

Training Kit –Wildfire Smoke Regulations

For employees exposed to wildfire
smoke at work

Instructor's Guide



Purpose of This Training Kit

You may use this presentation and training kit to comply with the training requirements of the DOSH Wildfire Smoke regulations (WAC 296-820 and WAC 296-307-09805 through 09860).

The topics covered in this training template are those required in the rule. This template must be edited with your businesses specific information. However, you may also use your own training material or those created by others. Ensure you are meeting the training requirements by reviewing the regulations.

Getting Ready

1. Resources and materials you will need:

- A quiet room with basic accommodations for comfort of participants
- Computer and projector for PowerPoint presentation
- Copies of the handouts (optional)
- Certificates to hand out to the class as proof of attendance (optional)
- A training roster to pass around for your records (recommended)

2. Review the presentation materials.

Take the time to look through each of the slides and read the instructor's notes that come with each slide. If you have any questions after looking through these materials, you can contact your local L&I office for assistance before you give your first presentation.

3. Customizing the presentation.

- The information contained in this training template applies to all workplaces. Customize this content to reflect your actual workplace safety practices and precautions that reflect your actual work practices (monitoring air quality, emergency response procedures, etc.). Several slides indicate where workplace-specific information need to be included. *Using the training template without the workplace-specific information will not satisfy all the training requirements.*

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- Changes or deletion to the content in the presentation may not meet the training requirements in the regulations.
- If you use the PDF paper version you can provide the workplace specific information verbally or as paper handouts.

4. Prepare the materials and schedule the class

- If you have a projection system, check to make sure the presentation works and make copies of the handouts.
- Schedule the class for a date and time convenient to most people. If you want active participation, try not to make groups larger than 15 attendees.

Presenting the Training

Give the presentation

You can use your own words rather than just reading from the script.

Ask for participation

It also helps to involve the audience as much as possible by asking them questions and getting them to talk about their own jobs, their exposure to wildfire smoke, use of personal protective equipment, and any suggestions they may have on how to reduce their exposure to wildfire smoke.

Questions and answers

Answer any questions the best that you can. Even if you don't have the technical knowledge to answer a lot of questions on wildfire smoke, you can still answer the important questions about the way that your company is addressing employee exposure. If any questions on wildfire smoke are asked that you need help answering, you can contact your local L&I office listed on the following page or email DOSHconsultation@lni.wa.gov.

Follow-up

Within a week or two of giving the training, you might want to take a few minutes to talk to some of the employees and supervisors to make sure they understood what was presented and how it applies to them.

Getting Help

If you have questions while preparing to give this presentation, or if questions come up during the presentation that you need help in answering, email DOSHconsultation@lni.wa.gov or consultation services at 360-870-2269.

More information about workplace safety and health no-cost consultations can be

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found on [L&I's Request Consultation webpage](#).

Training Requirements in the Wildfire Smoke Rules

Review the training requirements found in the wildfire smoke rules here:

- [Wildfire Smoke Rule, General Industry](#) (Chapter 296-820 WAC)
- [Wildfire Smoke for Agriculture](#) (WAC 296-307-09805 through 396-307-09860).

More information can be found on [L&I's Wildfire Smoke webpage](#).