- B. Credentials/ID – 1) State and 2) MIOSHA ID \_\_\_\_\_
- C. Personal Protective Equipment (See PPE list [Appendix G](#)) \_\_\_\_\_
- D. Inspection Equipment \_\_\_\_\_
- E. New Employee Orientation (Department assigned) \_\_\_\_\_
- F. Forms – As necessary \_\_\_\_\_
- G. Medical Exam – Audio, Vision, Pulmonary and General Wellness \_\_\_\_\_
- H. Respirator Fit Testing (Voluntary for SOs) \_\_\_\_\_
- I. Assigned SOM Vehicle and associated tasks/forms \_\_\_\_\_

All items in I. covered: Initials \_\_\_\_\_ Date \_\_\_\_\_

**II. Self-Study and On the Job Training Topics (Verified by Supervisor)**

- A. CSHD Library Reference Materials (familiarize) \_\_\_\_\_
- B. Health Instruments/Equipment
  - 1. Velometer or air velocity meter \_\_\_\_\_
  - 2. 4-gas meter \_\_\_\_\_
  - 3. Air sampling pumps \_\_\_\_\_
  - 4. CO dosimeters \_\_\_\_\_
  - 5. Sorbent detector tubes \_\_\_\_\_
  - 6. Sound level meter \_\_\_\_\_
  - 7. Noise dosimeters \_\_\_\_\_
  - 8. Octave band analyzer \_\_\_\_\_
  - 9. Smoke tubes \_\_\_\_\_
  - 10. Heat stress monitors \_\_\_\_\_
  - 11. Personal fall protection \_\_\_\_\_
  - 12. Digital camera / phone \_\_\_\_\_

13. Computer \_\_\_\_\_

C. Safety Instruments/Equipment

- 1. Story pole \_\_\_\_\_
- 2. Penetrometer \_\_\_\_\_
- 3. Voltage tester \_\_\_\_\_
- 4. GFCI tester \_\_\_\_\_
- 5. Light meter (as needed) \_\_\_\_\_
- 6. Personal fall protection & Harness \_\_\_\_\_
- 7. Digital camera or Phone w/ Camera \_\_\_\_\_
- 8. Computer \_\_\_\_\_

D. Self-Study Materials

- 1. FOM self-study \_\_\_\_\_
- 2. OIS Processes \_\_\_\_\_
- 3. Report writing/case file development \_\_\_\_\_

III. Formal Training (Verified by Supervisor)

A. Cross training between disciplines \_\_\_\_\_

B. Technical courses (at least two) (Reference OTI Listings) \_\_\_\_\_

List \_\_\_\_\_  
\_\_\_\_\_

C. Completed training sessions (covers major standards, ACT 154, FOM, OSHA Technical Manual and miscellaneous topics) \_\_\_\_\_

D. Computer / digital camera / phone usage \_\_\_\_\_

All items in this Section covered:    Initials \_\_\_\_\_    Date \_\_\_\_\_

## APPENDIX B

### Construction Safety and Health Division New Employee Orientation

- I. Tasks for Management before new employee start date:
  - A. Arrange to have all handouts/manuals
  - B. Alert assigned supervisor, Laboratory Equipment Service Section (LESS), and Administrative staff
  - C. Reserve conference rooms, as needed
  - D. Plan training scheduled
  - E. Arrange for vehicle assignment
  
- II. Orientation/Introduction – First Week
  - A. Welcome and MIOSHA Organizational Structure discussion
  - B. Schedule for in-person office visit and medical evaluation
  - C. Take on tour of CSHD office and other MIOSHA facilities
    - 1. Introduce staff
    - 2. Describe case files
    - 3. Library – CET and Reference Standards
    - 4. Demonstrate computer software/hardware and websites related to MIOSHA/OSHA activities
    - 5. Conference rooms
  - D. Provide manuals and handouts, as appropriate;
    - 1. Field Operations Manual
    - 2. MIOSHA IH Technical Manual
    - 3. Safety and Health Standards and other reference materials
    - 4. MIOSHA/CSHD organization charts
    - 5. Public Act 154, 440, and 135
    - 6. IH Chemical Information Manual
    - 7. Administrative Procedures Manual (APM)
  - E. Discuss Work Rules and practices
    - 1. Official Work Station
    - 2. SIGMA time sheets and OIS Time Tracking
    - 3. Working hours
    - 4. Compensatory time/overtime – Union specific
    - 5. Pay checks – Direct Deposit
    - 6. Annual/Sick leave usage
    - 7. Probationary period and evaluations
    - 8. Describing State of Michigan Compensation Plans (Steps)
  - F. Travel
    - 1. State/personal cars

