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COURSE DESCRIPTIONS

ACCIDENT INVESTIGATION

What is an Accident Investigation?

- Learn why an accident investigation is conducted and how to plan the investigation.
- Importance of gathering information
- Conducting an effective investigation
- Assembling an investigation kit

Gathering Information

- Learn how to respond to an accident and methods for gathering information.
- Responding to an accident
- When to investigate the scene of an accident
- The primary sources of information regarding an incident

Conducting Interviews

- Learn techniques for conducting effective interviews.
- When to conduct interviews
- What to ask and how to ask it
- The importance of continuing at the witness's pace
- Using proper body language

Analyzing & Corrective Actions

- Learn how to document the investigation's findings, recommend corrective actions, and implement the information for continuous improvement.
- Methods for organizing information
- Identifying the root causes of an incident
- Developing and recommending corrective actions
- Reporting the findings

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COURSE DESCRIPTIONS

AERIAL LIFT SAFETY

What is an Aerial Lift?

- Different types of aerial lifts and their uses.
- The purpose of an aerial lift
- Capabilities and limitations of different types of lifts
- Your responsibility as the lift operator

Pre-operation Procedures

- Training requirements for proper use of aerial lifts
- How to conduct a pre-operation inspection of the lift
- What to do if a problem is discovered
- What to look for when checking the work area for potential hazard

Operating Procedures

- What to consider before lifting
- When to use outriggers and blocks
- Working near ground personnel
- Tips for safely driving the lift
- Personal protective equipment that may be required
- Safe Work Practices
- Specific hazards associated with the use of aerial lifts and safe work practices to help eliminate and control these hazards.
- Fall protection systems
- Safely using guardrails
- Working near electrical lines
- Other outdoor hazards

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AIR EMISSIONS

What Are Air Emissions

- Why our atmosphere is important
- Sources of air emissions
- The effects of air emissions on the environment

Regulatory Requirements

- Emissions regulated by the EPA
- Major events in the government's anti-pollution efforts
- The use of permits to implement regulations

Plant Control Measures

- Learn about measures to control or eliminate emissions
- Material selection and use
- Production and maintenance procedures
- Engineering controls

Employee Actions

- Your role in controlling emissions
- Recognizing potential problems
- Reducing emissions off the job

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ASBESTOS AWARENESS

What is Asbestos?

- What asbestos is
- Uses of asbestos
- Three common types of asbestos
- When asbestos becomes hazardous

Potential Hazards

- What can happen when asbestos fibers become airborne
- Your body's built-in defense mechanisms
- Diseases caused by unprotected asbestos exposure
- Symptoms of diseases
- Smokers are at greater risk

Proper Protective Measures

- What needs to be done before working with asbestos
- When regulated activities must be established
- What personal and area air monitoring is
- The specifics of a medical surveillance program
- Appropriate protective equipment

Methods of Compliance

- How hazards are communicated
- What type of information is included on warning signs and labels
- What information is included in the material safety data sheets
- Prohibited activities in regulated areas
- Safe work practices

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BACK INJURY PREVENTION

Back Injuries

- Cumulative Trauma
- Risks and costs of injuries
- What you need to know about back injuries
- How the back works

Bending, Lifting, & Posture

- How improper bending and lifting can damage the back
- How the ten-to-one ratio affects lifting
- Proper sitting, standing and lifting posture
- Risk factors for lifting
- Proper lifting techniques

Best Safety Practices

- Lifting
- Excessive twisting or bending
- Physical condition
- Activities that require high energy demands

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BACK SAFETY

Basic Awareness

- You will develop an understanding of back injuries and your role in prevention
- Understand who is at risk for back injuries
- Identify common risk factors
- Explain the causes and effects of back injuries
- Know your role in prevention

How Your Back Works

- Learn how the individual parts of the back come together to form a working unit.
- Identify the key components of the back
- Explain how the parts work together as a whole
- Understand how back injuries can occur

Posture

- Understand why posture is important to the health of your back
- Identify the elements of proper sitting and standing posture
- Explain what is static posture and how to avoid it

Body Mechanics

- Learn the importance of using proper body motions to protect your back from injury.
- Explain what are body mechanics
- Describe how twisting, bending and reaching motions can affect your back
- Identify specific solutions to eliminate these motions

Lifting & Moving Loads

- Learn techniques for lifting, carrying, moving and lowering loads to prevent back injuries
- Identify risk factors that can lead to injury while lifting
- Explain the importance of planning for each lift
- Demonstrate proper lifting and moving techniques
- Recognize poor lifting habits

Physical Condition

- Learn about the importance of a healthy lifestyle in the overall condition of your back.
- Identify the benefits of a healthy diet, rest, and stress management
- Explain the effects of weight gain and smoking on your back
- Demonstrate basic stretches & exercises to prevent injury and promote a strong back

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BENZENE SAFETY

What is Benzene?

- Where benzene can be found
- The characteristics of benzene
- How benzene is used today
- Health Risks
- The methods of benzene exposure
- The risks associated with benzene exposure
- First aid for benzene exposure

Safe Work Practices

- How to properly label and store benzene
- How to maintain a safe work environment
- How to minimize employee risk of exposure
- What to do in case of an accidental benzene leak or spill

Complying With Benzene Standards

- The PEL's associated with benzene
- The warning and labeling requirements for locations that contain benzene
- And the medical testing requirements for persons exposed to benzene

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COMPRESSED GAS CYLINDERS

Handling Cylinders

- What to check before using a compressed gas cylinder
- What information you will find on the cylinder label
- The type of PPE that should be worn when using or handling cylinders
- How to secure compressed gas cylinders and why
- Where valves should be positioned and when it should be opened or closed

Inspection and Testing

- How to inspect and test cylinders before use
- How to read pressure gauges
- What to do after testing is complete

Working with Cylinders

- Best safety practices to ensure a safe work environment
- What you should do when a job or shift is completed
- What to do when the cylinder is emptied

Storage and Transportation

- How to store compressed gas cylinders
- Proper storage procedures for incompatible gases
- How to safely transport a compressed gas cylinder
- Practical safety precautions you should follow

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CONFINED SPACE ENTRY – PERMIT REQUIRED

Confined Spaces & Their Potential Hazards

- Learn about the differences between confined spaces and permit required confined spaces
- How to identify permit-required confined spaces
- What is considered an entry
- Common types of permit-required confined spaces
- Potential hazards of permit-required confined spaces

Entry Permit Requirements

- When an entry permit is required
- The types of information found on an entry permit
- Proper entry permit procedures

Safe Work Practices

- Learn about basic steps you can take to ensure that safety precautions are taken during confined space entry
- Ventilation is used when needed
- Proper lockout/tagout procedures are followed
- Personal protective equipment is worn when necessary
- Barricades, signs and other warning notices are posted and followed
- Additional safety measures are taken as necessary

Attendant Responsibilities

- Learn about the roles and responsibilities of the attendant during confined space entries

Emergency Response

- Learn how to handle an emergency situation during a permit required confined space entry
- The importance of proper planning
- Requirements for in-house and off-site rescue personnel
- Using respiratory protection
- Training requirements

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CONFINED SPACE – EMERGENCY RESCUE

Introduction

- Explain the consequences of poorly planned rescues
- Discuss why training and pre-planning are so important
- Recognize risk factors involved in a confined space rescue

Pre-planning and Training

- Explain the differences between a confined space and a permit-required confined space
- Identify the types of information to collect when evaluating a confined space
- Formulate questions to ask while gathering information
- Understand the minimum training requirements for rescue personnel

Potential Hazards

- Define the differences between atmospheric and physical hazards
- Identify symptoms associated with toxic gas exposure
- Explain when monitoring is necessary
- Determine precautions to take when physical hazards are present

