

OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT
INDIVIDUAL OFFICE TRAINING PLAN
FISCAL YEAR 2005

OFFICE	TRAINING COURSE	RESPONSIBILITY	START DATE	END DATE	DATE COMPLETE	HOURS	COMMENTS
<i>Albuquerque Field Office</i>	Haz Com Refresher	FOD/CDSO	10/01/04	09/30/05		4	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Lyme Disease	FOD/CDSO	10/01/04	09/30/05		2	

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<i>Appalachian Regional Coordinating Office</i>	Fire Safety Awareness, and Evacuation	RD/CDSO	10/01/04	09/30/05		2	
	First Aid/CPR	RD/CDSO	11/01/04	11/31/04		4	
	Hazardous Waste / Hazard Communications	RD/CDSO	12/01/04	12/31/04		8	
	Contracting/COTR	RD/CDSO	02/01/05	02/29/05		8	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Lyme Disease	RD/CDSO	05/01/05	05/31/05		1	

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<i>Ashland Field Office</i>	DOI Occupational Safety and Health Overview	FOD/CDSO	11/30/04	01/31/05		1	
	CPR	FOD/CDSO	10/01/04	09/30/05		4	
	DOI Safety Program: Description, Roles, Responsibilities and Authorities	FOD/CDSO	11/30/04	01/31/05		2	
	Lyme Disease	FOD/CDSO	03/01/05	03/31/05		1	
	Ergonomics	FOD/CDSO	04/01/05	06/30/05		2	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Fire Awareness/ Extinguisher	FOD/CDSO	07/01/05	09/30/05		1	

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<i>Beckley Area Office</i>	Mine Safety	FOD/CDSO	10/01/04	12/31/04		4	
	Ergonomics	FOD/CDSO	04/01/05	06/30/05		2	
	Fire Safety	FOD/CDSO	07/01/05	09/30/05		1	
	Lyme Disease	FOD/CDSO	03/01/05	03/31/05		1	
	New Employee Safety Orientation	Supervisor / CDSO	10/01/04	10/31/04		4	New hires
	Defensive Driving *	Supervisor / CDSO	10/01/04	03/31/05		4	New hires
	Aviation Safety *	Supervisor / CDSO	10/01/04	03/31/05		8	New hires
	First Aid/CPR *	Supervisor / CDSO	10/01/04	03/31/05		8	New hires
	DOI Occupational Safety and Health Overview	FOD/CDSO	11/30/04	01/31/05		1	
	DOI Safety Program: Description, Roles, Responsibilities and Authorities	FOD/CDSO	11/30/04	01/31/05		2	

* ONLY for newly hired employees in the Beckley Area Office. All other CHFO are current with this training.

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<i>Big Stone Gap Field Office</i>	AED Refresher	FOD/CDSO	10/01/04	09/30/05		4	
	Lyme Disease Video	FOD/CDSO	10/01/04	09/30/05		1	
	OSM Safety Policies-Employee Refresher	FOD/CDSO	10/01/04	09/30/05		4	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Supervisory Training	FOD/CDSO	10/01/04	09/30/05		4	
	Winter Driving	FOD/CDSO	10/01/04	09/30/05		4	

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<i>Birmingham Field Office</i>	Lyme Disease	FOD/CDSO	10/01/04	09/30/05		2	
	Mine Safety	FOD/CDSO	10/01/04	09/30/05		4	
	Violence in the Workforce	FOD/CDSO	10/01/04	09/30/05		4	
	Motor Vehicle Safety/Battling Fatigue	FOD/CDSO	10/01/04	09/30/05		4	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Supervisory Training	FOD/CDSO	10/01/04	09/30/05		4	

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<i>Casper Field Office</i>	AED Refresher Course	FOD/CDSO	10/01/04	09/30/05		2	
	Office Safety	FOD/CDSO	10/01/04	09/30/05		8	
	DOI Web-based safety	FOD/CDSO	10/01/04	09/30/05		4	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Hearing Conservation	FOD/CDSO	10/01/04	09/30/05		4	
	Supervisory Training	FOD/CDSO	10/01/04	09/30/05		4	

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<i>Charleston Field Office</i>	DOI Occupational Safety and Health Overview	FOD/CDSO	11/30/04	01/31/05		1	
	Lyme Disease	FOD/CDSO	03/01/05	03/31/05		1	
	Mine Safety	FOD/CDSO	10/01/04	12/31/04		4	
	Ergonomics	FOD/CDSO	04/01/05	06/30/05		2	
	Fire Safety	FOD/CDSO	07/01/05	09/30/05		1	
	DOI Safety Program: Description, Roles, Responsibilities and Authorities	FOD/CDSO	11/30/04	01/31/05		2	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/04		40	Mandatory

