OJT Training Module Cover Sheet

Title: 1301 New Employee - Kellogg Soil Survey Laboratory and Safety Tour

Type:  □  Skill  X  Knowledge

Performance Objective: Trainee will be able to...
- Identify laboratory exits.
- Locate chemical spill kits.
- Locate emergency shower and eyewash stations.
- Understand laboratory dress code.
- Locate telephones within the laboratory.
- Identify areas of the laboratory that contain compressed gases.
- Identify where chemical storage rooms are located within the laboratory.
- Describe laboratory procedure in case of severe weather.
- Identify fire extinguisher locations in the laboratory.
- Discuss areas in the laboratory where personal protective equipment is stored.
- Identify reserved locations for first aid supplies.
- Identify Job Safety Assessment (JSA) document location.
- Identify Safety Data Sheet (SDS) location.
- Discuss steps to take in case of a bomb threat.
- Review cell phone usage and expectations in the laboratory.
- Discuss safety meeting obligations.
- Discuss procedure for calling 911 in case of laboratory emergency.
- Identify locations of Automated External Defibrillator (AED).
- Describe shelter-in-place procedure for the laboratory.
- Review Animal and Plant Health Inspection Services (APHIS) regulatory compliance.

Target Proficiency:
□  Awareness  X  Understanding  □  Perform w/ Supervision
□  Apply Independently  □  Proficiency, can teach others

Trainer Preparation:
- Trainer prepares a safety packet that includes hard copies of all supporting documents for the new employee to keep for recall and review prior to a laboratory tour.
- Trainer ensures that all documents presented to trainee are up to date.
- Trainer consults with employee’s supervisor and administration support to ensure scheduling times permit introductions.

Special Requirements:
- New employee safety tour will take place before employee engages in any laboratory work.
- New employee initiates an external learning request with an SF-182 in AgLearn for this activity. Instructions and a template are located on the training webpages for OJT modules.
**Prerequisite Modules:**  
1300 - New Employee - Understanding LincPass/Personal Identification Verification (PIV) eAuthentication and How to Gain Temporary Access

**Notes:**  
None

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**Approved by:**  
Shawn McVey, National Training Coordinator
The Five Step OJT Cycle for Declarative Training
(Knowledge)

Cycle Step 1
Trainer/Trainee
establish shared
mental model

Cycle Step 2
Trainee
reviews
materials
provided

Cycle Step 3
Trainer and Trainee
discuss information

Cycle Step 4
Trainer observes
Trainee perform
task provided as
feedback

Cycle Step 5
Trainer/Trainee
debrief
# OJT Module Lesson

**Title:** 1301 New Employee - Kellogg Soil Survey Laboratory and Safety Tour

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</th>
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<tbody>
<tr>
<td>Cycle Step 1</td>
<td>Trainer and trainee review module objectives and agree that this is an introductory tour and an overview of the safety procedures, protocols, locations, and regulations and how they relate to the KSSL. Trainer introduces new employee to management, colleagues, and support staff during the tour.</td>
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| Cycle Step 2 | Trainee via attached pdf reviews:  
- New Employee Safety Tour checklist (attachment)  
Trainee reviews New Employee Safety Packet. Packet includes a hard copy of the supporting documents used during the KSSL safety tour (see attachments):  
  - Active Shooter Booklet  
  - APHIS Comprehensive Map  
  - APHIS Regulated Soil Procedure  
  - Bomb Threat Checklist  
  - Building Amenities  
  - Building Occupant Emergency Plan—Denney Federal Building  
  - Chemical Guide GHS  
  - KSSL Chemical Hygiene Plan  
  - Chemical Incompatibility  
  - Reactive Chemical Hazards  
  - Dress Code Guide  
  - Emergency Safety Map Guide  
  - Compressed Gases  
  - Occupational Safety Health Administration Workers' Rights |
| Cycle Steps 3 & 4 | Trainer leads trainee through all identified areas of NRCS within the Federal building:  
1. KSSL- Laboratory, 4th Floor  
2. Storage Rooms 498 & 455, 4th Floor  
3. Restrooms  
4. NRCS Offices and Meeting Rooms, 3rd Floor  
5. Break Room, 3rd Floor  
6. Processing B-61, Basement  
7. Processing Support B-56 & B-57  
8. Offsite Storage - Basement |
<table>
<thead>
<tr>
<th>Trainer and trainee will…</th>
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<tr>
<td>• Identify laboratory and building emergency exits, discuss building alert alarms and procedures to exit the building, and identify designated colleague meeting locations.</td>
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<td>• Discuss the KSSL dress code.</td>
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<td>• Discuss expectations for electronics and phone use within the laboratory and designated work areas.</td>
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<td>• Identify locations of fire extinguishers, pull fire alarms, and fire blankets while discussing procedures and expectations in case of a fire.</td>
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<td>• Illustrate and discuss protocols for bomb threats, active shooters, and severe weather and shelter-in-place policy as indicated in the Building Occupant Emergency Plan.</td>
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<td>• Identify phone locations and 911 call procedures in case of an emergency.</td>
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<td>• Locate Automated External Defibrillator units on each floor.</td>
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<td>• Locate JSA and SDS safety documents that the trainee will be expected to use while working in the laboratory to maintain a safe work environment.</td>
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<tr>
<td>• Discuss designated areas that have been reserved for personal protection equipment.</td>
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<td>• Locate first aid kits in all work areas.</td>
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<td>• Visit chemical storage rooms and discuss, chemical labeling, chemical incompatibility, and reactive chemical hazards.</td>
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<tr>
<td>• Identify and discuss chemical spill kit locations and procedure throughout the laboratory.</td>
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<tr>
<td>• Know locations of emergency shower and eyewash stations in case of chemical spill/splash on a person.</td>
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- Locate areas where compressed gas cylinders are stored and used while discussing general safety precautions and practices.

- Discuss and illustrate APHIS regulations, decontamination, and KSSL protocols/procedures to maintain compliance.

- Discuss and understand safety meeting requirements and obligations.

| Cycle Step 5 | Trainer and trainee discuss information covered and what has been learned. Trainer answers any questions and repeat any step if necessary. |
OJT Module Lesson Measurement of Learning

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<tr>
<td>Trainee’s learning is measured.</td>
<td>Trainer has the trainee complete the attached quiz to reinforce the concepts in this module.</td>
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Trainee OJT Performance Report Form

Trainee’s Name: ___________________________ Job Title: ___________________________

Trainer’s Name: ___________________________ Date: ___________________________

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<thead>
<tr>
<th>Task (module title)</th>
<th>Date(s) of Training</th>
<th>Rating</th>
<th>Trainer’s Comments</th>
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Additional Trainer’s comments:

Trainee’s comments:

Action to be taken if performance is unacceptable:

Signatures

<table>
<thead>
<tr>
<th>Trainee</th>
<th>Date</th>
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<th>Trainer</th>
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<th>Supervisor, if different from Trainer</th>
<th>Date</th>
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