Rescue Procedures

- List the type of information you should collect when pre-planning
- Recognize what each rescue team member's duties should be
- State the kind of information that should be received from the attendant
- Explain the role of the rescue personnel after entering the confined space
- Determine when CPR should be performed on a downed worker

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CONSTRUCTION SAFETY ORIENTATION

Accident Prevention

- The importance of safety
- Potential hazards in the work site
- Your role in accident prevention

Ladders & Fall Protection

- Learn safe work practices when using fall protection equipment and ladders
- Types of fall protection
- When fall protection is required
- Proper ladder inspection procedures
- Proper use of extension ladders

Vehicles & Equipment

- Learn safe work practices for using electrical power equipment, as well as moving equipment and vehicles.
- The importance of using ground fault circuit interrupters
- Inspection and storage of extension cords
- Pre-operation inspection of moving equipment and vehicles
- Pedestrian responsibilities
- Proper rigging use, inspection and care

Hazardous Areas & Conditions

- Learn safe work practices associated with excavations and trenching, lockout and tagout, confined space entry, and hazardous chemicals. Hazards associated with trenches
- Excavation and trenching safety procedures
- Purpose of lockout and tagout procedures
- Types of confined spaces
- Forms of communication for hazardous chemicals

Safe Work Practices

- Learn safe work practices and steps you can take to prevent injury.
- The types of personal protective equipment
- How to work safely with compressed gas cylinders
- The elements necessary for a fire to occur
- Good housekeeping practices

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DISASTER READINESS

Preparing for Disasters

- Disasters cannot be avoided
- Emergency action plan and what it includes
- Emergency response training is a necessity

Your Role

- It is your site's responsibility to have an emergency action plan in place to deal with a wide variety of emergency and disaster situations. It is your responsibility to implement this plan effectively
- What you need to do to prepare for disaster readiness
- How to prepare to report an emergency
- What to do when reporting an emergency
- How to prepare for evacuation
- What to do during and after evacuation

Responding to an Emergency

- How to evacuate from your site or office
- What to do during and after evacuation
- How to respond to medical emergencies
- How to respond to fires
- How to respond to leaks or spills of hazardous chemicals

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ELECTRICAL SAFETY

How Electricity Works

- Potential hazards of electricity
- Ways to prevent hazards such as death and injury
- When electricity becomes hazardous
- How electricity works

Electrical Hazards

- Results of electric shock
- Factors that determine the severity of electrical injury
- Burns caused by electricity
- How water affects electrical flow
- Other electrical hazards found in the workplace

Best Practices with Power Lines

- Danger of overhead power lines
- What conductive objects are
- Best safety practices associated with power lines

GFCIs & Grounding

- What GFCI is
- How GFCI works
- When to use GFCI and how to test it
- How to ground equipment and electrical tools
- Hazards to be aware of when grounding equipment

Extension Cords & Power Tools

- How to select an extension cord
- Best practices with extension cords
- Best practices with power tools
- How to fight an electrical fire

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ELECTRICAL SAFETY

continued from previous page

General Install Requirements

- Learn installation safety requirements for electrical equipment.
- Factors for judging the safety of equipment
- Clearly identifying electrical equipment
- Preventing contact with live electrical parts
- Using overcurrent protection
- Situations in which equipment must be grounded

Hazardous Locations

- Which areas are considered as hazardous
- How to classify hazardous locations
- Common sources of ignition
- Requirements for using equipment in hazardous locations

Work Practices

- Learn about safety-related work practices to reduce your risk of injury from contact with energized equipment.
- Protective measures for working near electric power circuits
- Locating energized electrical parts, equipment, and circuits
- Identifying equipment that is being worked on
- Guidelines for properly using and maintaining equipment

Flexible Cords & Cables

- Learn work practices for safely using electric power cords on the construction site.
- Acceptable uses of flexible cords and cables
- Types of approved electric cords
- Protecting cords and cables from damage
- Reducing the risk of contacting electrical current

Equipment for General Use

- Learn requirements for safely using common equipment found at the worksite.
- Requirements for lighting
- Grounding portable and vehicle mounted generators
- Handling batteries
- Grounding cranes and hoists
- Disconnecting power to elevators, escalators, and moving walks
- Electric welders
- X-ray equipment

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ELECTRICAL SAFETY – HIGH VOLTAGE AWARENESS

Potential Hazards

- The importance of understand and respecting the potential hazards of electricity
- Common safety and health hazards associated with electricity
- Factors that affect the severity of contact with electricity

Personal Protective Equipment

- Common types of personal protective equipment
- How to select the proper personal protective equipment
- When personal protective equipment is required

Additional Protective Equipment

- Common types of protective equipment
- Working with insulated tools and equipment
- Common mistakes while using protective equipment

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ELECTRICAL SAFETY – HIGH VOLTAGE SAFE WORK PRACTICES

Safety Plan

- The importance of following safe practices and avoiding shortcuts
- Developing a safety plan & procedure
- Reducing your exposure to unsafe acts

De-Energizing Equipment

- Proper lockout/tagout procedures
- How to de-energize equipment
- Protecting yourself by using grounds
- Keeping a safe approach distance

Safe Work Practices

- Selecting and using the proper equipment and tools
- Good housekeeping practices
- Procedures for working in permit required confined spaces
- Emergency response procedures

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EMPLOYEE SAFETY ORIENTATION

- Your responsibilities for a safe work environment
- Your facility's commitment to an accident free work environment
- General responsibilities and potential hazards you should be aware of

Hazard Communication

- How to identify hazards
- Primary methods for communicating chemical hazards

Protective Measures

- Situations where personal protective equipment may be required
- Purpose of machine guards
- Lockout and Tagout procedures

Safe Work Practices

- Vehicle safety
- Good housekeeping procedures
- Emergency situations and equipment
- Reporting requirements
- Prohibited activities

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ENERGIZED ELECTRICAL WORK PERMIT

Preparing for Work

- The requirements of NFPA 70E, the "Standard for Electrical Safety in the Workplace"
- The skills and responsibilities required of the qualified person
- Using the proper personal protective equipment
- The importance of using a job briefing and planning checklist to prepare for the task

The Energized Electrical Work Permit

- Learn about procedures for completing the energized electrical work permit
- When the permit is required
- Information that must be included on the permit
- Who is identified on the permit
- What happens to the permit after it is completed and approved

Additional NFPA 70E Requirements

- Learn about other safe measures to follow before, during, and after work is completed.
- Identifying power sources before beginning work
- Setting, marking, and following the flash protection boundary
- Wearing the proper personal protective equipment
- Warning labels and signs
- What to do when the job is completed

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ENVIRONMENTAL AWARENESS

Environmental Regulations

- The goal of the Environmental Protection Agency
- The basic requirements of environmental regulations
- Categories of air regulations and their purpose
- Your role in environmental awareness

Emissions, Discharges & Disposals

- The goal of pollution prevention
- How rain water can pose a serious danger
- Safe practices for container and material handling

Environmental Awareness

- What materials can be recycled
- Which materials require special disposal procedures
- The importance of conservation and keeping equipment in good condition

Safe Work Practices

- The importance of good housekeeping
- What to do in the event of a spill
- General safe work practices

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EXCAVATIONS, TRENCHES & SHORING

Excavation Hazards

- Learn about potential hazards involved in excavations.
- Common excavation hazards
- The importance of identifying underground utilities
- Potential hazards associated with overhead utility lines
- Primary causes of cave-ins

Cave-In Protection

- When to use cave-in protection
- The types of protection available
- Requirements & safe practices when using cave-in protection

Safe Work Practices

- Learn general practices to help you work safely around an excavation
- Requirements of entry and exit
- Working in hazardous atmospheres
- Using barricades
- Personal protective equipment and more.

