MIOSHA

Consultation Education and Training (CET) Division
Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

DIVISION INSTRUCTION

DOCUMENT IDENTIFIER:	DATE:
CETD-TRG-08-1R3	February 26, 2020

SUBJECT: Training for Consultation Education and Training (CET) Division Staff

I. Purpose. This division 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, division responsibilities, the approval process for division staff training, and the role of the CET Training Committee.

III. References.

A. Agency Instruction MIOSHA-TRG-04-1, Training for MIOSHA Personnel, as amended.

B. Division Instruction GISHD-TRG-05-1, Training for General Industry Safety and Health Division (GISHD) Staff, as amended.

C. Division Instruction CSHD-TRG-09-1, Training for Construction Safety and Health Division (CSHD) Staff, as amended.

D. LEO Employee Handbook.

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 Review Date. This instruction will be reviewed in 3 years from date of issuance.

VII. History. History of previous versions includes:

CET-TRG-08-1R2, January 8, 2015
CET-TRG-08-1R1, March 16, 2012
CET-TRG-08-1, October 21, 2008

VIII. Contact. Nella Davis-Ray, Director

IX. Originator. Nella Davis-Ray, Director

X. Background. The division recognizes and supports Agency Instruction MIOSHA-TRG-04-1, Training for MIOSHA Personnel, as amended. Due to the division's responsibility to assure staff are provided training, this instruction has been prepared to include division specific procedures.

XI. Significant Changes.

A. Under XII. Responsibilities. A. Division Management. 1. and 2., Updated submission dates.

B. Under XII. Responsibilities. B. Supervisor, added 9. "Provide guidance and assistance to staff in the completion of out-of-state travel requests."

XII. Responsibilities.

A. Division Management.

1. Identify and determine out-of-state training needs and resources and communicate them to MIOSHA Administration by the fifteenth of June of each year.

2. 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 MIOSHA Administration by the first of August of each year.

3. Disseminate information about training opportunities to staff members.

4. 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, joint training with other divisions when available, and MIOSHA leadership training.

5. Arrange for outside trainers as budget allows.

6. Approve individual training requests and forward to MIOSHA Administration.

7. Develop and implement CET training plans and procedures in cooperation with the CET Training Committee.

8. Maintain a system to evaluate and track employee training.

9. Provide effective and consistent training to new and existing employees to ensure familiarity with division procedures and technical information necessary to perform basic job functions in a satisfactory manner.

10. Ensure that CET safety or health consultants have the opportunity to follow the safety or health training path outlined in GISHD-TRG-05-1, Training for General Industry Safety and Health Division (GISHD) Staff, as amended.

11. Ensure that CET construction consultants have the opportunity to follow the construction safety training path or the construction health training path outlined in CSHD-TRG-09-1, Training for Construction Safety and Health Division (CSHD) Staff, as amended. The training path that construction consultants follow will depend on their job duties.

B. Supervisor.

1. During annual performance evaluations, discuss training needs and resources with staff for inclusion in performance factors.

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 staff and division management.
5. Approve individual training requests and forward to management.
6. Coordinate new employee orientation and training using CET "New Employee Orientation" checklist.
7. Assign a mentor and co-mentor for new employees.
8. Ensure that cross-training is conducted in accordance with Agency Instruction, MIOSHA-TRG-04-1, Training for MIOSHA Personnel, as amended.
9. Provide guidance and assistance to staff in the completion of out-of-state travel requests.

C. Employee.

1. Identify individual training needs and communicate them to the supervisor.
2. Initiate and submit requests for training to the supervisor.
3. Prepare and participate in training in order to gain the maximum knowledge and skills to improve workplace performance.
4. Submit evaluations 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. Participate in designated mandatory training.
7. Train other division or agency staff on specific training as requested.
8. Annually participate in agency cross training with other divisions or other CET program areas.
9. Staff will review CSHD and GISHD staff meeting agendas with the supervisor to determine applicable programs to attend.

D. Division Secretary/Staff Support.

1. Maintain agency training database for CET employees.
2. Provide CET employees with copies of their training record, if requested.
3. Schedule location for division meetings.
4. Maintain division meeting files.

XIII. Division Training Request Approval Process.

A. The employee shall submit a training request on a C-24, Request for Training/Tuition Authorization for Payment Form, to the supervisor for approval. The employee will receive a formal response, either hard-copy or electronic.

B. All out-of-state travel requests must be received in CET at least six weeks prior to the start of the training.

XIV. CET Training Committee.

A. Training Committee Chairperson. The division director will appoint the chairperson. The chairperson shall serve at the discretion of the division director. The chairperson will participate as the CET representative on the Agency Training Committee.

B. Training Committee Members.

1. Members will be drawn from Onsite and Training and Consultation (T&C) consultants.

2. Members are to be drawn from the following program areas: one Onsite health consultant, one Onsite safety consultant, one T&C health consultant, one T&C safety consultant and either one Onsite or T&C construction consultant.

3. Supervisors will solicit volunteers. If no volunteers are identified, supervisor will be asked to appoint members.

4. Members will be assigned based on supervisor's recommendation for a term of two years and can be renewed at the end of their term.