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<i>Division Of Financial Management</i>	Ergonomic Awareness	Chief / CDSO	10/01/04	09/30/05		2	
	Annual Supervisory Safety Training Refresher	Chief/CDSO/Bill Bass	06/01/05	09/30/05		2	
	Fire Safety / Emergency Evacuation Procedures	Chief / CDSO	10/01/04	09/30/05		2	
	Defensive Driving/Accident Prevention	Chief/CDSO	10/01/04	09/30/05		2	
	Miscellaneous Safety Training Videos & talks at Division meetings	Chief / CDSO	Bi monthly	09/30/05		4	
	Supervisory Training	Chief / CDSO	10/01/04	09/30/05		4	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	

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<i>AVS Lexington Staff</i>	Collateral duty Safety Officer	CDSO/designee	10/01/04	09/30/05		40	
	Accident Prevention	Staff Chief, CDSO, Team Leaders & Office Staff	10/01/04	12/31/04		8	
	Ergonomics	Staff Chief, CDSO, Team Leaders & Office Staff	01/01/05	03/31/05		6	
	Supervisory Training	Staff Chief, Team Leaders, CDSO	10/01/04	09/30/05		4	
	Fire Safety	Staff Chief, Team Leaders & Office Staff	06/01/05	09/30/05		4	

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<i>Harrisburg Field Office</i>	Ergonomics	Branch Chief/CDSO	01/01/05	09/03/05		2	
	Personal Safety/Security	Branch Chief/CDSO	10/01/04	08/31/05		4	
	Mine Safety	Branch Chief/CDSO	06/01/05	09/30/05		4	
	Fire Safety	Branch Chief/CDSO	10/01/04	12/31/04		2	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	

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<i>Indianapolis Area Office</i>	CPR/First Aid	Chief/CDSO	10/01/04	09/30/05		4	
	Defensive Driving	Chief/CDSO	10/01/04	09/30/05		4	
	Health Issues (various videos)	FOD/CDSO	10/01/04	09/30/05		2	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Vehicle Education	Chief/CDSO	10/01/04	09/30/05		2	
	Office & Personal Security	Chief/CDSO	10/01/04	09/30/05		2	

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<i>Johnstown Area Office</i>	Ergonomics	Branch Chief/CDSO	12/01/04	04/30/05		2	
	Personal Safety/Security	Branch Chief/CDSO	10/01/04	09/30/05		4	
	Mine Safety	Branch Chief/CDSO	10/30/04	09/30/05		4	
	Cellular Phone Use	Branch Chief/CDSO	10/01/04	09/30/05		2	

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<i>Knoxville Field Office</i>	Lyme Disease Awareness	Supervisors	03/01/05	06/30/05		1	
	Accident Notification Procedures	Supervisors	10/01/04	09/30/05		1	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Drivers' Safety Awareness	Supervisors	10/01/04	11/30/04		4	

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<i>Lebanon Area Office</i>	Ergonomics / Carpal Tunnel Awareness	Supervisor / CDSO	10/01/04	09/30/05		2	
	AAA Driver Improvement	Supervisor / CDSO	10/01/04	09/30/05		8	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Fire Safety Awareness	Supervisor / CDSO	10/01/04	09/30/05		4	

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<i>Lexington Field Office</i>	Lyme Disease	FOD/CDSO	10/01/04	09/30/05		1	
	Fire Safety Awareness	FOD/CDSO	10/01/04	09/30/05		2	
	Aviation Mgmt. Trng for Supervisors	FOD/CDSO	10/01/04	09/30/05		4	
	Defensive Driving	FOD/CDSO	10/01/04	09/30/05		4	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Supervisory Safety	FOD/CDSO	10/01/04	09/30/05		4	

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<i>London Area Office</i>	Lyme Disease	FOD/CDSO	10/01/04	09/30/05		1	
	Aviation Management for Supervisors	FOD/CDSO	10/01/04	09/30/05		4	
	Defensive Driving	FOD/CDSO	10/01/04	09/30/05		4	
	Fire Safety Awareness	FOD/CDSO	10/01/04	09/30/05		2	
	Supervisory Safety	FOD/CDSO	10/01/04	09/30/05		4	

