



## NATCA Occupational Safety and Health Administration (OSHA) REPRESENTATIVE GUIDE

**Q:** *I've just stepped up to be the NATCA OSHA Representative at my facility, now what?*

**A:** *Congratulations! And thank you for taking this huge leap of activism for your NATCA and for your workplace safety and health! Here's a list of things to get you started...*

- Contact your Regional NATCA OSHA Representative and introduce yourself. Find them at [natca.org/OSHA](http://natca.org/OSHA)
- Read the applicable Environmental Occupational Safety and Health (EOSH) articles in your CBA
  - Slate Articles: 2, 53, 77, 115, 125
  - Purple & Light Blue Articles: 2, 53, 77, 115
  - Others: contact your regional rep.
- Ask your Principal Facility Representative to notify your manager of the following:
  - Per Article 53, you are requesting to be scheduled to attend your Establishment (facility) OSHECCOM. If you do not have an active facility OSHECCOM, contact your regional OSHA Rep for help in starting/restarting one.
  - Per Article 53, you are requesting time to complete training for the OSHECCOM.
  - Per Article 2, you will be NATCA's representative for any workplace inspections and OSHA inspections of the facility. You will be notified when these inspections occur and will be afforded duty time to attend and participate in the inspections and all associated meetings.
  - Per Articles 53, 77 and 125, you request to be notified and scheduled to attend all current and future meetings for construction and mediation projects in your facility as well as any water testing events.
  - Per Article 53, 77 and 125, you request a copy of the most recent drinking water test results and any future water testing, asbestos, mold and indoor air quality tests that are done.
- Review
  - FAA JO 3900.19 OSH Policy

- Workplace Inspection Tool (WIT) Request access to the [WIT tool](#) (behind FAA firewall)
- and file Unsatisfactory Condition Reports [Here](#) (behind FAA firewall). The UCR is your reporting mechanism for Occupational Safety and Health issues.

Attend

- All OSHECCOM meetings. If your facility has separate meetings for Air Traffic and Tech Ops, you may also attend the Tech Ops meetings as a guest, per the National OSHECCOM Charter. This ensures you are familiar with all issues in your facility and helps grow your facility's collaboration circle.
- All workplace safety inspections
- All construction and remediation meetings
- All workplace health and safety testing/monitoring (e.g., water, air quality)

Complete Training below

**NATCA OSHA Representative Training**

- I. NATCA Course(s): Register in [NATCA Portal](#)
  - a. NATCA OSHA and OWCP Class (in-person)
  - b. NATCA OSHA Committee Webinars- offered periodically
  - c. Schedule a one-on-one meeting with your Regional NATCA OSHA Rep
- II. Training Required for OSHECCOM (within 6 months, on Duty Time)
  - a. OSHA 6008 (online) or 6005 (in person)
  - b. FAA OSHECCOM Supplemental Course- eLMS FAA30200202
  - c. FAA OSHECCOM Refresher Course- eLMS FAA30200973. Every two years after completing FAA OSHECCOM Supplemental Course
- III. Register yourself and your facility for Automated External Defibrillator (AED)/CPR/First Aid Training
  - a. Email: [9-faa-padprogram@faa.gov](mailto:9-faa-padprogram@faa.gov)
- IV. List of FAA-approved OSH Training for all NATCA Reps
 

These are optional extra courses you can take  
Duty time is approved for all of these courses

  - a. FAA Safety Orientation- eLMS 12677001
  - b. FAA OSH Rights and Responsibilities- eLMS 12673001
  - c. Emergency Action Plan/Fire Prevention Plan Review- eLMS 68000217
  - d. Fire Safety in Airport Traffic Control Towers Under the Alternate Standard- eLMS 68000348
  - e. Asbestos General Awareness- eLMS 68000288

- f. ATO Manager's Indoor Air Quality (IAQ) and Mold Awareness Training- eLMS 68000323
- g. Construction Safety Orientation- eLMS ehs\_hsf\_c09\_sh\_enus
- h. Electrical Safety 2.0- eLMS ehs\_hsf\_b94\_sh\_enus
- i. OSHA 300 Recordkeeping- eLMS ehs\_hsf\_d16\_sh\_enus
- j. Portable Fire Extinguishers 2.0- eLMS ehs\_hsf\_c72\_sh\_enus
- k. Lead Awareness in General Industry- eLMS ehs\_hsf\_d06\_sh\_enus