2. SIGMA Reimbursement
3. Travel Expense Vouchers (TEV)
- G. Preview training program/schedule
- H. History OSHA/MIOSHA/CSHD
- I. Organization and Functions MIOSHA/CSHD
- J. Request self-study as appropriate
  1. MIOSHA News
  2. Manuals (written or electronic)
  3. Health and Safety Standards
  4. Case files
  5. MIOSHA website
- K. Arrange and obtain various identification cards
  1. ID/Access card – State and MIOSHA
  2. Cell phone
  3. Business cards
- L. Introduction to CSHD Library program and electronic filing system
- M. Respirator fit testing
- N. Union Orientation

**APPENDIX C**

**Field Performance Evaluation**

Supervisor:	Field Staff	Date:
Inspection #:	Inspection Type:	
Scoring is: Pass = Meets Expectations (M), or High Performing (H), or Fail = Needs Improvement (N), or Not Applicable = N/A	Supervisor Overall Evaluation (M, N or H): Pass or Fail  Each individual element of each section rating must be scored as a M or H or N/A to pass the Field Performance Evaluation.	
<b>PRE-INSPECTION PREPARATION</b>	Score	Comments
Knowledge of construction activity in area.		
Selects jobsites with greater hazard potential.		
Knowledge of standards. Review of special standards unique to the work operation.		
Prepared for field activity, (i.e. PPE, tools/equipment/standards)		
State vehicle maintenance up-to-date.		
Vehicle body and interior kept in a presentable condition.		
<u>Overall Performance Rating for this category.</u>		
<b>OPENING CONFERENCES</b>	Score	Comments
Seeks appropriate employer/employee representatives		
Explains purpose, scope, rights, and responsibilities. (properly)?		
Conducts opening conferences in appropriate manner with least disruption to the worksite activities.		

Distributes Rights and Responsibility pamphlets during opening conferences.		
Requested Federal Tax ID / Employee Information Number.		
<u>Overall Performance Rating for this category.</u>		
<b>WALKAROUND</b>	Score	Comments
Inspects all pertinent work areas.		
Identifies all apparent violations and hazards.		
Interviews appropriate number of employees. Discusses safety and health issues during each interview.		
Demonstrates ability to apply standards and procedures.		
Evaluated Safety and Health Program/RTK/Posters.		
Gathers information and documents violations thoroughly and properly.		
Recommends methods for correcting violations and hazards.		
Conducts inspection expediently with least disruption to worksite activities.		
<u>Overall Performance Review for this category.</u>		
<b>CLOSING CONFERENCES</b>	Score	Comments
Discusses all possible violations/citations, penalties, abatement periods and follow-up inspections.		
Informs employer and employees of rights and responsibilities, including posting requirements, appeal rights, and the opportunity for a penalty reduction agreement.		
Supplies employer with all applicable standards and appropriate handouts.		
Recommends CET services, MIOSHA website.		



<u>Overall Performance Rating for this category.</u>		
<b>PROFESSIONAL CONDUCT</b>	Score	Comments
<u>Conduct is appropriate and proper; attitude, personality, and appearance are conducive to good public relations.</u>		
<b>PROCEDURAL KNOWLEDGE AND APPLICATION</b>	Score	Comments
<u>Knowledge of CSHD, Agency and Department policies, and procedures that is relevant to the job.</u>		
<b>COMMUNICATION SKILLS</b>	Score	Comments
Information is communicated to employers and employees accurately in a logical manner which is concise and to the point.		
Understands and uses proper channels of communication.		
Identifies all apparent violations and hazards.		
<u>Overall Performance Rating for this category.</u>		
<b>Overall Performance Rating and Comments</b>	Score	Comments
Specific area needing improvement.		
Methods for improving performance.		
Safety Officer / Industrial Hygienist Comments.		