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EYE SAFETY

Overview

- How the eye works
- The most common eye hazards
- What you can do to protect your eyes

Eye Hazards

- Learn about common eye hazards, how they can occur, and the injuries they can cause.
- Flying particles
- Dusts, mists and fumes
- Splashing metal
- Hazardous chemicals and vapors
- Ultraviolet and infrared light

Protective Eyewear

- Types of eye protection available
- The hazards each type protects you from
- Proper use and care of your eye protection

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FALL PROTECTION

Workplace Falls

- Learn why fall protection is necessary in the workplace and measures you can take to reduce your exposure to fall hazards
- The effects of falls in the workplace
- Types of fall hazards
- Identifying and preventing fall hazards
- Your role in fall protection

Basic Fall Arrest System

- Learn about the components of a personal fall arrest system and how they work together to provide youwith continuous protection from falls
- A full body harness
- Connecting device
- An anchor point

Care & Maintenance

- Steps for properly inspecting, caring for, and maintaining your fall arrest system

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FALL PROTECTION – PART 2

Requirements

- Your employer's responsibility for providing a safe work environment
- Training requirements for workers exposed to fall hazards
- Developing and implementing a fall protection plan

Fall Protection Coverage

- The general rule used to determine if fall protection is necessary
- Fall protection requirements for specific areas and activities

Fall Prevention Methods

- Learn about requirements for installing and using fall prevention systems
- Guardrail Systems
- Controlled Access Zones
- Safety Monitoring Systems
- Warning Line Systems
- Covers

Fall Arrest Systems

- Learn about requirements for using and implementing fall protection systems
- Personal Fall Arrest Systems
- Positioning Device Systems
- Safety Net Systems

Falling Objects

- Learn about protective measures used when there is a risk of objects falling from an upper level.
- The use of guardrail systems
- Good housekeeping procedures
- Roofing work
- Canopies
- Using toe boards

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FIRE PREVENTION

The Elements of Fire

- Learn about the three elements that can cause fire when they are present together.
- Oxygen
- Fuel
- Heat

Good Housekeeping

- Learn about some common measures to prevent fire from happening in your work area.
- Ignition Sources & Flammables
- Learn how to handle ignition sources and flammables with proper care and procedures to separate fire elements and prevent fire from happening.

Fire Response Procedures

- Learn how to respond to a fire emergency in order to protect yourself and your co-workers.
- Using Fire Extinguishers
- Learn how to safely use fire extinguishers to put out small fires.
- The classifications of fire
- Choosing the correct extinguisher
- How to use a fire extinguisher
- When NOT to fight a fire
- What to do after a fire is put out

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FORKLIFT SAFETY

Introduction to Lift Trucks

- The different types of lift trucks
- Differences between lift trucks and automobiles
- Common hazards when operating lift trucks
- Basic controls & features of lift trucks

How Lift Trucks Work

- Basic characteristics of lift trucks
- Operating differences between lift trucks and automobiles
- Principles of load capacity and the stability triangle
- Risky actions to avoid when operating a lift truck
- Proper load positioning and handling

Pre-operation Inspection

- How to conduct a pre-operation inspection of your lift truck to ensure it is in good working order
- Visual checks
- Operational checks
- What to do when a lift truck does not pass inspection

Proper Load Handling

- Skills for handling a load
- Steps to take when preparing for the lift
- Proper procedures for lifting a load
- Setting a load
- Traveling with a load

Safe Driving Skills

- To protect your safety and your co-workers while driving a lift truck.
- Hazard awareness
- Safety measures while operating a lift truck
- How to work safely around pedestrians
- Safe driving skills to prevent incidents

Refueling & Battery Recharging

- Basic steps for safely refueling
- Electric trucks
- Gasoline and diesel trucks
- Propane, or LP gas trucks

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FORMALDEHYDE

What is Formaldehyde?

- What is formaldehyde
- How it is used
- When formaldehyde becomes a potential hazard
- Symptoms from exposure to formaldehyde

Exposure Levels

- What are the airborne exposure levels
- Specific actions that must take place at each exposure level
- The importance of air monitoring and when it is performed

Reducing Your Exposure

- Learn about engineering controls and personal protective equipment used to reduce exposure to formaldehyde.
- Types of ventilation
- Routes of entry formaldehyde can take into the body
- Proper selection and use of personal protective equipment
- Requirements for using respirators

Safe Work Practices

- Conducting regular visual inspections
- Emergency response and spill cleanup procedures
- What to do if direct contact occurs
- The medical surveillance program
- Other safe work practices to prevent your exposure

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HAND & POWER TOOLS

Controlling Hazards

- Recognizing the hazards of hand and power tools
- Ways to prevent contact with hazardous moving parts of tools and equipment
- Wearing personal protective equipment
- Using safety switches
- Basic safety precautions to follow when using tools

Using Hand Tools

- Take a look at safety precautions when using hand tools
- Inspecting tools
- General best safety practices
- Using wrenches, pliers, hammers, and screwdrivers
- Maintenance and storage of hand tools

Types of Power Tools

- Learn about the specific hazards and safety precautions when working tools
- Electric
- Fuel powered
- Pneumatic
- Hydraulic
- Powder-actuated

Using Power Tools – Part 1

- Learn about general safe practices when using power tools, in addition to specific safety measures when using power tools
- Circular Saws
- Portable Drills
- Handheld Sanders
- Pneumatic Nail Guns

Using Power Tools – Part 2

- Learn about safety requirements when using jacks and powered abrasive wheel tools

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HAND SAFETY

Hand Injuries & Their Causes

- Learn about common types of hand injuries and the activities and circumstances that can cause them
- Cuts & lacerations
- Contact with equipment
- Burns
- Chemical related injuries
- Musculoskeletal disorders, or MSDs

Engineering Controls & PPE

- Learn how engineering controls and PPE can protect you from injuries.
- Proper use and inspection of guards and controls
- Types of gloves and their uses
- How to remove contaminated gloves
- When not to wear gloves

Safe Work Practices

- Learn what steps you can take to prevent hand injuries
- Inspection and proper use of tools
- How to safely use cutting devices
- Procedures for cleaning and unjamming machinery
- Good housekeeping practices

First Aid Procedures

- Learn what to do if a hand injury occurs including:
- How to determine what procedures to follow
- The importance of universal precautions
- Reporting injuries
- What to do when a major injury occurs

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HAZARD COMMUNICATION

General Awareness

- Learn about the basics of Hazard Communication
- The purpose of Hazard Communication
- The chemical manufacturer's role
- Your employer's role
- Your role

Chemical Hazards

- What is a Hazardous Chemical
- Physical and Health Hazards
- Exposure Routes
- Exposure Symptoms
- Exposure Limits

Container Labels

- The Purpose of Container Labels
- Labeling Requirements
- Labels
- Your Role

Material Safety Data Sheets

- What is a Material Safety Data Sheet
- What do they contain
- How to read an MSDS

Best Safety Practices

- Learn about safety measures to prevent exposure to
- Hazardous chemicals
- Engineering controls
- Personal protective equipment
- Safe work practices
- Emergency situations

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HAZARD RECOGNITION

Overview

- What is hazard recognition?
- Why is it important?
- Your responsibilities for hazard recognition

Identifying Potential Hazards

- Learn how to identify the potential hazards that often lead to common causes of injuries and illnesses in the workplace
- Contact with objects and equipment
- Overexertion, including improper lifting
- Falls
- Harmful substances and environments

Inspecting Your Work Area

- The importance of a workplace inspection
- Skills and techniques for inspecting your work area
- Specific potential hazards to look for during the inspection.

