
MIOSHA

General Industry Safety and Health Division (GISHD)
Michigan Occupational Safety and Health Administration (MIOSHA)
Department of Labor and Economic Opportunity (LEO)

DIVISION

INSTRUCTION

DOCUMENT IDENTIFIER:
GISHD-TRG-05-1R4

DATE:
June 9, 2021

SUBJECT: Training for General Industry Safety and Health Division (GISHD) Staff

- 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 General Industry Safety and Health Division (GISHD).
- III. References.
 - A. Agency Instruction MIOSHA-TRG-04-1, [Training for MIOSHA Personnel](#), as amended.
 - B. [Michigan Occupational Safety and Health Act](#), R408.1001 et seq., P.A. 154 of 1974, as amended.
 - C. Michigan Professional Employees (MPE), [Article 15A](#) – [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 agency instruction.
- VI. Next Review Date. To be reviewed in five (5) years from date of issuance.
- VII. History. History of previous versions includes:
 - GISHD-TRG-05-1R3, December 8, 2016
 - GISHD-TRG-05-1R2, January 16, 2015
 - GISHD-TRG-05-1R1, February 25, 2009
 - GISHD-TRG-05-1, June 5, 2005
- VIII. Contact. [Adrian Z. Rocskay](#), Division Director
- IX. Originator: Adrian Z. Rocskay, Division Director

- X. Significant Changes.
 - A. Section XIX. B, Training Records was updated to add the Field Evaluation of the Trainer.
 - B. Section XIX. C, Added the Daily Field Activity Record to be kept by new technical employee.
- XI. General Principles.
 - A. Training is subject to the approval of the GISHD Director and MIOSHA Administration, based on division needs and the availability of funds.
 - B. GISHD employees are to receive training on division policies and procedures.
 - C. GISHD employees shall have the opportunities 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.
 - D. All technical employees are to receive training on jointly enforced standards and Act 154. Joint training will be conducted when feasible.
- XII. Training 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, 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 four (4) 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. GISHD 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.
 - E. 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.
 - F. 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 final examination with a score of 80% or more at the end of the orientation training program. The written final examination and the field final examination are weighted and combined to make up the combined final examination grade.

The written final constitutes 25% of the combined final examination grade. The field final constitutes 75% of the combined final examination grade.

1. Employees whose combined final examination grade is less than 80% are subject to immediate dismissal.
 2. Employees who score less than 80% on the final field examination but have a combined score from the two examinations of 80% will be given 2 additional months of training in the field. After the two months of additional training, the employee will be given another final field examination which they must pass or be subject to immediate dismissal.
 3. Employees who score less than 80% on the written final examination but have a combined score of 80% 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.
 4. Employees who score above 80% on the field examination but miss more than 5 serious hazards must participate in two months of additional training in the subject areas revealed to need improvement. After the two-month training period, the employee will be required to re-take the final field examination. If the employee does not pass at that time, the employee will be subject to immediate dismissal.
- G. 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.
- H. Supervisors who are assigned/delegated to employees in the initial training 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.
- I. Field training provided during the probationary period will be scheduled throughout the state to enhance understanding of hazards at a variety of worksites and industries.
- J. 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 at [S:GISHD\New Hire Info](#).
 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 in [S:GISHD\New Hire Info](#).

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 A](#).
 - 2. MIOSHA compliance health training equivalent to or more effective than federal OSHA compliance training is listed in [Appendix B](#).
- B. SO/IHs are required to attend and complete compliance training that is outlined in this instruction during his/her employment. The purpose of these training courses is to provide the SO/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 career. 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 (as time and funding allow).
 - 1. MIOSHA initial training equivalent to OTI #1000 Initial Compliance.
 - 2. MIOSHA General Industry Safety and Health Standards.
 - a) SOs will be trained on MIOSHA General Industry Safety and Health Standards listed in [Appendix A](#) in the Year 1 section.
 - b) IHs will be trained on MIOSHA General Industry Safety and Health Standards listed in [Appendix B](#) in the Year 1 section.
- D. Through year 3, the following courses will be taken after the SO/IH has completed training on MIOSHA safety or health standards:
 - 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 training).
- 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 #1250 Safety Hazard Awareness for Industrial Hygienists (required OTI course).