C. Scope and Function of Training Committee.

1. To increase the technical knowledge of CET staff. Technical training may be standards based, equipment training, or in-depth coverage on hazards, emerging issues, or industry specifics.

2. Identify training needs of staff through surveys, analysis of CET staff meeting evaluation forms, and other methods of soliciting staff input as determined by the committee.

3. Planning of the technical content of CET staff meetings.

a) Staff meetings shall generally consist of at least 50 percent technical training content.

b) The committee shall identify appropriate training resources which may consist of CET staff members, other MIOSHA divisions, or outside trainers. Outside trainers will be identified by soliciting input from CET staff members.

c) The GISHD and CSHD training committees may be used as a resource to identify trainers.

d) Information on identified trainers will be provided to the staff meeting facilitators after the training has been scheduled, the trainer contacted, and the training dates confirmed/scheduled with the trainer.

D. Coordination with GISHD, CSHD, and Agency Training Committee. The CET Training Committee will maintain contact with the GISHD, CSHD, and agency training committee in order to obtain and share resources, particularly regarding technical training resources.

1. CET Training Committee members will request information (e.g. speaker contact information) from each respective division for CET staff training purposes.

2. Forward the CET Training Committee meeting agendas to the agency secretary for inclusion in the MIOSHA Messenger three weeks in advance of a scheduled meeting/training.

XV. Facilitating CET Staff Meetings.

A. Responsibilities of Training Committee. The Training Committee chairperson will include the assigned staff meeting facilitator and co-facilitator in the training committee meeting to ensure their understanding of the meeting agenda, and their role in facilitating CET Division meetings.

B. Responsibilities of CET Staff Meeting Facilitator/Co-Facilitator. The facilitators/co-facilitators are assigned based on alphabetical order of all field consultants. The facilitator and co-facilitator work as a team to divide up the responsibilities. Typically, the facilitator mentors the co-facilitator and handles most of the responsibilities.

1. Confirm a location – A meeting location has been reserved for each scheduled division meeting. The chairperson will confirm the reservation with the division secretary. Note: The staff meeting agenda may require additional room reservations if concurrent sessions are planned.

2. Confirm speakers – Confirm the speakers that have been identified from information received from the CET Training Committee. The chairperson will verify with the speakers the time of their presentation, the length of time of the presentation, and any needs. If the speaker will have handout material, confirm that the speaker has a enough (typically 50 copies) for staff.

3. Consider equipment needed – The chairperson will confirm the speaker's equipment needs. Arrange for any standard equipment needed for the meeting (microphone, internet connection, DVD player, projector, flip charts, and markers). Assure that the equipment is in the room on the morning of the meeting. NOTE: Internet access may require advance notice. Please make arrangements with your staff support or division secretary.

4. Draft an agenda – The training committee will draft an agenda. Typically, staff meetings are scheduled to begin at 9:00 a.m. and end at 3:30 p.m. This allows the majority of staff to travel to and from Lansing without the need for overnight accommodations. If the training committee has a specific need to lengthen the meeting, a proposed agenda will be discussed with the CET director. The agenda should have time allotted for two breaks and lunch.

5. Submit agenda for approval – A final agenda will be submitted to staff two weeks before the scheduled meeting. The chairperson should submit the draft agenda for CET management approval through their supervisor three weeks before the scheduled meeting. The chairperson will be responsible for having their support staff send out the final agenda to staff as an e-mail attachment and to the agency secretary for inclusion in the MIOSHA Messenger.

6. Check on handouts – Assure copies of the agenda, sign-in sheet, and evaluations are distributed at the meeting.

7. Provide refreshments – Before the meeting, the co-facilitator must verify with the division secretary that funds are available for refreshments. If funds are available, the co-facilitator will purchase refreshments. Depending on meeting's location, the co-facilitators may also need to provide coffee. After the meeting, facilitator/co-facilitator will be reimbursed for purchases.

8. Facilitate the meeting – Throughout the day the facilitator/co-facilitator should assure the meeting is productive; introducing the speakers, providing clarification (break times, speaker's statements, etc.), encouraging discussion, and follow-up when appropriate, minimizing side discussions, keeping the discussion on track, and keeping the meeting running on time.

9. Collect evaluations – Throughout the meeting the facilitator/co-facilitator should encourage staff to submit their evaluation at the end of the meeting. The facilitator is responsible for collecting the evaluations and submitting to support staff for summarization.

C. Responsibilities of CET Training Committee Chairperson's Support Staff. Assist chairperson:

1. Type final agenda, if requested by chairperson.

2. Forward final agenda to facilitator, co-facilitator, the safety and health program manager, and division director for review.

D. Responsibilities of CET Staff Meeting Facilitator's Support Staff.

1. Make copies of materials for meeting and provide to facilitator for delivery to meeting. Evaluation forms and sign-in sheet will be included as handouts.

2. E-mail approved agenda to all CET staff, agency secretary, and guest speakers. Include details of meeting (location, date, time, and map if needed) in body of e-mail.
3. Summarize evaluations and e-mail to the division director and the safety and health program manager for review within one week of meeting end date.
4. E-mail approved summary of evaluations to CET staff.
5. Provide summary of evaluations, copies of all meeting handouts, and original sign-in sheet(s) to CET division secretary.