Reporting Hazards

- The importance of reporting hazards
- Reporting and recordkeeping procedures
- Your role and your employer's role in reporting hazards

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HAZARDOUS WASTE

Hazardous Waste Identification

- The importance of proper hazardous waste management
- Characteristics of hazardous waste
- Identifying hazardous and non-hazardous waste

Hazardous Waste Containers

- Procedures for disposing batteries
- The importance of choosing the correct container
- Inspecting containers

Hazardous Waste Label

- What must be included on the label
- Dating the label
- Disadvantages of mixing wastes

Safe Work Practices

- What to do in the event of an accidental release
- The importance of safe work practices
- Working safely with hazardous waste

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HAZWOPER

Responder's Actions

- Learn the actions as a first level awareness responder
- Keep aware of the deviation from standard operations
- Procedures to identify the materials
- Evacuation procedures
- Notification procedures

Purpose and Response Levels

- The purpose of OSHA's Hazardous Waste Operation and Emergency Response Standard, also known as HAZWOPER
- The different levels of response
- The responsibilities of first responders awareness level

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HEARING SAFETY/CONSERVATION

Introduction

- Learn the importance of taking proactive measures, both on and off the job, to prevent hearing loss
- The Effects of Noise
- How over exposure to noise over a period of time can affect your hearing.
- How your hearing works
- How conditions such as Tinnitus and Sensory Neural Hearing

Loss Occur

- What are Permissible Noise Levels
- How Sound is measured

Hearing Conservation Program

- Audiometric evaluations
- Worker education and training
- Engineering controls
- Personal hearing protection devices

Hearing Protection

- How to properly use and care for personal hearing protection devices such as earplugs and ear muffs

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HEAT STRESS

What is Heat Stress?

- Learn about heat stress and the importance of taking proactive measures to prevent its occurrence.
- What is heat stress
- Factors that contribute to heat stress, including the heat index
- Effects of heat stress
- Situations where heat stress can occur

Your Body and Heat

- The different ways the body handles heat
- How the body regulates its internal temperature
- How heat transfer occurs during evaporation, radiation, conduction and convection
- What happens when the body overheats

Health Hazards

- The symptoms and proper treatment measures for major heat related disorders
- Heat cramps
- Heat exhaustion
- Heat stroke

Preventative Measures

- Steps you can take to proactively protect yourself from the effects of heat stress, including using engineering controls, wearing the proper clothing, fluid replacement, and many other important measures.

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HEXAVALENT CHROMIUM

What is Hexavalent Chromium?

- Hexavalent chromium is a strong oxidizer that reacts easily with other elements to produce hard coatings.
- More than half a million workers in many different industries and occupations perform jobs that are affected by hexavalent chromium

Air monitoring and medicals

- The permissible exposure limit for hexavalent chromium
- When exposure monitoring is required
- What is medical surveillance & when it is required

Respiratory protection and PPE

- The importance of engineering controls and safe work practices
- When respiratory protection is required
- Safe work practices when using a respirator
- Proper use of PPE to prevent contamination

Safe work Practices

- The purpose of Hazard Communication & the information it conveys
- What are regulated areas and who is authorized to enter
- Hygiene areas and practices
- Good housekeeping

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HAZARDOUS MATERIALS TRANSPORTATION – BULK TRANSPORTATION

What is Bulk Packaging?

- The importance of following DOT regulations for transporting hazardous materials
- Types of bulk packaging and their characteristics
- DOT regulations for testing and inspecting bulk packaging before use

Loading/Unloading Bulk Packaging

- Learn about specific procedures to be followed when loading or unloading hazardous materials.
- Monitoring the loading or unloading process
- Preparing to load or unload motor vehicles and railcars
- Inspecting packaging for defects
- Work practices for preventing leaks or spills during loading or unloading

Transporting Bulk Packaging

- Learn about work practices for safely transporting bulk packages
- Inspecting the bulk packaging before leaving your facility
- Ensuring the proper use of placards
- Emergency response procedures to follow in case of a leak or spill

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HAZARDOUS MATERIALS TRANSPORTATION – GENERAL AWARENESS

Hazardous Materials Regulations

- Purpose of Hazardous Materials Regulations
- General provisions in the regulations
- When a material is considered hazardous
- Job functions covered by the regulations

Identifying Hazardous Materials

- How to use the Hazardous Materials Table
- Information that must be included in the shipping papers
- Driver responsibilities when transporting hazardous materials

Packaging Hazardous Materials

- The importance of recognizing and identifying hazardous materials
- Factors to consider when selecting packaging
- Packaging requirements

Marking & Labeling Hazardous Materials

- The purpose of markings and labels
- Who uses markings and labels
- Proper placement of markings and labels on a package
- Basic placarding requirements

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HAZARDOUS MATERIALS TRANSPORTATION – HANDLING NON BULK PACKAGES

What is Non-Bulk Packaging?

- Basic overview of the regulations for transporting hazardous materials.
- Terms defined by Department of Transportation regulations
- The responsibility of the shipper
- Minimum requirements for complying with hazardous materials regulations

Selecting Non-Bulk Packaging

- Learn how to use the Hazardous Materials Table to select the proper packaging for transporting hazardous materials

Package Markings and Labels

- Learn general requirements for marking and labeling packages containing hazardous materials.
- Information that must be marked on packages
- Where to find marking requirements
- Identifying the proper labels for a package

Transporting Non-Bulk Packages

- Learn about preparing non-bulk packages for transport.
- Properly filling containers of hazardous liquids
- Sealing packages or containers
- The importance of following Department of Transportation regulations

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HAZARDOUS MATERIALS TRANSPORTATION – SAFE WORK PRACTICES

Emergency Response

- Information critical for responding properly to a hazardous materials incident
- Ensuring that documentation for the shipment is readily available during transportation
- Alternative sources for emergency response information

Incident Response & Reporting

- Responding to a hazardous material incident when loading, unloading, or in storage
- Cleaning up small spills of hazardous materials
- Responding to an incident when driving a vehicle transporting hazardous materials

Loading & Unloading Procedures

- Learn work practices for eliminating or minimizing the risks associated with loading, unloading, and storing hazardous materials.
- Protecting containers and packages of hazardous materials from damage
- Handling explosives, flammables, oxidizing materials, and incompatible materials
- Keys to protecting your health and safety when handling hazardous materials

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HAZARDOUS MATERIALS TRANSPORTATION – SAFETY REQUIREMENTS FOR DRIVERS

Regulations

- Learn about regulations for safely transporting hazardous materials
- Licensing requirements
- Availability of the shipping papers
- Hazardous materials that always require placards

Driving & Parking

- Learn about transporting hazardous materials over public roadways.
- Route limitations and permits
- Rules for attending and parking a motor vehicle
- Fire prevention

Safe Driving Procedures

- Inspecting the vehicle to ensure it is in good condition
- Driving techniques to help maintain safety on the road
- Regulations you must know and follow to safely transport hazardous materials

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HAZARDOUS MATERIALS TRANSPORTATION – SECURITY AWARENESS

Overview

- A brief introduction to Department of Transportation requirements for addressing security concerns when handling or transporting hazardous materials.
- Improving transportation security through awareness
- Information that must be included in security plans
- The importance of keeping shipments in sight and under control
- Additional requirements for marine terminals

Identifying Security Risks

- The first step in addressing security concerns
- Improving hazardous materials security
- Specific situations that may be a potential security risk
- Using a security risk assessment to identify potential risks

Security Practices

- Increasing personnel security
- Limiting access to hazardous materials
- Maintaining control of the materials at all times

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HAZARDOUS MATERIALS TRANSPORTATION – SHIPPING REQUIREMENTS

What are Shipping Papers?

