

HAZARDOUS MATERIALS SECTION “REFRESHER” POLICY STATEMENT

Date: Effective September 1, 2001

Subject: Updated Haz Mat Refresher Course Policy & Procedures

Policy Statement #01-1: In accordance with OSHA law and CSTI regulations, it shall be the policy of the Hazardous Materials Section, and all of its certified Outreach Instructors, to follow the procedures and guides specified herein for conducting any “Refresher” course for state certification.

1. In section (q) of the OSHA “HAZWOPER” law, “those employees who are trained in accordance with paragraph (q) (6) of this section shall receive annual refresher training of **sufficient content and duration** to maintain their competencies, or shall demonstrate competency in those areas at least yearly.”
2. There will be no minimum hourly requirements for state certified refresher training. Outreach Instructors shall focus on the “OSHA Level” competencies and CSTI “Terminal” and “Performance” Objectives, and complete the following four CSTI refresher components:
 - 1) Review & Assess – A method of assessing what the students know (are strong in) or don’t know (are weak in) shall be used. OSHA “Competencies” and CSTI “Terminal and Performance” Objectives for that level must be reviewed, and an assessment made as to where the students are “Strong” and “Weak.” This can be done by the Outreach Instructor’s analysis, a survey instrument, a diagnostic quiz, or playing a “Game,” etc.
 - 2) Refresh & Update – A method for retraining students on weak areas, AND updating students on any new changes to the employer plan, policies, SOPs, etc., must be done. “Refreshing” can be done by traditional or innovative delivery methods (it is suggested that the instructor make the refresher retraining fast-paced, fun and interactive via hands-on activities). “Updates” can be done by reviewing employer plans, policies and SOPs, reviewing new training bulletins, or discussing new haz mat topics of interest.
 - 3) Exercise & Coach – A method for exercising to demonstrate competencies must be offered. This can be done by using a CSTI Tabletop, Functional, Drill or Interactive Case Study Exercise (or by the instructor designing an exercise based on the competencies and exercise objectives appropriate for that level). Students must participate in the exercise, with the Outreach Instructor providing coaching, facilitation, control and critique which leads toward successful demonstration of competencies by the students.
 - 4) Recap & Test – All students must successfully pass a CSTI Certified Refresher Exam in order to gain state certification. Only a CSTI Certified Refresher “Test” can be used. An Outreach Instructor may do a final recap/review just before giving the test.
3. Outreach Instructors must review the CSTI Refresher Exam before starting the class, in order to incorporate the key points into the refresher training. Components 2) and 3) above can be switched in order of delivery if deemed appropriate by the Outreach Instructor.
4. Outreach Instructors must submit form HM 130R, on the methods used for the above four components, and comply with all other CSTI administrative requirements in Section 2540.

Approved this date the CSTI Hazardous Materials Section Chief _____

