
Safety Training Plan



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Directions:

This document provides project teams with a plan that can be used as a template and adopted in full to comply with requirements of the Fitwel Safety Training Plan. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below. Official policies must include policy duration dates and be on company letterhead.

A qualifying Safety Training Plan must outline all of the following:

SECTION 1: Implementation

Health, safety and environmental training must be provided to all occupants within the site who handle hazardous materials and/or large equipment, such as any of the following:

- Explosives
- Gasses
- Flammable and Combustible Liquids
- Flammable Solids
- Corrosives
- Miscellaneous Dangerous Goods
- Large Equipment (such as cranes, forklifts, or conveyors)
- Heavy Load Bearing Items (such as shipments, containers, or furniture)
- Tools or Mechanical Equipment

SECTION 2: Safety Training

- Training must be updated annually and conducted by relevant training experts that meet local, state, and federal regulations at all of the following:
 - upon first hire
 - upon request
 - annually
- Training must be provided through one of the following:
 - in-person training
 - virtual training

- written instructions.
- included in training resources that are shared upon first hire.
- Training must include information on the following:
 - identifies and inventories all on-site:
 - chemical products and materials
 - security risks
 - safety hazards project occupants may face
 - vehicular and pedestrian traffic concerns.
 - establishes a reporting policy for:
 - incidents and hazards
 - environmental concerns
 - compliance and safety issues.
 - establishes a safety response plan for when unsafe scenarios arise

SECTION 3: Best Practices

Safety Training must include best practices and standards for the all of the following, as applicable:

- Hazardous Chemicals
 - Provide guidance for all occupants whose work includes the use of handling chemicals on the following:
 - Hazardous waste labeling
 - Guidance for hazardous chemical use
 - Methods and observations used to monitor and detect the presence of hazardous chemicals
 - Emergency response
- Large Equipment
 - Provide guidance for all occupants whose work includes the operation of large equipment on the following:
 - Forklift certified training
 - Appropriate machine guards on moving equipment such as conveyors
 - An implemented Lockout/Tagout program to ensure equipment is powered off while being serviced
- Heavy Lifting and Handling
 - Provide guidance for all occupants whose work includes the regular lifting or handling of large and/or potentially heavy objects:
 - Proper posture and lifting techniques
 - When to ask for assistance

- How to properly use equipment to minimize heavy lifting or handling
- Safety Equipment
 - Requires all workers on site to be equipped and instructed on how to use proper safety equipment dependent on job site needs such as:
 - Eye protection
 - Hard hat
 - Appropriate footwear
 - High visibility clothing

The Safety Training Plan must provide information and guidelines, such as:

- Hazard identification
- Electrical hazards
- Loud noises
- Exposure monitoring
- Personal Protective Equipment
- Fire safety training
- Best practices to prevent slips, trips and falls

Share educational materials with all project occupants through one of the following:

- a digital platform, such as a website, digital application, or display screen in common areas.
- communication material, such as notification emails, newsletters, or occupant handbook/manual.

Sources:

<https://safetyculture.com/topics/warehouse-safety/>

<https://www.osha.gov/warehousing/hazards-solutions>

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.95>

<https://www.osha.gov/personal-protective-equipment>

<https://www.osha.gov/fall-protection#:~:text=OSHA%20requires%20that%20fall%20protection,eight%20feet%20in%20longshoring%20operations>

<https://www.osha.gov/fire-safety/hazards-solutions>