- The importance of shipping papers
- When shipping papers must be included with a shipment
- Shipper's responsibility in preparing the shipping papers

Preparing the Shipping Papers

- Learn about locating information in the Hazardous Materials Table necessary for the shipping papers.
- Basic description of the hazardous material
- Specific columns where the correct information can be found
- Required information not found in the Hazardous

Materials Table - Information on Shipping Papers

- Learn about information regarding a hazardous material that is not part of its basic description.
- Where additional information should be located on the shipping papers
- Methods for clearly identifying hazardous materials entries from non-regulated materials
- Requirements for including emergency response information
- Certifying the shipment was prepared in accordance with DOT regulation

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HOISTS AND SLINGS

Using Hoists

- Learn about the different types of hoists used in the workplace and their respective applications.
- Different types of hoists
- Factors to consider when choosing a hoist
- Safe operation of a hoist
- Proper maintenance of the hoist

Hoist Inspection Procedures

- The importance of performing regular inspections
- Basic inspection procedures
- What to do when equipment does not pass inspection

Use & Care of Slings

- Learn how to use slings safely, including proper care, storage, and inspection.
- The importance of slings
- Different types of slings
- Factors to consider when choosing a sling
- Inspection procedures

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HOT WORK PERMIT

What is Hot Work?

- Who and what should be protected from fires and explosions
- What types of activities are considered hot work

Hot Work Permits

- How to properly perform safety checks
- What to be aware of when assessing the work area
- What a hot work permit is
- When hot work is not permitted
- Why fire watch personnel are needed

Personal Protective Equipment

- The proper use of appropriate personal protective equipment
- The type of protective clothing required for hot work
- What kind of eye and face protection is needed
- What kind of respiratory protection is needed

Safe Work Practices

- Appropriate safe work practices
- Hazards associated with working in a wet environment
- When to report injuries and post warnings
- How to ensure a safe work environment

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HYDROGEN SULFIDE SAFETY

What is Hydrogen Sulfide?

- Purposes for hydrogen sulfide
- Where it can be found
- Characteristics of hydrogen sulfide

Potential Hazards

- Symptoms of exposure
- Concentration levels and their potential hazards
- The potential for fire or explosion

Detection

- How to safely detect hydrogen sulfide
- Where hydrogen sulfide may be present
- What to do if hydrogen sulfide is detected

Tools & Equipment

- When to wear an air-supplying respirator
- The requirements for using a respirator
- The types of personal protective equipment needed
- Safe work practices when using tools

Emergency Response

- Why training and preparation are important
- Who qualifies as a level one responder
- What to do in the event of a hydrogen sulfide emergency
- Who can perform rescue operations

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INCIDENT INVESTIGATION

Purpose of Incident Investigation

- When an incident investigation is conducted and its objectives
- Basic elements of an incident investigation
- The importance of taking immediate action

Gathering Information

- Learn about the main sources of information concerning an incident
- The scene of the incident
- Documentation
- People

Interviewing Witnesses

- Learn the proper techniques for interviewing people related to an incident investigation
- Who to interview and when to interview them
- The importance of visiting the scene of the incident
- Skills for successfully conducting interviews and asking good questions
- The need for reviewing and documenting information

Analyzing Information

- Learn the basic steps for analyzing the information you gathered about the incident to determine details
- What were the results of the incident
- What type of incident occurred
- What were the immediate and basic causes of the incident
- What were the system failures

Recommending Corrective Actions

- Learn guidelines for identifying and recommending corrective actions for the immediate causes, basic causes, and system failures – in addition to documenting and presenting the final investigation report

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INDUSTRIAL ERGONOMICS

Ergonomics Overview

- Develop a basic understanding of ergonomics in the workplace
- Explain what is ergonomics and its benefits to the workplace
- Identify what is a musculoskeletal disorder
- Know what risk factors can lead to MSDs
- Understand your role in a successful ergonomics program

Ergonomic Risk Factors

- Learn about the contributing causes of musculoskeletal injuries in the work environment.
- Explain what is a risk factor
- Identify common risk factors and provide examples of each
- Understand what factors affect your degree of risk
- Know what is a control measure and identify examples of work practice and engineering

Musculoskeletal Disorders

- Learn about common MSDs and their causes
- The risk factors associated with MSDs
- Signs & symptoms of exposure
- The 3 categories of MSDs

Proper Posture

- Learn about the components of the human body that allow movement and flexibility, and how body movements and posture can contribute to MSDs.
- Identify the importance of proper posture
- Demonstrate your knowledge of the elements of proper posture
- Know your role in maintaining proper posture

Recommended Work Practices

- Learn about specific safe work practices you can implement to eliminate your risk of injury
- Techniques to eliminate hazardous bending, twisting, and reaching motions
- Safe practices when lifting and moving
- Proper selection and use of tools
- And other recommended work practices

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INTRODUCTION TO OSHA

The Introduction to the OSH Act & OSHA

- What is the OSH Act and who does it cover?
- OSHA's role and responsibilities in ensuring safe and healthy work environments
- How safety and health standards are developed
- The importance of the General Duty Clause
- The employer's responsibilities in providing a workplace free of hazards
- Your rights and responsibilities as an employee

Inspections

- Who is subject to OSHA inspections
- Who can conduct inspections
- OSHA's priorities in conducting inspections
- What rights your employer has during and after an inspection
- The four main stages of the inspection process

Citations & Penalties

- Requirements for issuing and posting citations
- The types of violations for which citations are issued, and their penalties
- Employee and employer rights regarding citations and penalties

Record Keeping & Reporting

- The importance of keeping injury & illness records
- Who is required to keep & maintain records
- Posting & making records available to employees
- Reporting requirements

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JOB SAFETY ANALYSIS

Purpose & Benefits

- What a job safety analysis, or JSA, is
- The benefits of a job safety analysis
- The purpose of JSA
- How to select the job to be analyzed

Defining Job Steps

- What a job step is
- What should be included in the job step
- How to define job steps
- Sources for defining job steps
- How to conduct a direct observation
- How to analyze job steps

Identifying Potential Hazards

- How to identify potential hazards
- What types of things may create potential hazards
- How to record potential hazards

Recommended Procedures & Control Measures

- How to develop recommended procedures and control measures
- Examples of recommended actions
- Questions to ask when developing procedures and control measures
- Ways to limit or reduce hazards that cannot be eliminated

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LAB SAFETY

Potential Hazards

- Learn about the various potential hazards such as fire and chemical spills that are commonly found in the laboratory work environment.
- Fire prevention
- Proper fire extinguisher operation
- How to handle a chemical spill

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LADDER SAFETY

Ladder Selection Guidelines

- The importance of selecting the correct ladder for the job.
- Understanding the potential hazards in your work area
- Choosing the correct duty rating
- Determining the maximum working height
- Considering the ladder's ability to conduct electricity

Inspection & Maintenance

- How to properly care for and store your ladder to obtain many years of use.
- Inspection guidelines
- Proper care, storage and transportation of ladders

Setting Up a Ladder

- How to properly set up your ladder.
- Potential hazards to be aware of
- How to properly set-up a ladder
- The proper placement of a ladder
- How to secure the ladder
- What to do if using a ladder on an incline or uneven surface

Safe Work Practices

- Proper techniques to use while on a ladder to prevent potential injuries from happening.
- How to maintain three points of contact
- The proper way to reposition a ladder
- Techniques for safe climbing
- When fall protection is required

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LASER SAFETY

How Lasers Work

- Everyday uses for lasers
- The components of a laser
- How lasers function.