**APPENDIX D**

**MIOSHA Equivalent Safety Courses**

\*Courses grouped together are taught in the same session

<b>Equivalent MIOSHA Courses (Construction Safety Path)</b> <b>Highlighted items grouped together are taught in the same session.</b>			
<b>OSHA TED 01-00-019 (Construction Path)</b>	<b>OSHA Training Duration</b>	<b>MIOSHA Training Duration</b>	<b>MIOSHA Equivalent</b>
<b>Year 1</b>			<b>Year 1</b>
#1000 Initial Compliance	9 Days	3 days  ½ Day   10 – 12 Weeks	Field Operations Manual Training  Act 154 MIOSH Act) Act 13 – Inspections, Investigations, Citations, & Proposed Penalties OSH 11 – Recordkeeping  Training in the Field (Job Shadowing)
#2000 Construction Standards required	10 Days	2 Days  1 Day  1 Day  1 Day  ¾ Day  1 Day  1 Day  1 Day  1 Day	MTI MIOSHA Construction 10-Hour Course  Part 1 – General Rules Part 6 – Personal Protective Equipment  Part 2 – Masonry Wall Bracing Part 14 – Tunnels, Shafts, Caissons, & Cofferdams Part 18 – Fire Protection & Prevention  Part 7 – Welding & Cutting Part 8 – Handling & Storage of Materials Part 11 – Fixed & Portable Ladders Part 13 – Mobile Equipment  Part 9 – Excavation, Trenching, and Shoring  Part 10 – Cranes and Derricks  Part 12 – Scaffolds & Scaffold Platforms  Part 16 – Power Transmissions & Distribution Part 17 – Electrical Installations  Part 19 – Tools Part 21 – Guarding of Walking & Working Areas Part 22 – Signals, Signs, Tags, & Barricades

		1 Day  1 Day 1 Day  ¾ Day 1 Day 1 Day 1 Day  ¾ Day 2 Days	Part 24 – Tar Kettles  Part 20 – Demolition Part 25 – Concrete Construction Part 27 – Blasting & Use of Explosives Part 30 – Telecommunications  Part 26 – Steel Erection  Part 28 – Personnel Hoisting in Steel Erection  Part 32 – Aerial Work Platforms  Part 45 – Fall Protection  Part 42 – Hazard Communication  Part 15 – Excavators, Hoists, Elevators, Helicopters, and Conveyors  Part 29– Communications Towers  Part 35- Confined Space in Construction
<b>Year 1-3</b>			<b>Year 1 – 3</b>
#1310 Investigative Interviewing Techniques	3 Days	3 Days	#1310 Investigative Interviewing Techniques
#1410 Inspection Techniques and Legal Aspects	8 Days	#1410	#1410 Inspection Techniques and Legal Aspects
#2450 Evaluation of Safety and Health Management Systems	4 Days	1 Day  2 Days  1 Day	MTI Recordkeeping and the Cost of Injuries  MTI Elements of a Safety and Health Management System  Promotion and Evaluation of Safety and Health Management Systems
#1230 Accident Investigation	7 Days	7 Days  3 Days	#1230 Accident Investigation  MTI Advanced Accident Investigation
#8200 Incident Command System I-200	1 Day	½ Day  ½ Day	<a href="#">FEMA IS-100 Web Course</a>  <a href="#">FEMA IS-200 Web Course</a>

*Choose one of the Following #1050 Introduction of Safety Standards for Safety Officers	8 Days		*MTI Courses or OTI Training (If Out of State Training has not been done for 3 or more years), Standards Training, and other Technical Training
#1080 Health Hazard Awareness for Safety Officers	3 Days		*MTI Courses or OTI Training (If Out of State Training has not been done for 3 or more years), Standards Training, and other Technical Training
#1250 Introduction to Health Standards for Industrial Hygienists	11 Days		*MTI Courses or OTI Training (If Out of State Training has not been done for 3 or more years), Standards Training, and other Technical Training
#1280 Safety Hazard Awareness for Industrial Hygienists	4 Days		*MTI Courses or OTI Training (If Out of State Training has not been done for 3 or more years), Standards Training, and other Technical Training
<b>Through Year 5</b>			
Four technical courses			Four technical courses
<b>Years 6 – 8</b>			
Two technical courses			Two technical courses
<b>Years 9 through Remainder of Career</b>			
One technical course every three years			One technical course every three years

**Appendix E**

**MIOSHA Equivalent Health Courses**

<b>Equivalent MIOSHA Courses (Construction Health Path)</b> <b>Highlighted items grouped together are taught in the same session.</b>			
<b>OSHA TED 01-00-019 (Construction Path)</b>	<b>OSHA Training Duration</b>	<b>MIOSHA Training Duration</b>	<b>MIOSHA Equivalent</b>
<b>Year 1</b>			<b>Year 1</b>
#1000 Initial Compliance	9 Days	3 days  ½ day     10 – 12 Weeks	Field Operations Manual Training  Act 154 MIOSH Act Admin Part 4 – Procedures Admin Part 11 – Recording & Reporting of Occupational Injuries & Illnesses Admin Part 12 – Variances Admin Part 13 – Inspections & Investigations, Citations & Proposed Penalties  Training in the Field (Job Shadowing)
#2000 Construction Standards required	10 Days	2 Days  3 days   1 day  2 days    3 days	MTI MIOSHA Construction 10-Hour Course  Part 602 – Asbestos Standard for Construction Part 603 – Lead Exposure in Construction Part 609 – Cadmium in Construction Part 451 – Respiratory Protection Part 604 – Chromium (VI) in Construction  Part 35 – Confined Space in Construction Part 690 – Silica in Construction  Part 430 – Hazard Communication Part 432 – Hazardous Waste Operations and Emergency Response Part 591 – Process Safety Management of Highly Hazardous Chemicals Part 601 – Air Containments for Construction Part 680 – Occupational Noise Exposure Part 470 – Employee Medical Records and Trade Secrets  Part 605 - Methylenedianiline (MDA) in Construction

