



# **WORKFORCE** DEVELOPMENT **RISK MANAGEMENT INSTITUTE**

**August, September, October, November  
Fall 2010  
Course Schedule**

**Workplace Safety  
OSHA Certification  
And More!**

## **FREE COURSES**

**Provided by a generous grant from  
TEXAS MUTUAL INSURANCE COMPANY**

**Who should attend?  
Business Owners/Managers  
Operations Managers  
Safety Personnel/Trainers  
Office Workers  
All Workers  
Anyone interested in learning about safety**

**Want more information?  
Contact 903-988-7426  
e-mail: [emcclellan@kilgore.edu](mailto:emcclellan@kilgore.edu)**

**Registration Form Available at the Website:  
[http://www.kilgore.edu/risk\\_management.asp](http://www.kilgore.edu/risk_management.asp)**



# WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

**AUGUST 2010  
REVISED**

[http://www.kilgore.edu/risk\\_management.asp](http://www.kilgore.edu/risk_management.asp)

## **Conducting Safety Audits**

8 hrs FREE

Tuesday and Wednesday

August 3 and 4 / 5:30 p.m. -- 9:30 p.m.

Learn how to evaluate industrial safety and how to effectively document findings.

## **8-Hour HazWoper Refresher**

8 hrs FREE

Tuesday

August 3 / 8:00 a.m. -- 5:00 p.m.

This course covers the requirements of the Occupational Safety and Health Administration's Hazardous Waste Operations and Emergency Response Standard (HazWoper), OSHA 29 CFR 1910.120 annual refresher training for workers at hazardous waste sites. Enrollment is open to those who have completed either the 40-hour or 24-hour HazWoper OSHA Training.

## **24-Hour HazWoper**

24 hrs FREE

Wednesday, Thursday, and Friday

August 4, 5, and 6 / 8:00 a.m. – 5:00 p.m.

This course fulfills the Occupational Safety and Health Administration's Hazardous Waste Operations and Emergency Response Standard (HazWoper), OSHA 29 CFR 1910.120(q), or other applicable state regulations for Occasional Site Worker 24-hour Certification. Employees exposed, or potentially exposed, to hazardous substances or waste on the jobsite, will learn about HazWoper regulations, safety and health plans, hazardous chemicals, safety hazards, air monitoring, medical surveillance, site control, decontamination, personal protective equipment and respiratory equipment.

## **Keeping Your Contractors Safe**

8 hrs FREE

Monday

August 9 / 8:00 a.m. -- 5:00 p.m.

Keep contractors safe and liability at a minimum. Discover the power and pitfalls of subcontractors and cover bases with pre-project meetings. Determine what key elements to look for in a contractor inspection.

### **30-Hour OSHA Construction**

30 hrs FREE

Tuesday, Wednesday, Thursday, and Friday

August 10, 11, 12, and 13 / 8:00 a.m. -- 5:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) construction regulations covering 29 CFR Part 1926. Topics include: introduction to OSHA; general duty clause; general safety and health provisions; electrical hazards; fall protection; scaffolding; materials handling, storage, use and disposal; hand and power tools; welding; trenching and excavating; stairways and ladders; and other topics. Training cards will be issued by OSHA.

### **Behavioral Based Safety Program**

8 hrs FREE

Tuesday and Wednesday

August 17 and 18 / 6:00 p.m. -- 10:00 p.m.

This course helps employees identify and choose safe behavior. Discussion will explore the three measurable components of safety in the workplace: the person, their environment, and their behavior.

### **10-Hour General Industry**

10 hrs FREE

Thursday and Friday

August 19 and 20 / 8:00 a.m. -- 5:00 p.m.

This course fulfills the Occupational Safety and Health Administration, OSHA Construction regulations 29 CFR 1926. Topics include: an introduction to OSHA; general duty clause; safety and health provisions; electrical hazards; fall protection; scaffolding; materials handling storage, use and disposal; hand and power tools; welding; trenching and evacuation; stairways and ladders; and other pertinent topics. Training cards will be issued by OSHA.

