

New Employee Safety and Occupational Health Training Requirements

Safety and Health Program Orientation for New USGS Employees

USGS employees are exposed to a variety of potential safety and health hazards in the workplace. Because of this risk, it is important that employees develop safety awareness. General safety orientation is required of all bureau employees, available online through the DOI Learning Management System,

<https://doilearn.doi.gov> Below is Safety Training required by occupation, i.e., executives (GS-14 and above), supervisors, collateral duty personnel, and field (perform field work and exposed to a field environment) as opposed to administrative employees (who do administrative support, IT support, etc.) To see a complete list of occupations and what safety-orientation training is required for that occupation, see URL:

<http://internal.usgs.gov/ops/safetynet/faq12.html>

USGS Executive Safety Orientation (GS-14's and above only take the following two courses, regardless of whether they are supervisors or not)

- Executive Orientation to Safety and Occupational Health
- USGS Safety and Occupational Health Program Overview

USGS Supervisor Safety Orientation (GS-13's and below who Supervise Employees)

- DOI Safety and Occupational Health Overview
- Authorities, Roles and Responsibilities
- USGS Safety and Occupational Program Overview
- USGS Introduction to Safe Behavior Process
- USGS Safety Program Requirements
- USGS Industrial Hygiene Program

USGS Collateral Duty Safety Program Coordinator Safety Orientation (Self Explanatory)

- DOI Safety and Occupational Health Overview
- Authorities, Roles and Responsibilities
- Resources, References and Standards
- USGS Safety and Occupational Program Overview
- USGS Introduction to Safe Behavior Process
- USGS Safety Program Requirements
- USGS Industrial Hygiene Program

USGS Field Employee Safety Orientation (All non-supervisory employees whom work in laboratories and/or perform field work and that are exposed to a hazardous environment, i.e., hydrologists, biologists, loading dock or warehouse workers, etc.)

- DOI Safety and Occupational Health Overview
- Authorities, Roles and Responsibilities

- USGS Safety and Occupational Program Overview
- USGS Safety Program Requirements
- USGS Industrial Hygiene Program

USGS Administrative Employee Safety Orientation (All non-supervisory employees whom perform primarily administrative work outside the field environment, computer techs, secretarial/administrative support, etc.)

- DOI Safety and Occupational Health Overview
- Authorities, Roles and Responsibilities
- USGS Safety and Occupational Program Overview
- USGS Safety Program Requirements for Administrative Personnel

In addition, all new employees must receive job specific safety orientation from their supervisor. This orientation should occur before an employee begins any potentially hazardous activity. The checklist, accessible at <http://internal.usgs.gov/ops/safetynet/newemployeechecklist.doc> details general topical areas that need to be covered and is provided to assist local organizations in documenting this training

Additional information related to the USGS Safety, Occupational Health and Environmental Protection Program is available on the USGS Safety and Environmental web site:
<http://internal.usgs.gov/ops/safetynet/index.html>

A listing of all mandatory safety and health training requirements is detailed at <http://oedntcw1.cr.usgs.gov/Courses/MandatorySafety.html>

- **Department of the Interior Safety Home Page**
<http://safetynet.smis.doi.gov/>
- **Director Safety Message**
<http://internal.usgs.gov/ops/safetynet/dirplan.html>
- **DOI Safety Manual**
http://elips.doi.gov/app_home/index.cfm?fuseaction=home
- **Federal Agency and Bureau Safety Regulations:**
<http://internal.usgs.gov/ops/safetynet/regulati.html>
- **USGS Safety Directory**
<http://internal.usgs.gov/ops/safetynet/safetymap.html>
- **Emergency Information:**
<http://internal.usgs.gov/ops/safetynet/emergencyline.html>

For questions regarding this informational sheet or for safety, health and environmental program training call the Bureau Safety and Environmental Management Branch at (703)-648-7556. Additional information for employees may be found within the [New Employee Safety and Health Orientation Guide](#)

Welcome to the U.S. Geological Survey!