# Title: 1305 Safety - Understanding Kellogg Soil Survey Laboratory Dress Code

<table>
<thead>
<tr>
<th>Type:</th>
<th>☐ Skill</th>
<th>☑ Knowledge</th>
</tr>
</thead>
</table>

**Performance Objective:** Trainee will be able to...
- Describe the need for the dress code policy for the Kellogg Soil Survey Laboratory.
- Practice the dress code policy to reduce personal injury and maintain a safe working environment in the laboratory.

**Target Proficiency:**
- ☐ Awareness
- ☐ Understanding
- ☐ Perform with Supervision
- ☐ Apply Independently
- ☑ Proficiency, can teach others

**Trainer Preparation:**
None

**Special Requirements:**
Trainee initiates an external learning request with a SF-182 in Aglearn for this activity. Instructions and a template are located on the training webpages for OJT modules.

**Prerequisite Modules:**
None

**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**: 1305 Safety - Understanding Kellogg Soil Survey Laboratory Dress Code

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle Step 1</td>
<td>Trainer and trainee review objectives of module and agree that this module is an overview of the mandatory laboratory dress code identified in the Kellogg Soil Survey Chemical Hygiene Plan.</td>
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</tbody>
</table>
| Cycle Step 2 | Trainee will access pdf attachment and read/review:  
• KSSL-Dress Code Guide |
| Cycle Step 3 | Trainer discusses the principal documents with trainee, emphasizing the following items:  
☐ Long Hair  
☐ Neckwear  
☐ Head Gear  
☐ Electronics  
☐ Shirts/Tops  
☐ Clothing  
☐ Pants/Trousers  
☐ Footwear |
| Cycle Step 4 | Trainer asks the trainee to recap what was discussed and describe some examples of prohibited dress and why the items are prohibited. Trainer asks the trainee to identify any changes they may need to make themselves to comply with the dress code. |
| Cycle Step 5 | Trainer and trainee discuss what has been covered and what has been learned. Trainer answers any questions and repeats any steps as necessary. |
## OJT Module Lesson Measurement of Learning

**Title:** 1307 Safety - Understanding Kellogg Soil Survey Laboratory Dress Code

<table>
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<tr>
<th>WHAT</th>
<th>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</th>
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<tbody>
<tr>
<td>Trainee’s learning is measured.</td>
<td>Trainee completes the attached quiz to reinforce the concepts in this module.</td>
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</table>
Trainee OJT Performance Report Form

Trainee’s Name: ___________________________  Job Title: ___________________________

Trainer’s Name: ___________________________  Date: ___________________________

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

Trainee’s Comments:

Action to be taken if performance is unacceptable:

Signatures

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<thead>
<tr>
<th></th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Trainee</td>
<td></td>
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</table>

Trainer Date

Supervisor, if different from Trainee Date