

**For:** FSA State and County Offices and RMA Field Offices

**Implementing Safety and Health Training for Collateral Duty  
Safety and Health Officers (CDSHO's)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

All FSA State and County Office and RMA Field Office CDSHO's are required to fulfill safety and health training requirements according to 29 CFR Part 1960.58.

FSA has identified a web-based basic safety and health training course developed by the Office of Safety and Health Administration (OSHA) to help meet the requirements in 29 CFR Part 1960.58.

**B Purpose**

This notice:

- announces that all FSA State and County Office and RMA Field Office CDSHO's are required to complete the "OSHA 6000: Collateral Duty Course for Other Federal Agencies" training course
- announces the starting and completion dates for the training according to subparagraph 2 C
- provides instructions on completing the training
- informs managers and supervisors that this is basic training for designated CDSHO's located in each field office.

**C Labor Management**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2007	All FSA State Offices and RMA Field Offices, State Offices relay to County Offices

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### 2 “OSHA 6000: Collateral Duty Course for Other Federal Agencies” Training Course

#### A About the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” Training Course

The “OSHA 6000: Collateral Duty Course for Other Federal Agencies” training course:

- will help CDSHO’s recognize the basic safety and health hazards at their workplaces and assist in their inspection and abatement efforts
- features examples, scenarios, and graphical representations of various hazards in the workplace to help managers apply standards
- covers the Executive Order, the OSHA Act, 29 CFR Parts 1910 and 1960, and safety and health standards
- takes approximately 10 hours to complete.

Participants:

- can start, stop, and continue the training at anytime
- must pass with a score of 100 percent after each lesson.

#### B Participating in the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” Training Course

All FSA State and County Office and RMA Field Office CDSHO’s are required to take the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” training course.

#### C Timeframe for Completing the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” Training Course

CDSHO’s shall complete the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” training course according to the following:

- current CDSHO’s **by September 30, 2007**
- new CDSHO’s **within 90 calendar days from the date of their employment.**

#### D Manager and Supervisor Responsibility

FSA State and County Office and RMA Office Field Office managers and supervisors shall ensure that all CDSHO’s complete the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” training course within the established timeframes indicated in subparagraph C.

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**3 Accessing the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” Training Course**

**A Accessing the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” Training Course**

All FSA State and County Office and RMA Field Office CDSHO’s shall access the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” training course according to the following.

<b>Step</b>	<b>Action</b>
1	CLICK “ <b>Internet Explorer</b> ” on the computer desk top.
2	Access the DOL eLearning Registration System at <a href="http://www.oshaelearning.org/registration">www.oshaelearning.org/registration</a> .
3	CLICK “ <b>New user</b> ”.
4	<p>Fill out the registration form as follows:</p> <ul style="list-style-type: none"> <li>• “E-mail” - enter your Government e-mail address</li> <li>• “First name” - enter your first name</li> <li>• “Last Name” - enter your last name</li> <li>• “Unique Organization Identifier” - ENTER “<b>FFAS</b>”</li> <li>• “Department” - use drop-down menu to highlight “Department of Agriculture”</li> <li>• “Agency” - use drop-down menu to highlight “Farm and Foreign Agriculture Services”</li> <li>• “Office” - enter office information, for example “FSA Florida STO”</li> <li>• “Address 1”, “City”, and “State” - enter State Office address</li> <li>• “Phone” - enter office phone number</li> <li>• “Fax Number” - leave blank</li> <li>• 1/ “Supervisor’s E-mail” - ENTER “<b>bessy.plaza@wdc.usda.gov</b>”</li> <li>• 1/ “Supervisor’s Name” - ENTER “<b>Bessy Plaza</b>”</li> <li>• 1/ “Supervisor’s Phone” – ENTER “<b>202-401-0365</b>”.</li> </ul> <p>1/ All participants must enter “Bessy Plaza” as supervisor. <b>This is for reporting purposes only.</b></p>
5	CLICK “ <b>Register</b> ”.
6	An <b>Internet Explorer</b> pop up screen will be displayed. CLICK “ <b>Yes</b> ”.
7	The <b>You Are Registered</b> Screen will be displayed. An e-mail will be sent on how to activate your login and password.
8	Go to <a href="http://www.oshaelearning.org/registration">www.oshaelearning.org/registration</a> and locate the section for “Login”. Use the login and password from the sent e-mail and CLICK “ <b>Login</b> ”.
9	The <b>Welcome Screen</b> will be displayed. Follow the instructions to set up new password.
10	Enter login name and new password. CLICK “ <b>Login</b> ”.
11	Locate the “ <b>Course Catalog</b> ” at the bottom of the screen and CLICK “ <b>Course Catalog</b> ”.
12	Locate the “ <b>6000 Collateral Duty Course for Other Federal Agencies</b> ” and CLICK “ <b>6000</b> ”.
	<b>Note:</b> This is located at the bottom of the screen.