### **Healthcare and Nursing Home Safety**

8 hrs FREE

Saturday

August 21 / 8:00 a.m. -- 5:00 p.m.

Topics include: bloodborne pathogens; infection control; hazardous chemicals within the healthcare workplace; tuberculosis relating to OSHA standards; respiratory protection; facility inspections; personal protective equipment; back injury protection; slip/trips/falls; no-lift and lifting alternatives; and life safety.

### **Disaster Management**

16 hrs FREE

Tuesday and Wednesday

August 24 and 25 / 8:00 a.m. -- 5:00 p.m.

This course provides the tools necessary to understand how and why incidents and disasters occur. It is designed for safety managers to help them develop an emergency response contingency plan for a facility or business. It includes information about who to call, where help can be obtained for both pre-planning and recovery, and how to effectively resolve issues following an incident or disaster.

### **Coaching the Lift Truck Operator**

8 hrs FREE

Monday and Tuesday

August 23 and 24 / 6:00 p.m. -- 10:00 p.m.

This comprehensive course is designed for both new and experienced lift truck operators. Some of the modules include: pre-start safety inspection; design considerations; picking up the load; moving the truck; and setting down the load. Upon completion participants will receive a certificate indicating that they have received formal instruction in Lift Truck Operation.

### **Small Business Safety/Basic Industrial Hygiene**

8 hrs FREE

Thursday

August 26 / 8:00 a.m. -- 5:00 p.m.

This course helps businesses set up and/or improve safety departments. Topics include: recordkeeping; OSHA training guidelines; developing a safety program; behavior-based safety; respiratory protection; personal protective equipment; hazard recognition; hazard abatement; safety inspection point; accident report; accident investigation; workplace H2S; and other pertinent topics.

### **Confined Space/Gas Detection/Meters**

8 hrs FREE

Tuesday and Wednesday

August 31 and September 1 / 5:30 p.m. – 9:30 p.m.

This class is designed to help employers ensure that their employees have the specific skills, knowledge and abilities to assess confined space hazards. It is geared toward the recognition, evaluation and control of dangerous atmospheres and potential fire hazards. Class will train students to anticipate and successfully deal with confined space hazards. The course includes hands-on exercises in the use, calibration and maintenance of gas detection instrumentation.



# WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

SEPTEMBER  
2010

[http://www.kilgore.edu/risk\\_management.asp](http://www.kilgore.edu/risk_management.asp)

## **Environmental Concepts for Industry**

8 hrs FREE

Wednesday and Thursday

September 1 and 2 / 5:30 p.m. – 9:30 p.m.

This course introduces the history of the environmental movement and covers the basic requirements for compliance. Topics included are: identifying major environmental regulations, their applicability and major provisions; understanding the impact on workplace practices and business decisions; identifying notifications; recordkeeping; and training requirements for compliance.

## **It's Not Just the OSHA Log/Worker's Compensation**

8 hrs FREE

Tuesday and Wednesday

September 7 and 8 / 6:00 p.m. – 10:00 p.m.

Don't be left behind! The Occupational Safety and Health Administration (OSHA) announced a National Emphasis Program (NEP) on recordkeeping and this course will bring you up-to-date on their new rule, 29CFR 1904. Changes in 2010 will affect businesses and industry. With knowledge of the new regulations your business can avoid potentially stiff fines. Learn about the basics of injury and illness tracking and industrial hygiene plans. It is more than keeping track in the OSHA 300 Log. This class will also eliminate confusion about eligible vs. ineligible claims from worker's compensation. It will also include a discussion of entitlement to income benefits, rights and responsibilities.

## **Nine Elements of a Successful Safety and Health System**

12 hrs FREE

Wednesday, Thursday and Friday

September 8, 9 and 10 / 5:30 p.m. – 9:30 p.m.

Learn about how to design a safety management system that gives your organization a core element to protect the health and safety of employees. An articulated systematic process of safety management results in individual accountability to manage safety through goal setting, definition of roles and responsibilities, and development of proactive performance measures. After a safety system is implemented, employees and management must meet stated safety goals in the same manner they are expected to meet other company goals such as production, quality and sales. Learning how to integrate a safety management system into everyday processes is the focus of this class. Safety systems require continuous implementation, but in the long-run this management tool will reduce hazards and prevent incidents.