			Part 304 – Ethylene Oxide Part 306 – Formaldehyde Part 307 – Acrylonitrile Part 308 – Inorganic Arsenic Part 311 – Benzene Part 312 – 1,3 – Butadiene Part 313 – Methylene Chloride Part 314 – Coke Oven Emissions Part 431 – Hazardous Work in Laboratories Part 504 – Diving Operations Part 523 – Abrasive Blasting Part 620 – Ventilation Control for Construction Part 621 – Health Hazard Control for Specific Equipment and Operations for Construction Part 665 – Underground Construction, Caissons, Cofferdams, and Compressed Air Part 681 – Radiation in Construction: Ionizing and Nonionizing
<b>Year 1-3</b>			<b>Year 1 - 3</b>
#1310 Investigative Interviewing Techniques	3 Days	3 Days	#1310 Investigative Interviewing Techniques
#1410 Inspection Techniques and Legal Aspects	8 Days	8 Days	#1410 Investigative Interviewing Techniques
#2450 Evaluation of Safety and Health Management Systems	4 Days	1 Day 2 Days 1 Day	MTI Recordkeeping and the Cost of Injuries MTI Elements of a Safety and Health Management System MIOSHA-ADM-08-2 Safety and Health Management Systems – Promotion and Evaluation, as amended
#1230 Accident Investigation	7 Days	7 Days 1 Day	#1230 Accident Investigation MTI Advanced Accident Investigation
#8200 Incident Command System I-200	1 Day	½ Day ½ Day	<a href="#">FEMA IS-100 Web Course</a> <a href="#">FEMA IS-200 Web Course</a>
<b>Choose one of the Following</b> #1050 Introduction to Safety Standards for Safety Officers	8 Days		MTI Courses or OTI Training (If Out of State Training has not been done for 3 or more years), Standards Training, and other Technical Training.

#1080 Health Hazard Awareness for Safety Officers	3 Days		MTI Courses or OTI Training (If Out of State Training has not been done for 3 or more years), Standards Training, and other Technical Training.
#1250 Introduction to Health Standards for Industrial Hygienists	11 Days		MTI Courses or OTI Training (If Out of State Training has not been done for 3 or more years), Standards Training, and other Technical Training.
#1280 Safety Hazard Awareness for Industrial Hygienists	4 Days		MTI Courses or OTI Training (If Out of State Training has not been done for 3 or more years), Standards Training, and other Technical Training.
<b>Through Year 5</b>			
Four technical courses.			Four technical courses.
<b>Years 6 – 8</b>			
Two technical courses.			Two technical courses.
<b>Years 9 through Remainder of Career</b>			
On technical course every three years.			One technical course every three years.

**Appendix F**

**Construction Safety and Health Division  
Standards and Manuals Checklist**

Safety Officers and Industrial Hygienists

Standards Books (Safety & Health) – physical or electronic \_\_\_\_\_  
Field Operations Manual \_\_\_\_\_

Safety Officers

MMUTCD Part 6 \_\_\_\_\_ Standard Practice for Bracing Masonry \_\_\_\_\_  
Masonry Wall Bracing Design Handbook (blue) \_\_\_\_\_ Walls Under Construction(green) \_\_\_\_\_

Industrial Hygienists

IH Chemical Information Manual (online) \_\_\_\_\_  
MIOSHA Technical Manual (physical or online) \_\_\_\_\_

\_\_\_\_\_  
IH/SO Initials

\_\_\_\_\_  
Date



**APPENDIX G**

**Construction Safety and Health Division  
Personal Protective Equipment Checklist**

Boots (mud)	_____	Hearing protection (muffs)	_____
Traffic safety vest (Class 2)	_____	Raincoat	_____
Fall arrest harness & bag	_____	Respirator (voluntary for SO)	_____
Double lanyard	_____	Safety glasses	_____
Single lanyard	_____	Steel toed boots	_____
Hardhat and rack	_____	Life jacket	_____
Hardhat thermal liner	_____	Gloves	_____
Chin strap	_____	Beam strap	_____
Asbestos Containment boots	_____	Face Shield (ANSI rated)	_____
Class 3/E Top and bottom	_____		

\_\_\_\_\_  
IH/SO Initial

\_\_\_\_\_  
Date