Laser Hazard Classifications

- The similarities and differences between white light and laser light
- What is the hazard classification system for lasers
- Characteristics of each hazard classification

Potential Hazards

- Learn about different hazards associated with the use of lasers
- Beam and non-beam hazards
- Fire hazards
- Airborne hazards
- Radiation hazards
- Potential hazards when working with compressed gas cylinders

Controlling the Hazards

- Learn how hazards are controlled, including safe work practices.
- Responsibilities of the Laser Safety Officer
- Training requirements
- The use of engineering controls
- Best work practices for preventing injury

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LEAD SAFETY

What is Lead

- What is lead and how it is used
- How lead can enter the body
- What type of damage can occur from overexposure
- Symptoms of lead poisoning

Monitoring Procedures

- The importance of following proper procedures
- What to do if the lead action level is exceeded
- Rules and regulations associated with the hazardous work area
- How the blood's lead level is measured

Personal Protective Equipment

- Respirators and their uses
- Proper personal protective equipment procedures
- Appropriate work procedures
- What to do before and after entering a hazardous work area

Safe Work Practices

- Steps you can take to prevent your exposure to lead
- Using enclosures & vacuums
- Proper personal protective equipment procedures
- Appropriate work procedures
- What to do before and after entering a hazardous work area

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LEADERSHIP SKILLS FOR SAFETY

Organizational Role of Safety

- The critical role of the supervisor in the success of your company
- The purpose of safety & health programs
- Benefits of safe and healthy work environments
- The impact of accidents on business operations

Hazard Recognition

- Importance and purpose of a hazard recognition safety observation
- Unsafe conditions and compliance issues
- Common causes of injuries and illnesses
- How to avoid contact with objects and equipment
- Overexertion- its risk factors and how to avoid it
- Trip hazards and sources of falls, and how to prevent falls
- How to handle harmful substances and work in harmful environments
- Use of safety work order

Accident Investigation

- Accident investigation is a systematic process
- Objective of accident investigation
- Six basic elements involved in effective accident investigation
- Immediate actions when an accident occurs at your site
- Primary information sources when investigating accidents
- Investigation tools to help identify root causes
- Features of a well-written recommendation

Job Safety Analysis

- Characteristics of Job Safety Analysis
- Information Job Safety Analysis provides and its four primary elements
- How to prioritize jobs to be analyzed
- Best information source for Job Safety Analysis and how to identify hazards
- How to develop recommended procedures and control measures

Communication

- The importance of effective communication
- Ways to communicate, in addition to verbal communication
- Communication skills as a supervisor
- Factors that influence behaviors
- As a supervisor, how to reach your safety goal
- When to practice follow-up communication

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LOCKOUT/TAGOUT

Overview

- What is Lockout/Tagout?
- When is Lockout/Tagout Required?
- Lockout/Tagout Devices?
- Roles in Lockout/Tagout

Lockout/Tagout Procedures

- Learn the importance of pre-planning and the steps for safely conducting lockout/tagout procedures
- The basic steps of lockout/tagout.

Startup Procedures

- Learn the basic steps for proper startup of equipment and machinery once lockout/tagout procedures are completed

Special Situations

- Learn the proper steps for special lockout and Tagout situations
- Testing or positioning of machines and equipment
- Involving outside personnel
- Group lockout
- Shift or personnel changes
- Using a lock box
- Tagout only

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MACHINE GUARDING

Machine Hazards

- The primary types of hazards
- The purpose of machine guards
- Why machine guards are important
- Your role as the machine operator

Purpose & Function

- The purpose of machine guards
- Function of machine guards
- Different categories and types of machine guards

Safe Work Practices

- What to look for when inspecting machine guards
- Additional precautions

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MATERIALS HANDLING

Hazard Awareness

- Types of materials handling activities
- Potential hazards
- Common injuries
- Your role in identifying and preventing accidents

Storing, Stacking & Disposal

- Storing materials
- Storage areas
- Stacking materials
- Disposal of materials

Manual Material Handling

- Common risk factors when handling materials
- Safe lifting practices
- When to get help with a lift
- Other measures to prevent injuries

Using Materials Handling Equipment

- Learn about safe work practices when using mechanical equipment
- Conveyors
- Cranes
- Forklifts
- Dockboards.

Rigging Equipment

- General requirements for rigging equipment
- Types of slings and selection criteria
- Inspection procedures
- Safe use of slings

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MOBILE CRANE SAFETY

Introduction to Cranes

- Types of cranes used in construction
- Considerations when selecting the right crane for the job
- Common causes of crane accidents
- Your responsibilities when working with or around cranes

Pre-operation Setup & Inspection

- The importance of proper site preparation & crane setup
- The differences between frequent & periodic inspections
- Pre-operation inspection procedures for mobile cranes

Planning a Lift

- Learn about the importance of taking the time to carefully prepare for each lift
- Things to consider before conducting a lift
- How leverage and the crane's center of gravity affect a lift
- The importance of following the crane's load charts
- Safe practices while lifting a load

Safe Work Practices

- Learn about additional safe work practices you should follow when operating your crane to prevent accidents and injuries
- Communication procedures
- Working near power lines
- Working in enclosed spaces
- Safe operation of the crane

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MUSCLE STRAINS & SPRAINS

About Strains & Sprains

- Learn why an understanding of the causes and effects of strains and sprains is so important
- The effects of strains and sprains
- The benefits of prevention
- How your muscles work

Risk Factors & Prevention

- Learn about potential risk factors that can contribute to strains and sprains
- Prevention techniques to help you make the proper decisions to reduce your exposure.
- How strains and sprains occur
- Symptoms of strains and sprains
- Contributing risk factors
- Prevention methods

Stretches

- Learn the importance of regular stretching to prevent strain and sprain injuries
- The benefits of stretching
- When to stretch
- Techniques for stretching
- Sample stretches you can perform

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OFF THE JOB SAFETY

Exercise & Physical Activity

- The importance of warming up
- Proper stretching techniques

Boating Safety

- Rules to follow when meeting other boats
- Safe operating procedures

Special Precautions

- Proper use and storage of hazardous substances
- How to safely use fireworks and barbecues
- Preventing sunburns and overexertion

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OFFICE ERGONOMICS

Ergonomics Overview

- You will develop a basic understanding of the importance of ergonomics and its goals in the office environment.
- Understand what is ergonomics and how it benefits the workplace
- Explain what is a musculoskeletal disorder, or MSD
- Identify the risk factors that lead to MSDs
- Know your role in preventing MSDs

Risk Factors

- Learn about the contributing causes of musculoskeletal injuries in the office environment.
- Explain what is a risk factor
- Identify the common risk factors and provide examples of each
- Understand what factors affect your degree of risk
- Explain what is a control measure and identify examples of work practice and engineering controls

Musculoskeletal Disorders

- Learn about musculoskeletal disorders, their causes and symptoms.
- Explain what is a musculoskeletal disorder, or MSD
- Identify the cumulative nature of MSDs
- Know the signs and symptoms of MSDs
- Explain what is Carpal Tunnel Syndrome, its causes and symptoms
- Recognize examples of other MSDs

Proper Posture

- Learn how good posture can prevent musculoskeletal disorders.
- Identify the importance of proper posture
- Demonstrate your knowledge of the elements of proper posture
- Explain the importance of varying your posture

continued on next page

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OFFICE ERGONOMICS

continued from previous page

Work Environment

- Learn about making ergonomic adjustments to your work environment to fit your needs.
- Chairs
- Keyboard & Mouse
- Monitors
- Workstation Organization
- Lighting

Control Measures

- Learn what you can do to reduce your risk of musculoskeletal disorders.
- Explain the importance of diet, rest and exercise
- Identify specific additional measures to reduce your risk
- Demonstrate simple stretches to relieve stress and prevent injury
- Office Safety

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OFFICE SAFETY

Ergonomic Risk Factors

- What are musculoskeletal disorders
- What is ergonomics and why is it important?
- The leading risk factors for musculoskeletal disorders
- Common symptoms of musculoskeletal disorders

Preventative Measures

- The importance of proper posture
- Proper sitting posture
- How to adjust your work area
- Proper posture while using the mouse and keyboard

Recognizing Hazards

- How to recognize hazards
- Common hazards in the workplace
- Correcting common hazards

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OSHA RECORDKEEPING

The Importance of Recordkeeping

- The importance of keeping records
- The purposes of OSHA Forms 300 and 301
- How to determine whether the injury or illness is a new case

Is The Case Work Related?