- F. Prior to the end of year 3, both SOs and IHs are required to take the OTI #8200 Incident Command System I-200 course (i.e., course conducted by other governmental agencies or web-based course will fulfill course requirements).
 - G. Through year 5, 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 1 through 4 will count toward the requirement.
 - H. From years 6 through 8, 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 from years 1 through 5 do not count toward the requirement.
 - I. From year 6 onward of an SO/IHs career, technical training must add up to a minimum of 8 hours. A combination of OTI, MTI, standards, training, and other training deemed technical can be used to satisfy the 8-hour training requirement.
 - J. Starting year 9 throughout the rest of the SO/IH's career, a minimum of one technical course must be taken every three years.
 - K. New technical staff has greater training requirements than experienced MIOSHA technical employees and, upon approval, are permitted to attend one or more out-of-state technical 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 Industrial Hygienists. The following three courses must be taken by IHs during their first two years.
- A. Michigan Industrial Ventilation Conference - Phase I, Introduction to Ventilation Design course.
 - B. OTI Course #2220 Respiratory Protection.
 - C. OTI Course #2200 Industrial Noise.
- XV. Departmental Analyst 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.
- XVI. Division Secretary Responsibilities. Maintain New Hire Checklists. New hire checklists are located at [S:GISHD\New Hire Info](#).
- XVII. Training Program 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.

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 conducted 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.
 - 2. Standards training record (either SO or IH).
 - 3. Daily Field Activity Record.

Appendix A**Mandatory Training for OSHA Compliance Personnel, and Equivalent Courses for MIOSHA Compliance Personnel (Safety Path)**

[Courses bracketed together are taught in the same session]

OSHA TED 01-00-019 (Safety Path)	OSHA Training Duration	MIOSHA Training Duration	MIOSHA Equivalent
Year 1			
#1000 Initial Compliance	9 Days	2 ½ Days 2 Days 1 Day ¾ Day Min. 8 weeks	[Act 154 Act 13 – Inspections, Investigations, Citations, Penalties] Field Operations Manual Training OSH 11 - Recordkeeping Opening and Closing Conferences Learn SO responsibilities related to conducting inspections (Training in the field (job shadow))
#1050 Introduction to Safety and Health Standards for Safety Officers	8 Days	3 Days 1 Day 1 ¾ Days ¾ Day 1 Day 1 Day 2 Hours 1 Day 1 Day 1 ½ Days 1 Day	MTI General Industry 10-Hour Part 1 – General Provisions [Part 2 – Walking-Working Surfaces] Part 6 – Fire Exits Part 7 – Guards for Power Transmission [Part 12 – Welding and Cutting Part 529 – Welding, Cutting and Brazing] Part 14 – Conveyors Part 17 – Refuse Packer Units [Part 18 – Overhead and Gantry Cranes Part 19 – Crawler, Locomotive and Truck Cranes Part 20 – Underhung Cranes and Monorail Systems] [Part 21 – Powered Industrial Trucks Part 58 – Aerial Work Platforms W/ Dot Part 6] [Part 23 – Hydraulic Power Presses Part 24 – Mechanical Power Presses] Part 26 – Metalworking Machinery Part 27 – Woodworking Machinery

		1 Day	[Part 33 – Personal Protective Equipment
		¾ Day	OH 433 – Personal Protective Equipment]
		¾ Day	[Part 1A – Abrasive Wheels
		¾ Day	Part 38 – Hand and Portable Powered Tools]
		2 days	[Part 39 – Design Safety Standards for Electrical Systems
		¾ Day	Part 40 – Safety-Related Work Practices]
		1 Day	Part 44 – Foundries
		1 Day	Part 45 – Die Casting
		¾ Day	[Part 51 – Logging
		1 Day	Part 52 – Sawmills]
		1 Day	[Part 53 – Tree Trimming & Removal
		1 Day	Part 54 – Powered Groundskeeping Equipment]
		1 Day	Part 62 – Plastic Molding
		1 Day	[Part 72 – Automotive Service Operations
		1 Day	Part 77 – Grain Handling Facilities]
		1 Day	[Part 73 – Fire Brigades
		1 Day	Part 74 – Fire Fighting]
		1 Day	Part 75 – Flammable Liquids
		1 ½ Days	[Part 76 – Spray Finishing Using Flammable and Combustible
		½ Day	Materials
		1 ½ Days	Part 526 – Dipping and Coating Operations]
		1 ½ Days	Part 85 – The Control of Hazardous Energy Sources
		¾ Day	Part 90/490 – Permit Required Confined Spaces
		1 Day	Part 92/430 – Hazard Communication
		¾ Day	[Part 470 – Employee Medical Records and Trade Secrets
		1 Day	Part 472 – Medical Services and First Aid
		1 Day	Part 554 – Bloodborne Infectious Disease]
		1 Day	[Part 474 – Sanitation
		½ Day	Part 37. Accident Prevention Signs and Tags]