## **Warehouse and Storage Safety**

8 hrs FREE

Monday and Tuesday

September 13 and 14 / 5:30 p.m. -- 9:30 p.m.

Employment in warehousing operations presents many situations for hazards and injuries. The Occupational Safety and Health Administration (OSHA) identified Public Storage and Warehousing as one of seven industries with a high lost-time claims rate. This course will focus on techniques to recognize hazards and prevent accidents. Discussion will include safety issues related to: powered industrial trucks; material handling; lifting/ergonomics; hazardous communications; walking and working surfaces; exit routes; and fire protection.

## **30 hour General Industry in SPANISH**

30 hrs FREE

Tuesday, Wednesday, Thursday and Friday

September 14, 15, 16 and 17 / 8:00 am – 5:00 pm

The Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards will be taught in SPANISH. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene/bloodborne pathogens; and health and safety programs. This course will be taught in Spanish. Training cards will be issued by OSHA.

## **Making Return-to-Work Succeed for You and Your Employees**

8 hrs FREE

Wednesday and Thursday

September 15 and 16 / 6:00 a.m. – 10:00 p.m.

This course helps employers develop an effective return-to-work program that fits their organization. Long workplace absences caused by employee' injuries have a significant negative impact on employees, their family and the business. Employees who continue to work while recovering from an injury, even with restrictions, contribute to the success of the business. Production levels and quality standards are maintained as is the morale of workers who must cover for their injured co-worker. This not only results in lowering workers' compensation costs for the company but also it helps the injured employee to recover more quickly and with better health results.

## **Defensive Driving**

8 hrs FREE

Friday

September 17 / 8:00 a.m. – 5:00 p.m.

The National Safety Council's Defensive Driving Course (DDC) is designed to improve road safety. Drivers who have completed the DDC received 13% fewer negligent driving arrests and 19% fewer collisions. It is appropriate for organizations that want a driver improvement course for their employees and for individuals who are experienced licensed drivers. This course teaches accident avoidance behavior and safe driving practices. Techniques to break bad driving habits and increase awareness of surroundings include: recognizing driver fatigue; avoiding alcohol impairment; driving in unpredictable conditions; reviewing traffic rules; and developing safe driving habits. Students will receive official Defensive Driving Certificates of Completion from the National Safety Council.

## **Heat Emergencies**

8 hrs FREE

Monday

September 20 / 8:00 a.m. – 5:00 p.m.

Recognizing heat hazards and learning about Occupational Safety and Health Administration (OSHA) requirements to prevent heat incidents will be the focus of this class. Topics include: recognizing heat emergencies such as heat cramps and heat stroke; proper response and immediate first aid; preventing or mitigating conditions conducive to heat emergencies.

## **30 Hour General Industry**

30 hrs FREE

Tuesday, Wednesday, Thursday and Friday

September 21, 22, 23 and 24 / 8 a.m. - 5 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

## **Supervisors' Safety Development Program**

12 hrs FREE

Tuesday, Wednesday and Thursday

September 21, 22 and 23 / 5:30 p.m. – 9:30 p.m.

Supervisors and managers who need to incorporate safety best practices into their management activities will benefit from this course. Participants not only will acquire the knowledge, leadership skills and methods to apply safety as part of their responsibilities but also will become effective safety leaders and advocates. Topics are informative for new supervisors and managers who are unfamiliar with safety responsibilities. It is also a refresher safety course for experienced supervisors and managers who need to develop specialized skills.

## **Safety Techniques for Different Generations**

8 hrs FREE

Tuesday

September 28 / 8:00 a.m. – 5:00 p.m.

This course will increase awareness about generational differences in attitude and work ethics. Recognizing traits of both older and youthful workers can help to mitigate safety risks caused by misunderstandings. It will assist managers of a multi-generational workforce as well as bring insight to employees who are peers. Recognizing the benefits that older and younger workers bring to the workplace will incorporate mutual respect and understanding of safety issues. In addition, the organizational structure of companies who wish to recruit, train, mold and retain younger employees will be examined.