- How to determine if an incident is work-related
- What the work environment includes
- The nine exceptions
- Traveling on business can also be work-related

Recording Criteria

- What injuries are recordable
- Reporting time frames
- "Restricted work activity"
- Medical treatments versus first-aid

Filling Out the Forms

- What should be done before completing the appropriate forms
- Purposes of OSHA forms and their equivalents
- What to include on the forms
- How to gather information to fill in the forms
- The guides and rules to follow when filling in the forms

Reviewing and Posting Records

- When to review your logs
- How long a log is kept
- What is needed to create a summary
- When to post the summary
- The responsibilities of the OSHA record keeper

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PENDANT CONTROLLED CRANE SAFETY

Pre-operation Inspection

- The general terms associated with the crane
- Inspection procedures
- What you should know before operating a crane

Selection & Use of Rigging

- Inspecting rigging
- Proper selection of rigging
- Using slings
- Safe work practice

Safe Crane Operation

- Learn about steps you can take to safely operate a pendant controlled crane
- Pre-planning the lift
- Good housekeeping practices
- Executing a lift
- Moving and setting loads
- Proper storage procedure

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PIPELINE SAFETY

Potential Hazards

- Learn the importance of analyzing the work environment to identify potential hazards.
- The importance of following established procedures and practices
- Identifying the existence of potential hazards
- Potential hazards associated with the product being transported

Flammables, Chemical Hazards & Spills

- The types of hazard communication & information they provide
- Safe practices when working near hazardous chemicals
- What to do when a spill occurs

Safe Work Practices

- Types of confined spaces & their requirements
- Purpose of lockout and tagout procedures
- Safety precautions for operating a motorized vehicle
- Pre-planning for an excavation
- And security procedures

Personal Protective Equipment

- How to reduce your exposure to risk factors
- How to select the correct PPE
- Different types of PPE
- The importance of following safety procedures

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POWER PRESS SAFETY

Power Press Operations

- Learn the basics about mechanical power presses
- What is a power press
- Types of presses
- How they operate

Potential Hazards

- Working near the point of operation
- The hazards of uncontrolled energy
- Protecting yourself from projectiles
- Safely working in high noise areas
- Wearing the correct personal protective equipment
- What to do if there is a problem with your press

Best Safety Practices

- How to perform a hazard analysis of the work area
- Types of safeguards and how they work
- The importance of keeping the work area free of debris

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PERSONAL PROTECTIVE EQUIPMENT [PPE]: CREATE THE BARRIER

Understanding PPE

- The importance of personal protective equipment
- When it is necessary
- Your role in its proper use and maintenance

Hard Hats

- Learn about the importance of wearing the proper hard hat to protect your head from injury
- When a hard hat should be worn
- How hard hats work
- The types and classes of hard hats
- Proper fit, inspection and maintenance

Eye & Hearing Protection

- Learn about the different types of Eye & Hearing Protection, their purpose, when they are required, and basic principles for proper use and care.

Gloves

- Learn how gloves can protect your hands from various types of hazards
- When NOT to wear gloves
- The types of gloves and their purpose
- Proper inspection and care of gloves

Foot & Body Wear

- Basic guidelines for selecting and wearing the proper foot and body wear for the job tasks you perform.

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PROCESS SAFETY MANAGEMENT

Overview

- What is process safety management
- The objective of process safety management
- The elements of process safety management

Participation, Information & Analysis

- Learn about the elements of process safety management
- Employee Participation
- Process Safety Information
- Process Hazard Analysis

Change & Safety Review

- Management of Change
- Pre-startup Safety Review

Procedures, Training & Investigation

- Written operating procedures
- Employee training
- Incident investigation

Mechanical Integrity & Emergencies

- Learn about procedures for mechanical integrity and emergency planning and response
- Requirements for written procedures
- Documentation information required for inspections and tests
- What to do if equipment deficiencies are found
- The emergency action plan
- Handling small releases
- Communicating with outside response teams

Contractor Safety & Audits

- The facility's responsibilities regarding contractor safety
- The contractor's responsibilities for safe work practices, proper training, and hazard notification
- Procedures for conducting effective audits

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RADIATION SAFETY

What is Radiation?

- The role radiation plays in our lives
- Types of radiation used in the workplace
- Where radiation naturally occurs

Potential Hazards

- How radiation is measured
- Radiation exposure and its effects
- Safe exposure limits in the workplace

How Industry Uses Radiation

- Types of nuclear gauges used in industry
- Measurements made by nuclear gauges
- How nuclear gauges work

Minimizing Exposure

- The importance of minimizing exposure to radiation
- Methods of minimizing exposure
- Understanding radiation warning signs and lights

Safe Work Practices

- Types of personal monitoring equipment
- The importance of observing lockout/tagout procedures
- Responsibilities of the Radiation Safety Officer

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RESOURCE CONSERVATION RECOVERY ACT (RCRA)

The Importance of RCRA

- What is the Resource Conservation and Recovery Act, or RCRA
- The purpose and goal of RCRA
- Fines or penalties associated with RCRA violations

Identifying Hazardous Waste

- What are listed wastes
- The characteristics of hazardous wastes
- How to handle wastes
- The importance of clear identification of hazardous wastes

Your Role in RCRA Management

- The easiest and most cost-effective way to manage any waste
- Why hazardous and non-hazardous wastes should not be mixed
- Restrictions on satellite areas
- How to qualify small and large quantity generators
- How to manage waste containers
- What is the hazardous waste manifest and its purpose

Handling Wastes Safely

- The importance of personal protection equipment
- Storing and transporting waste containers
- How to prevent fires when managing and handling waste
- How to avoid chemical reactions caused by incompatible wastes

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RESPIRATORY PROTECTION – AIR PURIFYING

Respiratory Hazards

- Different types of potential respiratory hazards
- Oxygen deficient atmospheres, gases & vapors, and particulate contaminants
- Their possible health effects on your respiratory system
- Medical signs and symptoms of exposure
- When respiratory protection is necessary

How Air-Purifying Respirators Work

- Learn about the different types of air purifying respirators, including their features, capabilities, and limitations.
- This is important to know in selecting the right respirator for the hazards present in your work environment.

Proper Fit

- Learn the steps necessary to ensure you wear a proper fitting respirator, including:
- Completing an initial medical evaluation
- Fit testing procedures
- Performing user seal checks
- And steps to maintain a proper fit

Use & Care

- The measures needed to maintain your respirator in good working order
- Procedures for inspecting the respirator
- Basic safe use practices
- Cleaning and storing your respirator

Dust Masks

- Proper use and care of dust masks
- Their capabilities and limitations
- Proper storage and inspection
- How to obtain the best fit
- Other safe work practices

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RESPIRATORY PROTECTION – AIR SUPPLYING

Use & Care

- Look at the measures needed to maintain your respirator in good working order
- Inspecting the respirator
- Basic safe use practices
- Cleaning and storing your respirator

Respiratory Hazards

- Oxygen deficient atmospheres, gases & vapors, and particulate contaminants
- Their possible health effects on your respiratory system
- Medical signs and symptoms of exposure
- When respiratory protection is necessary

How Air-Supplying Respirators Work

- Different types of air supplying respirators, including their capabilities, and limitations. This is important to know in using the correct respirator for the task.