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### 3 Accessing the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” Training Course (Continued)

#### A Accessing the “OSHA 6000: Collateral Duty Course for Other Federal Agencies” Training Course (Continued)

Step	Action
13	Under the “ <b>Schedule Dates</b> ” for the course, locate “ <b>availability</b> ” and CLICK “ <b>Sign Up</b> ”.  <b>Note:</b> “Enrolled” will be displayed.
14	Click on the “ <b>Home</b> ” tab at the top left hand side screen.
15	At the bottom of the screen, locate course “ <b>Collateral Duty Course for Other Federal Agencies</b> ” and CLICK “ <b>Start Class</b> ”.
16	The <b>Lesson Main Menu</b> will be displayed. Locate “ <b>Navigating the Online Course Lesson</b> ” to begin training.  <b>Note:</b> Proceed and complete all sessions.
17	At the end of the course you will have the option to print your certificate. Print the certificate and forward to your AgLearn Administrator according to subparagraph 5 B.

### 4 Action

#### A AgLearn Administrators Action

AgLearn Administrators shall record participant’s completion of the training according to the following.

Step	Action
1	Locate “ <b>Quick Links</b> ” and CLICK “ <b>Record Learning</b> ”.
2	Select <b>item</b> to record event.
3	In the “ <b>Search and Add Items</b> ” box, click on the “ <b>Search</b> ” icon to search for the item. In the item, ENTER “ <b>FSA-HQ-OSHA-6000</b> ” and CLICK “ <b>Search</b> ”.
4	Enter a check (✓) in the “ <b>Add</b> ” box and CLICK “ <b>Add</b> ”.
5	In the “ <b>Search and Add Users</b> ” block, click on the “ <b>Search</b> ” icon, enter the user last name, and CLICK “ <b>Search</b> ”. Enter a check (✓) in the “ <b>Add</b> ” box and CLICK “ <b>Add</b> ”.
6	CLICK “ <b>Next</b> ”.
7	Under the “ <b>Grade Completion</b> ” box, use the drop-down menu to select the course, and CLICK “ <b>Complete for Credit</b> ”.
8	CLICK “ <b>Apply Changes</b> ” and CLICK “ <b>Next</b> ”.
9	Select “ <b>Do Not Assess</b> ”.
10	CLICK “ <b>Submit</b> ”.
11	The message, “ <b>Learning events were recorded successfully</b> ”, will be displayed.

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### 5 Contacts

#### A Questions About the On-Line Course Operations

If there are questions about the web-based course or problems accessing the training, contact the DOL Help Desk at 847-759-7764.

#### B Training Office

To receive credit for completing the training course, forward a copy of your training certificate to the AgLearn Administrator or Training Office according to the following.

IF located in...	THEN contact...
FSA Kansas City, St. Louis, and APFO	Ruby Hervey, KCHRO, EDS by any of the following: <ul style="list-style-type: none"><li>• telephone at 816-926-2834</li><li>• e-mail at <b><a href="mailto:ruby.hervey@kcc.usdsa.gov">ruby.hervey@kcc.usdsa.gov</a></b></li><li>• FAX at 816-448-5878.</li></ul>
FSA State and County Office	Contact your State AgLearn Administrator or Training Coordinator.
RMA Field Office	Alex Christensen, RMA, OA at any of the following: <ul style="list-style-type: none"><li>• telephone at 202-690-5881.</li><li>• e-mail at <b><a href="mailto:alex.christensen@wdc.rma.gov">alex.christensen@wdc.rma.gov</a></b></li><li>• FAX at 202-720-1162.</li></ul>

#### C Accommodation Request

The training program is written to accommodate persons with disabilities. However, persons with disabilities who require additional accommodations to participate in this training should contact Bessy Plaza, AgLearn Administrator by any of the following:

- telephone at 202-401-0365 or TTY at 202-205-9057
- e-mail at **[bessy.plaza@wdc.usda.gov](mailto:bessy.plaza@wdc.usda.gov)**
- FAX at 202-205-9048.

**Note:** Accommodation for the training will be addressed on a case-by-case basis.

#### D Additional Information

If there are additional questions about this notice, contact Juliet McBride by any of the following:

- telephone at 202-401-0683 or TTY at 202-205-9057
- e-mail at **[juliet.mcbride@wdc.usda.gov](mailto:juliet.mcbride@wdc.usda.gov)**
- FAX at 202-205-9146.