## **10 Hour General Industry**

10 hrs FREE

Wednesday, Thursday and Friday

September 29, 30 & October 1/ 6:00 pm–10:00 pm

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

## **10 Hour General Industry in SPANISH**

10 hrs FREE

Wednesday and Thursday

September 29 and 30 / 8:00 a.m. – 5:00 p.m.

The Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards will be taught in SPANISH. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

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**Classes and topics are added periodically.**

**For further information or to inquire about course topics,**  
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**e-mail [emcclellan@kilgore.edu](mailto:emcclellan@kilgore.edu)**

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TEXAS MUTUAL INSURANCE COMPANY HEADQUARTERED IN AUSTIN, TEXAS.**



# WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

**OCTOBER  
2010**

[http://www.kilgore.edu/risk\\_management.asp](http://www.kilgore.edu/risk_management.asp)

## **8 Hour HazWoper Refresher**

8 hrs FREE

Monday

October 4 / 8:00 a.m. – 5:00 p.m.

This course covers the requirements of the Occupational Safety and Health Administration's (OSHA) Hazardous Waste Operations and Emergency Response Standard (HazWoper), OSHA 29 CFR 1910.120 annual refresher training for workers at hazardous waste sites. Enrollment is open to those who have completed either the 40-hour or 24-hour HazWoper OSHA Training.

## **24 Hour HazWoper**

24 hrs FREE

Tuesday, Wednesday and Thursday

October 5, 6 and 7 / 8:00 a.m. – 5:00 p.m.

This course fulfills the Occupational Safety and Health Administration's (OSHA) Hazardous Waste Operations and Emergency Response Standard (HazWoper), OSHA 29 CFR 1910.120(q), or other applicable state regulations for Occasional Site Worker 24-hour Certification. Employees exposed, or potentially exposed, to hazardous substances or waste on the jobsite, will learn about: HazWoper regulations; safety and health plans; hazardous chemicals; safety hazards; air monitoring; medical surveillance; site control; decontamination; personal protective equipment; and respiratory equipment.

## **Egress and Evacuation/Walking and Working Surfaces**

8 hrs FREE

Tuesday

October 5 / 8:00 a.m. – 5:00 p.m.

The Occupational Safety and Health Administration (OSHA) Standards and requirements will be covered in detail. Included will be instruction on how to: maintain adequate means of egress; identify hazards; avoidance; and control. Also covered will be OSHA Standards for walking and working surfaces applicable to all permanent places of employment.

## **Workplace Violence**

8 hrs FREE

Tuesday and Wednesday

October 5 and 6 / 5:30 p.m. – 9:30 p.m.

This course will outline the three Rs of workplace violence: Reality – Reaction – Result. Identifying what constitutes workplace violence and recognizing potential indicators are the Reality. Learning techniques to defuse violence is the Reaction. Preventing workplace violence and maintaining a safe environment is the Result.

### **Spanish for Safety Supervisors**

24 hrs FREE

Thursdays

October 7 – December 2 / 6:30 p.m. – 9:30 p.m.

This course is for supervisors who are responsible for safety, training and/or emergency management at worksites where physical work occurs. Upon completion, participants will be able to: use Spanish to communicate safety rules to Spanish-speaking workers; provide basic information regarding work safety and OSHA compliance; discuss hazardous situations; train about personal protective equipment; explain the use and misuse of tools; instruct about forklift, scaffolding, electrical and explosive operations; give instructions on medical emergencies; and describe emergency preparations and evacuation procedures.

### **Conducting Effective Safety Inspections**

8 hrs FREE

Thursday

October 7 / 8:00 a.m. – 5:00 p.m.

Inspecting your facility for safety hazards is the first line of defense to prevent accidents. Different types of inspections are appropriate for varying situations. Learn which inspections may, and should, be performed in your workplace. Discussion will also focus on who can, and/or should, perform safety inspections, what tools are needed to be effective, and how the results of inspections should be used.