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Through Year 3			
#1310 Investigative Interviewing Techniques	3 Days	3 Days	#1310 Investigative Interviewing Techniques
#1410 Inspection Techniques and Legal Aspects	8 Days	8 Days	#1410 Inspection Techniques and Legal Aspects
#2450 Evaluation of Safety and Health Management Systems	4 Days	1 Day 1 Day 2 Days	OSH 11 – Recordkeeping MTI Recordkeeping and the Cost of Injuries MTI Elements of Safety and Health Management System MIOSHA-ADM-08-2, Promotion and Evaluation of a Safety and Health Management System, as amended
#1230 Accident Investigation	7 Days	7 Days 1 Day	#1230 Accident Investigation MTI Advanced Accident Investigation
#8200 Incident Command System 1-200	1 Day	4 Hours 4 Hours	FEMA IS-100 Web Course https://training.fema.gov/is/crslst.aspx FEMA IS-200 Web Course https://training.fema.gov/is/crslst.aspx
#1080 Health Hazard Awareness for Safety Officers	3 Days	3 Days	#1080 Health Hazard Awareness for Safety Officers
Through Year 5			
Four technical courses.			Four technical courses.
Years 6-8			
Two technical courses.			Two technical courses.
Years 9 through Remainder of Career			
One technical course every three years.			One technical course every three years.

Appendix B

Mandatory Training for OSHA Compliance Personnel, and Equivalent Courses for MIOSHA Compliance Personnel (Health Path)

[Courses bracketed together are taught in the same session]

OSHA TED 01-00-019 (Health Path)	OSHA Training Duration	MIOSHA Training Duration	MIOSHA Equivalent
Year 1			
#1000 Initial Compliance	9 Days	2 ½ Days 2 Days 1 Day ¾ Day Min. 8 weeks	#1000 Initial Compliance [Act 154 OSH 13 – Inspections, Investigations, Citations, Penalties] Field Operations Manual Training OSH 11 – Recordkeeping Opening and Closing Conferences Learn IH responsibilities related to conducting inspections (training in the field (job shadow))
#1250 Introduction to Safety and Health Standards for Industrial Hygienists	11 Days	1 Day ¾ Day ¾ Day ½ Day 1 ½ Days 1 ½ Days ¾ Day 1 Day 1 Day	[Part 12 – Welding and Cutting Part 529 – Welding, Cutting, and Brazing] [Part 33 – Personal Protective Equipment OH 433 – Personal Protective Equipment] [Part 474 – Sanitation Part 37. Accident Prevention Signs and Tags] [Part 76 – Spray Finishing Using Flammable and Combustible Materials Part 526 – Dipping and Coating Operations] Part 75 – Flammable Liquids Part 90/490 – Permit-Required Confined Spaces Part 92/430 – Hazard Communication [Part 470 – Employee Medical Records and Trade Secrets Part 472 – Medical Services and First Aid Part 554 – Bloodborne Infectious Diseases]

		<p>1 Day 1 Day 1 Day</p> <p>½ Day</p> <p>1 Day ½ Day ½ Day</p>	<p>Part 301 – Air Containments for General Industry Part 380 – Occupational Noise Exposure in General Industry Part 451 – Respiratory Protection [Part 302 – Vinyl Chloride Part 303 – Methylenedianiline (MDA) in General Industry Part 304 – Ethylene Oxide Part 305 – Asbestos Standards for General Industry Part 306 – Formaldehyde Part 307 – Acrlonitrile Part 308- Inorganic Arsenic Part 309 – Cadmium in General Industry Part 310 – Lead in General Industry Part 311 – Benzene Part 312 – 1,3-Butadiene Part 313 – Methylene Chloride Part 314 – Coke Oven Emission Part 350 – Carcinogens] [Part 381 – Ionizing Radiation Part 382 – Nonionizing Radiation Part 431 – Hazardous Work in Laboratories Part 591/91 – Process Safety Management of Highly Hazardous Chemicals Part 55 – Agricultural Operations Part 501 – Agricultural Operations Part 504 – Diving Operations Part 511 – Temporary Labor Camps] Part 520 – Ventilation Control Part 523 – Abrasive Blasting Part 525 – Grinding, Polishing, and Buffing</p>
Through Year 3			
#1310 Investigative Interviewing Techniques	3 Days	3 Days	#1310 Investigative Interviewing Techniques

#1410 Inspection Techniques and Legal Aspects	8 Days	8 Days	#1410 Inspection Techniques and Legal Aspects
#2450 Evaluation of Safety and Health Management Systems	4 Days	1 Day 1 Day 2 Days	OSH 11 – Recordkeeping MTI Recordkeeping and the Cost of Injuries MTI Elements of a Safety and Health Management System MIOSHA-ADM-08-2 Promotion and Evaluation of Safety and Health Management Systems, 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	1 Day	[FEMA IS-100 Web Course https://training.fema.gov/is/crslist.aspx FEMA IS-200 Web Course https://training.fema.gov/is/crslist.aspx]
#1280 Safety Hazard Awareness for Industrial Hygienists	4 days	4 Days	#1280 Safety Hazard Awareness for Industrial Hygienists
Through Year 5			
Four technical courses.			Four technical courses.
Years 6 – 8			
Two technical courses.			Two technical courses.
Years 9 through Remainder of Career			
One technical course every three years.			One technical course every three years.