



WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

January
2012

http://www.kilgore.edu/risk_management.asp

FREE - NEW SAFETY CLASSES FOR JANUARY 2012

Kilgore College's Workforce Development Department offers free safety courses through a generous grant from the Texas Mutual Insurance Company which funds the KC Risk Management Institute. Continuing Education Units (CEUs) and certificates are awarded upon successful completion of each course.

There is no cost, but pre-registration is required. For more information and a registration form, please call 903-988-7426 or e-mail: emcclellan@kilgore.edu.

Check the website for additional topics and to obtain a registration form:

http://www.kilgore.edu/risk_management.asp.

10-Hour OSHA General Industry

10 hrs FREE

Saturday

January 28 and February 4 / 8:00 a.m. – 5:00 p.m.

Registration deadline: Tuesday, January 24

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; bloodborne pathogens; and health and safety programs. Students will receive OSHA cards and a free copy of "1910 OSHA Standards for General Industry."

Fleet Safety

8 hrs FREE

Tuesday and Wednesday

January 31, February 1 / 5:30 p.m. – 9:30 p.m.

Fleet safety topics include how to identify and properly assess risks in various types of fleet operations. Discussion on how to protect drivers and track accident rates will enhance company safety procedures. Filling-out investigative reports will be emphasized, along with vehicle safety rules and a general overview of Department of Transportation rules and regulations. Employees and safety supervisors can learn to upgrade their awareness of safe driving techniques.

Contact the KC Risk Management Institute for more information or to register.

telephone: 903-988-7426

fax: 903-988-7506

e-mail: emcclellan@kilgore.edu

Classes are held at the Bert E. Woodruff Adult Education Center
220 N. Henderson Blvd., Kilgore, TX 75662

Classes are free, but pre-registration is required. Registration forms and updated topics and times are available on the website:

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WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

February
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FREE - NEW SAFETY CLASSES FOR FEBRUARY 2012

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Conducting Effective Safety Inspections

8 hrs FREE

Monday

February 6 / 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.

What to do When OSHA Knocks

8 hrs FREE

Tuesday and Wednesday

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

OSHA is coming! If an OSHA compliance officer knocked on your door TODAY, would you be prepared for an inspection? Do you know what you must do and what you can refuse to do? It is imperative that you know your rights and obligations prior to OSHA's arrival. In this class you will learn how to protect your rights and avoid fines when OSHA knocks on your door. You will learn how to buy time in the event you need to consult with an attorney. There will be a mock inspection with a step-by-step strategy for handling an inspection. Please forward any specific questions you might have about OSHA to emcclellan@kilgore.edu and your issues will be addressed during class.

10-Hour OSHA Construction

10 hrs FREE

Saturday

February 11 and 18 / 8:00 a.m. – 5:00 p.m.

Registration deadline: Friday, February 3

This course covers 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. Students will receive OSHA cards and a free copy of "1926 OSHA Standards for Construction."

Basic Workers' Compensation for Employers and Return to Work

8 hrs FREE

Monday and Tuesday

February 13 and 14 / 6:00 p.m. – 10:00 p.m.

This course will provide a comprehensive overview of the Texas Workers' Compensation system and discussion of the Return-to-Work program. Information on following topics will be covered: roles and responsibilities of participants; functions of the Office of Injured Employee Counsel; functions and services provided by the TDI-DWC to participants; examination of medical and income benefits in a claim and the process of resolving disputes about those benefits; and how to successfully return employees to work after a workplace injury.

Slips/Trips/Falls/Incident Reports

8 hrs FREE

Thursday and Friday

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

Learn how to prevent injuries in all occupational fields due to slips, trips or falls. Topics include how to: search out causes; prevent incidents; instruct people to recognize hazards; analyze jobs requiring material-handling tasks; use techniques and procedures for safe lifting; and devise methods to reduce material-handling tasks. Developing a "snapshot" of incidents to help analyze how, when, where and why incidents occur will also be covered.

30-Hour OSHA General Industry

30 hrs FREE

Tuesday, Wednesday, Thursday and Friday

February 21, 22, 23 and 24 / 8:00 a.m. – 5:00 p.m.

Registration deadline: Tuesday, February 14

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/bloodborne pathogens, and health and safety programs. Students will receive OSHA cards and a free copy of "1910 OSHA Standards for General Industry."

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WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

March
2012

FREE - NEW SAFETY CLASSES FOR MARCH 2012

Kilgore College's Workforce Development Department offers free safety courses through a generous grant from the Texas Mutual Insurance Company which funds the KC Risk Management Institute. Continuing Education Units (CEUs) and certificates are awarded upon successful completion of each course.

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Industrial Electrical Safety

8 hrs FREE

Thursday and Friday

March 1 and 2 / 5:30 p.m. – 9:30 p.m.

Employees who work in an industrial setting are in constant contact with machinery and equipment which run on electricity. This course will provide information about electrical hazards workers may face and will provide students with the knowledge of basic electrical safety needed to function in an industrial environment. The topics to be covered in this course are basic terminology, electrical definitions, safety standards, work rules and arc flash requirements.

30-Hour OSHA Construction

30 hrs FREE

Tuesday, Wednesday, Thursday and Friday

March 6, 7, 8 and 9 / 8:00 a.m. – 5:00 p.m.

Registration deadline: Monday, February 27

This course covers OSHA Construction Regulations 29 CFR Part 1926. Topics include: 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 excavating; stairways and ladders; and other topics. Students will receive OSHA cards and a free copy of "1926 OSHA Standards for Construction."

Aerial Lifts and Elevating Platforms

8 hrs FREE

Tuesday and Wednesday

March 20 and 21 / 5:30 p.m. – 9:30 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards for aerial lifts, elevating platforms and lift pods. It will cover pre-inspection along with safe work area guidelines and standards to include an understanding of both the employers' and workers' requirements for safe use and operation.

Drug and Alcohol Awareness for Supervisors

8 hrs FREE

Thursday and Friday

March 22 and 23 / 5:30 p.m. – 9:30 p.m.

This course will give an overview of ideas to create and maintain a drug free environment. Written policies will be reviewed as well as supervisors' responsibilities, recognizing and identifying performance problems, and handling potential crisis situations. Drug testing, employees' right to privacy and intervention techniques will be discussed.

Leadership and Management Skills for Safety Supervisors

8 hrs FREE

Monday and Tuesday

March 26 and 27 / 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; effective compliance management communications; and more.

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