### **30 Hour General Industry**

30 hrs FREE

Saturdays

October 9, 16 and 23 / 8:00 a.m. – 6:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

### **How to Prevent Injuries and Accidents in the Hispanic Workforce**

8 hrs FREE

Tuesday and Wednesday

October 12 and 13 / 6:00 p.m. – 10:00 p.m.

Spanish-speaking employees accounted for a disproportionate number of workplace fatalities in 2006. The Occupational Safety and Health Administration (OSHA) policies state that OSHA-required employee training must be presented in a manner that employees can understand. Cultural differences which prevent understanding will be examined, as well as tips and techniques on how to present the required OSHA standards regarding safety and health aspects to Spanish-speaking workers.

### **10 Hour General Industry**

10 hrs FREE

Thursday and Friday

October 14 and 15 / 8:00 a.m. -- 5:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

### **Industrial Electrical Safety**

8 hrs FREE

Tuesday

October 19 / 8:00 a.m. – 5:00 p.m.

Basic electrical terminology is the foundation for understanding electrical hazards workers may face. The course will cover electrical definitions, safety standards, work rules, and arc flash requirements. Workers will leave with a fundamental knowledge of electricity and an awareness of how to safely function in the industrial environment.

### **Nine Elements of a Successful Safety and Health System**

12 hrs FREE

Wednesday, Thursday and Friday

October 20, 21 and 22 / 5:30 p.m. – 9:30 p.m.

Learn about how to design a safety management system that gives your organization a core element to protect the health and safety of employees. An articulated systematic process of safety management results in individual accountability to manage safety through goal setting, definition of roles and responsibilities, and development of proactive performance measures. After a safety system is implemented, employees and management must meet stated safety goals in the same manner they are expected to meet other company goals such as production, quality and sales. Learning how to integrate a safety management system into everyday processes is the focus of this class. Safety systems require continuous implementation, but in the long-run this management tool will reduce hazards and prevent incidents.

### **Leadership and Management Skills for Safety Supervisors**

8 hrs FREE

Monday and Tuesday

October 25 and 26 / 5:30 p.m. – 9:30 p.m.

This course will focus on leadership skills for safety supervisors to prepare them for an active role during a crisis event such as workplace violence, natural disasters, pandemics and terrorism. Topics include safety principles and effective compliance management communications.

## **Entry Level Pipeline Safety**

16 hrs FREE

Tuesday and Wednesday

October 26 and 27 / 8:00 a.m. – 5:00 p.m.

Students will be introduced to the basics of the pipeline industry and its specific safety issues. Topics will include training tasks required; performance verifications; Contren Learning Series; IsnetWorld documentation; NCCER; and Southland Safety Services. Discussion will cover performing new “One Calls”-why, when, how and where. The Occupational Safety and Health Administration (OSHA) regulations related to pipeline safety will be covered: Excavation 1926.650-652; Soil Classification 1926 Subpart P Appendix A; and Sloping and Benching 1926 Subpart P, Appendix B.

## **Basic Industrial Hygiene**

8 hrs FREE

Thursday

October 28 / 8:00 a.m. – 5:00 p.m.

This course helps businesses set up and/or improve safety departments. Topics will include: record keeping; Occupational Safety and Health Administration (OSHA) training guidelines; developing a safety program; behavior based safety; respiratory protection; personal protection equipment; hazard recognition; hazard abatement; safety inspection point; accident reporting; accident investigation; and workplace H2S.

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Reminder: There is no cost, but pre-registration is required.

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# WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

**NOVEMBER  
2010**

[http://www.kilgore.edu/risk\\_management.asp](http://www.kilgore.edu/risk_management.asp)

## **Hazardous Chemicals in the Workplace**

8 hrs FREE

Monday and Tuesday

November 1 and 2 / 5:30 p.m. – 9:30 p.m.

The Safety and Health Administration (OSHA) has identified workers' exposure to hazardous chemicals as a health problem of increasing concern. Preparing, manufacturing and disposing of hazardous chemicals in the workplace may expose employees to potential harm which can compromise their health.