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<i>Madisonville Area Office</i>	Lyme Disease	FOD/CDSO	10/01/04	09/30/05		1	
	Aviation Management for Supervisors	FOD/CDSO	10/01/04	09/30/05		4	
	Defensive Driving	FOD/CDSO	10/01/04	09/30/05		4	
	Fire Safety Awareness	FOD/CDSO	10/01/04	09/30/05		2	
	Supervisory Safety	FOD/CDSO	10/01/04	09/30/05		4	

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<i>Mid-Continent Regional Coordinating Center</i>	Hazardous Waste/ Communications	RD / CDSO	10/01/04	09/30/05		5	
	Lyme Disease	RD / CDSO	10/01/04	09/30/05		1	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	CPR	RD / CDSO	10/01/04	09/30/05		3	
	First Aid	RD / CDSO	10/01/04	09/30/05		5	
	Fire Awareness/ Extinguisher	RD / CDSO	10/01/04	09/30/05		4	

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<i>Morgantown Area Office</i>	Ergonomics	FOD/CDSO	04/01/05	06/30/05		2	
	Mine Safety	FOD/CDSO	10/01/04	12/31/04		4	
	Fire Safety	FOD/CDSO	07/01/05	09/30/05		1	
	DOI Occupational Safety and Health Overview	FOD/CDSO	11/30/04	01/31/05		1	
	DOI Safety Program: Description, Roles, Responsibilities and Authorities	FOD/CDSO	11/30/04	01/31/05		2	
	Lyme Disease	FOD/CDSO	03/01/05	03/31/05		1	Mandatory

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<i>Pikeville Area Office</i>	Lyme Disease	FOD/CDSO	10/01/04	09/30/05		1	
	Defensive Driving	FOD/CDSO	10/01/04	09/30/05		4	
	Fire Safety Awareness	FOD/CDSO	10/01/04	09/30/05		2	

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<i>Tulsa Field Office</i>	Defensive Driving	FOD / CDSO	10/01/04	09/30/05		4	
	Ergonomics Carpal Tunnel	FOD / CDSO	10/01/04	09/30/05		2	
	Heat Stress in Workplace	FOD / CDSO	10/01/04	09/30/05		1	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Supervisory Training	FOD/CDSO	10/01/04	09/30/05		4	
	Fire Safety Awareness	FOD/CDSO	10/01/04	09/30/05		1	

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<i>Washington, D.C. Headquarter</i>	CPR	Chief, OA / CDSO / OSM Safety Manager	10/01/04	09/30/05		4	
	Defensive Driving	Chief, OA / CDSO OSM Safety Manager	10/01/04	09/30/05		4	
	Pedestrian Safety Awareness	Chief, OA / CDSO / OSM Safety Manager	10/01/04	09/30/05		1	
	Office Safety & Accident Prevention	Chief, OA / OSM Safety Manager	10/01/04	09/30/05		2	
	Ergonomics	Chief, OA / CDSO, OSM Safety Manager	10/01/04	09/30/05		1	
	Supervisory Safety	Chief, OA / CDSO, OSM Safety Manager	10/01/04	09/30/05		4	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	OAS Aviation Instructor	Chief, OA/ OSM Aviation Safety Manager	04/01/05	05/30/05		24	
	OAS Accident Prevention	Chief, OA/ OSM Safety Manager	04/01/05	04/30/05		32	
	National Safety Congress & Exposition	Chief, OA/OSM Safety Manager	09/01/05	09/30/05		24	

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<i>Western Regional Coordinating Center</i>	Building Floor Warden	RD / CDSO	10/01/04	09/30/05		4	
	Mine Safety	RD / CDSO	10/01/04	09/30/05		4	
	Miscellaneous Safety Videos	RD / CDSO	10/01/04	09/30/05		4	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Supervisory Training	RD / CDSO	10/01/04	09/30/05		4	
	CPR/AED	RD/CDSO	10/01/04	09/30/05		4	

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<i>Wilkes-Barre Field Office</i>	Defensive Driver	FOD / CDSO	10/01/04	09/30/05		4	
	Fire Safety	FOD / CDSO	10/01/04	09/30/05		2	
	Collateral Duty Safety Officer	CDSO	10/01/04	09/30/05		40	
	Supervisory Training	FOD / CDSO	10/01/04	09/30/05		4	

Special Emphasis: In addition to what is listed each office will be required to conduct at least one hour of accident prevention training to help reduce accident and injuries with its associated Workers' Compensation Costs.