Proper Fit

- Learn the steps necessary to ensure you wear a proper fitting respirator
- Completing an initial medical evaluation
- Fit testing procedures
- Performing user seal checks
- And steps to maintain a proper fit

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RIGGING SAFETY

The Role of the Rigger

- Your responsibilities as the rigger
- Preparing for a lift
- Identifying potential hazards
- The importance of knowing what is being lifted and its weight

Proper Selection & Use

- Types of slings used in the workplace
- Factors to consider when selecting a sling
- What to look for when inspecting slings
- Factors that may affect the load capacity of the sling
- Determining an object's center of gravity

Safe Work Practices

- Learn ways to prevent property damage and injury
- Best rigging practices
- Communication
- Proper Care of slings

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SAFE BEHAVIOR

Importance of Safe Behavior

- The benefits of safe behavior
- Who is responsible for safe behavior
- Why safety is important
- Hazard Analysis & Preparation
- Your work environment
- Body mechanics
- Tools and equipment required to perform the task

Communication

- Different ways to communicate
- The importance of communication
- The benefits of positive reinforcement

Importance of Safe Behavior

- The benefits of safe behavior
- Who is responsible for safe behavior
- Why safety is important

Hazard Analysis & Preparation

- Your work environment
- Body mechanics
- Tools and equipment required to perform the task

Communication

- Different ways to communicate
- The importance of communication
- The benefits of positive reinforcement

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SAFETY ORIENTATION

Your Responsibility

- You and your company's responsibilities for job safety
- How you can learn safety through work-related activities
- When to report incidents and purposes of incident investigation

Illness, Causes & Prevention

- Information on Ergonomics and ergonomic related injuries
- Cumulative Trauma Disorders (CTDs) and their leading causes
- Best posture and how to prevent CTDs
- The structure of the backbone
- Causes of back injuries and how to prevent them

Preventive Measures

- Good housekeeping procedures that help prevent incidents
- Information communicated by signs, warnings, etc.
- How to obtain information on evacuation route
- Types of personal protective equipment

Hazard Communication

- Container labeling systems
- Material Safety Data Sheets and their contents
- Topics or situations where additional training is required

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SCAFFOLDING SAFETY

Pre-planning & Inspection

- Learn about the steps to take before erecting scaffolding, including evaluating the site and guidelines for properly inspecting scaffolding components.

Erecting Scaffolding – Part 1

- Learn about the requirements for erecting scaffolding
- The importance of a proper foundation
- Working near power lines
- Load capacity
- Using guys, ties, and braces
- Platform construction

Erecting & Dismantling Scaffolding – Part 2

- Learn about additional requirements for erecting scaffolding and for dismantling
- Access Requirements
- Guardrail Systems
- Toeboards
- Enclosed Scaffolds
- Dismantling Procedures

Safe Work Practices

- Learn about proper procedures to follow to reduce your chances of injury from the three main potential hazards associated with working on scaffolds
- Slips and falls
- Being struck by falling objects
- Electrical hazards

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SLIPS, TRIPS & FALLS

Overview

- The importance of preventing slips, trips, and falls.
- Ways to prevent them

Ladders & Fall Protection

- Ladder safety
- Fall protection equipment

Good Housekeeping

- Keeping your work area clean and organized
- Working on different surfaces
- Your role in preventing injuries

Stairway Safety

- Using stairways
- Keeping stairways safe

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STAIRWAYS & LADDERS

Ladder Selection Guidelines

- Learn about the importance of selecting the correct ladder for the job.
- Understanding the potential hazards in your work area
- Choosing the correct duty rating
- Determining the maximum working height
- Considering the ladder's ability to conduct electricity

Inspection & Maintenance

- Learn how to properly care for and store your ladder to obtain many years of use.
- Inspection guidelines
- Proper care, storage and transportation of ladders

Setting Up a Ladder

- Learn how to properly set up your ladder.
- Potential hazards to be aware of
- How to properly set-up a ladder
- The proper placement of a ladder
- How to secure the ladder
- What to do if using a ladder on an incline or uneven surface

Safe Work Practices

- Learn proper techniques to use while on a ladder to prevent potential injuries from happening.
- How to maintain three points of contact
- The proper way to reposition a ladder
- Techniques for safe climbing
- When fall protection is required

Construction Requirements

- Learn about specific requirements for temporary job-made ladders and stairways, including the correct materials to use, proper components and dimensions, and methods of construction

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STATIC ELECTRICITY

What is Static Electricity?

- Learn about the nature of static electricity
- The costs of uncontrolled static electricity in the work place
- How static electricity occurs
- Factors that influence static electricity
- What causes static sparks

Potential Hazards

- The consequences of static electricity in the work place
- Common tasks with the potential for static charges
- The hazards of static sparking
- How static electricity can contribute to fires and explosions

Controlling Static Electricity

- Factors that affect static charge accumulation
- Methods to control static electricity
- How to determine the best solution
- How grounding & bonding and other methods work

Safe Work Practices

- Learn what you can do to prevent static electricity in your work place
- Proper clothing and personal protective equipment
- Use of tools and equipment
- Working with flammable liquids
- Inspection & maintenance of equipment

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STORMWATER MANAGEMENT/SAFETY

Overview

- The importance of storm water management

What is Storm water?

- How water becomes polluted
- Types of pollution
- Factors that affect the extent and severity of pollution

Effects of Storm water Pollution

- Consequences of poor pollution management
- How poor pollution management can affect your company's reputation
- What is threatened by pollution

Best Management Practices

- Sources of storm water pollution
- How to respond to a spill
- What to look for when inspecting storage containers
- Using best management practices off the job

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TOXIC SUBSTANCES CONTROL ACT (TSCA)

What is TSCA?

- Why TSCA was created
- The goal of TSCA
- The responsibilities of both you and your employer according to TSCA

The TSCA Inventory

- Where to obtain the TSCA Inventory
- The content of the five volumes of the TSCA Inventory
- Using the TSCA Inventory to find the chemicals used at your facility
- What to do if you are having trouble finding a chemical listing

Reporting and Retaining Information

- Retaining files and reports
- Instances when a report must be completed
- The process of reporting allegations of environmental or health risks
- Your company's responsibilities with regard to TSCA

Recognizing and Respecting Toxic Substances

- How to identify a toxic substance
- How toxic substances are labeled
- The health risks associated with toxic substances

Best Safety Practices

- The importance of wearing PPE in case of possible exposure to hazardous chemicals.
- The different types of PPE required when working with hazardous chemicals
- What to do in case of exposure to hazardous chemicals

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VALVE SAFETY

Types of Valves

- Explain why valves are important in everyday life
- Describe how valves work
- Identify the characteristics of different types of valves

Risk Assessment

- Describe the importance of a risk assessment
- Identify the potential consequences of valve incidents
- Identify common valve related injuries
- Specify what to consider when conducting a hazard analysis
- Recognize how the physical location of the valve can contribute to potential hazards

Ergonomic Issues

- Identify risk factors that contribute to strains & sprains
- Demonstrate proper posture
- Use ergonomic solutions to work tasks

Working Safely With Valves

- Selection and use of tools and PPE
- Lockout and tagout requirements
- Good housekeeping practices
- Replacing, inspecting, cleaning and storing valves

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WALKING & WORKING SURFACES

Guarding Openings & Holes

- Learn the requirements for proper guarding of floor and wall openings and holes
- Stairway floor openings
- Ladderway floor openings
- Floor holes
- Wall openings
- Open-sided floors, platforms & runways

Ladders

- Learn about safe work practices when working with ladders
- Selecting the correct ladder for the job
- Inspecting the ladder
- Proper placement & setting up the ladder
- Safe practices when climbing & working on ladders

Good Housekeeping

- Keeping your work area clean and organized
- Working on different surfaces
- Your role in preventing injuries

Stairway Safety

- Using stairways
- Keeping stairways safe

Scaffolding

- Learn about safe measures to prevent slips, trips and falls while working on scaffolds.
- Recognizing the most common hazards when working on scaffolds
- Engineering controls used to protect your safety
- Safe work practices that can prevent injuries

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WELDING SAFETY

Potential Hazards

- Learn about the hazards associated with welding that you may encounter at your job site.
- The importance of safety in every welding job
- Types of potential safety and health hazards
- The use of ventilation
- Health effects from exposure to airborne contaminants

Personal Protective Equipment

- Learn about types of PPE and how they protect you from hazards
- Eye & Face Protection
- Hearing Protection
- Protective Clothing

Safe Work Practices

- What you can do to protect yourself and your co-workers from potential hazards
- How to prevent fires
- Hot work requirements
- Good housekeeping practices
- Atmospheric testing
- And other safe practices

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