## **Focus Four in Construction, Oil & Gas, and General Industry**

16 hrs FREE

Wednesday and Thursday

November 3 and 4 / 8:00 a.m. - 5:00 p.m.

Four highest risk activities at construction, general industry and oil and gas sites will be examined: falls; electrocutions; caught-in hazards; and struck-by hazards. Identifying dangerous situations and implementing safe measures can help prevent accidents in the workplace. In July the Occupational Safety and Health Administration (OSHA) increased the number of inspectors in Texas to reduce and prevent injuries and fatalities at construction and oil and gas sites. OSHA topics will include Severe Violator Enforcement Program and Enforcement Policy for Flame-Resistant Clothing in Oil and Gas operations including drilling, production and well servicing.

## **Hydrogen Sulfide (H<sub>2</sub>S) Safety Awareness Training**

8 hrs FREE

Wednesday and Thursday

November 3 and 4 / 5:30 p.m. – 9:30 p.m.

This course provides a basic understanding of H<sub>2</sub>S, its properties and health hazards. Topics include: detection of H<sub>2</sub>S; proper handling and disposal; warning signs of exposure; personal protective equipment; and more.

## **10 Hour General Industry**

10 hrs FREE

Saturdays

November 6 and 13 / 8:00 a.m. – 6:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

### **30 Hour General Industry**

30 hrs FREE

Tuesday, Wednesday, Thursday and Friday

November 9, 10, 11 and 12 / 8:00 a.m. – 5:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

### **Existing and Emerging Industrial Hygiene Issues in the Workplace**

8 hrs FREE

Tuesday and Wednesday

November 9 and 10 / 6:00 p.m. – 10:00 p.m.

Topics include long-established but persistent occupational health hazards such as noise, silica, and welding fumes. Emerging safety issues such as those associated with food flavorings will also be discussed.

### **Accident Investigation/Fall Protection/Ladder Safety**

16 hrs FREE

Thursday and Friday

November 11 and 12 / 8:00 a.m. -- 5:00 p.m.

This course will cover “how and why” accidents occur. Learning to conduct an accident investigation that produces valuable information can prevent a similar or even more disastrous accident. Topics include: why accidents should be investigated; when should accidents be investigated; and what should accident investigators look for. Accidents involved heights are common in the workplace and the home, so fall protection and ladder safety will be included in the course.

### **Keeping Your Contractors Safe**

8 hrs FREE

Monday

November 15 / 8:00 a.m. – 5:00 p.m.

Keep your contractors safe and liability at a minimum. Discover the power and pitfalls of subcontractors and cover your bases with pre-project meetings. Determine what key elements to look for in a contractor inspection.

### **Basic Water and Wastewater Regulations**

8 hours

Tuesday

November 16 / 8:00 a.m. – 5:00 p.m.

The Environmental Protection Agency (EPA) regulates water and wastewater treatment under the National Pollutant Discharge Elimination System (NPDES) and Clean Water Act. This course will be an overview of the NPDES regulations and discuss required permit types including: storm water; industrial wastewater; publicly owned treatment works; and pre-treatment.

## **Healthcare and Nursing Home Safety**

8 hrs FREE

Tuesday and Wednesday

November 16 and 17 / 5:30 p.m. – 9:30 p.m.

Topics include: bloodborne pathogens; infection control; hazardous chemicals within the healthcare workplace; tuberculosis relating to OSHA standards; respiratory protection; facility inspections; personal protective equipment; back injury protection; slip/trips/falls; no-lift and lifting alternatives; and life safety.

## **Instructional Design & Training Tips**

8 hrs FREE

Thursday and Friday

November 18 and 19 / 5:30 p.m. – 9:30 p.m.

If you are a safety trainer looking for engaging techniques, this course is for you. Are your safety meetings boring? Do you want entertaining meetings with lots of energy? This course will cover basic theories and techniques for conducting effective safety training. Topics include: adult learning theories; generational differences in training needs; the use of games and demonstrations; and using feedback mechanisms, such as tests and course evaluations.

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