



# WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

## FREE - NEW CLASSES

These safety courses are offered free to the public, through a generous grant from the Texas Mutual Insurance Company. Continuing Education Units (CEUs) and certificates will be awarded upon successful completion of each course. ***There is no cost, but pre-registration is required for ALL classes.*** For more information, please call 903-988-7426.

### Spanish for the Safety Supervisors - Evening Classes 24 hrs FREE

Thursday ***Evenings*** - August 20 – October 8, 2009 / 6:30 p.m. – 9:30 p.m. KC127104 300 091Q

This course is intended for any supervisor at worksites where physical work is being done, and whose responsibility is in safety, training, and/or emergency management. 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.

### OSHA Standards - Basic Safety 8 hrs FREE

Wednesday, September 2, 2009 / 8:00 a.m. – 5:00 p.m.

Training??? For PPE????? I have to write what down? Join us for the basics. We will cover basic personal protective equipment that OSHA says your employees need to know. We will discover which OSHA standards need written plans and how to comply without spending every day behind the computer. Finally, we will determine which standards you can teach and when you need an “expert”.

### Spanish for Child Care Facilities with Focus on Safety - Evening Classes 18 hrs FREE

Thursday ***Evenings*** - September 3<sup>rd</sup> through October 8, 2009 / 6:30 p.m. – 9:30 p.m.

This Command Spanish® course is designed to provide functional Spanish language skills for child care facility personnel who have contact with Spanish-speaking parents and children. Upon successful completion, participants will be able to: report on a child’s behavior; greet, instruct, and compliment a child; manage various activities; direct children in hallways, restrooms, and on the playground; deal with illness and health issues; facilitate snack and lunch time; comfort children; and give emergency directions. **No prior knowledge of Spanish necessary. Training materials provided.**

**Confined Space/Gas Detection/Meters 8 hrs FREE**

**Friday, September 11, 2009 / 8:00 a.m. – 5:00 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. This seminar is geared towards the recognition, evaluation and control of dangerous atmospheres and potential fire hazards. The objective of the class includes training students to protect employees, themselves, and the interests of their employer by anticipating potential confined space hazards and successfully dealing with those hazards. The seminar will incorporate hands-on exercises in the use, calibration and maintenance of gas detection instrumentation.

**OSHA General Industry with Oil & Gas Focus – Evening Classes 16 hrs FREE**

**Tues., Wed., Thurs., Fri., *Evenings* - September 15, 16, 17 & 18, 2009 / 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. 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.

**Hazardous Communications/Blood Borne Pathogens and  
Machine Guarding/Lock Out – Tag Out – Evening Classes 8 hrs FREE**

**Monday and Wednesday *Evenings* - September 21 and 23, 2009 / 5:30 p.m. – 9:30 p.m.**

This course covers the requirements of the Occupational Safety and Health Administration's Hazardous Communications Standard and Personal protective Equipment Standard, Accident Investigation and LockOut/TagOut procedures. Topics include hazardous communication programs; container labeling and other forms of warning; material safety data sheets; employee training; eye, face, respiratory, hearing, head, hand and foot protection; hazardous identification; hazardous control; equipment selection and other pertinent topics.

**OSHA Construction 10 Hour (Two days) FREE**

**Tuesday and Wednesday, September 22 and 23, 2009 / 8:00 a.m. – 5:00p.m.**

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; evacuation; stairways; ladders; and other pertinent topics. Training cards will be issued by OSHA.

**OSHA General Industry 10 Hour – Evening Classes FREE**

**Monday and Wednesday *Evenings* - September 28 and 30, 2009 / 5:00 p.m. – 10:00 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 communications; industrial hygiene/bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

**Entry Level Pipeline Safety 16 hrs FREE**

**Tuesday and Wednesday, September 29 and 30, 2009 / 8:a.m. – 5:00 p.m.**

This course will cover introduction to the Pipeline Industry. Some of the topics include pipeline training; tasks to be performed; performance verifications; Contren Learning Series, IsnetWorld documentation; NCCER and Southland Safety services. Discussion will also cover performing "One Calls"; the why, when, how and where; Excavation 1926.650-652; Soil Classification 1926 Subpart P Appendix A; and Sloping and Benching 1926 Subpart P, Appendix B.

**Healthcare and Nursing Home Safety/Applied Ergonomics - Evening Classes 8 hrs FREE**

**Thursday and Friday *Evenings* - October 1 and 2, 2009 / 5:30 p.m. – 9:30 p.m.**

This course covers general healthcare and nursing home safety. Topics include blood-borne pathogens and infection control; hazardous chemicals within the healthcare workplace; TB (as related to OSHA standard and respiratory protection); facility inspections; personal protective equipment; back injury protection; slip/trips/falls; no-lift and lifting alternatives; and life safety. The science of ergonomics will be discussed with emphasis on Ergonomic hazard prevention and control and steps to analyze your workplace.

**Behavioral Based Safety Program - Evening Classes 8 hrs FREE**

**Monday and Wednesday *Evenings* - October 5 and 7, 2009 / 5:30 p.m. – 9:30 p.m.**

This course helps employees identify and choose a safe behavior over an unsafe one. Discussion will explore the three measurable components of safety in the workplace: the person, their environment, and their behavior. When these three components are combined then workplace accidents can be eliminated.

**OSHA General Industry 10 Hour (Two days) FREE**

**Wednesday and Thursday, October 14 and 15, 2009 / 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 communications; industrial hygiene/bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

**OSHA Construction 30 hrs FREE**

**Tuesday, Wednesday, Thursday, Friday, October 20, 21, 22 and 23, 2009 / 8:00 a.m. – 5:00 p.m.**

This course covers the Occupational Safety and Health Administration (OSHA) 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.

**Accident Investigation/Claims Loss Prevention 16 hrs FREE**

**Monday and Tuesday, October 26 and 27, 2009 / 8:00 a.m. – 5:00 p.m.**

This course covers the how and why accidents occur. By using the information gained through an investigation, a similar or even more disastrous accident may be prevented. Topics include: why investigate accidents; when should you investigate; who should investigate; what should accident investigators look for, and other pertinent topics.

**Basic Industrial Hygiene - Evening Classes 8 hrs FREE**

**Wednesday and Thursday *Evenings* – October 28 and 29, 2009 / 5:30 p.m. – 9:30 p.m.**

This course helps businesses set up and/or improve safety departments. Topics include record keeping; OSHA training guidelines; how to develop 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.

**What Every Supervisor/Manager Must Know About OSHA – General Industry - 8 hrs FREE**  
**Evening Classes**

**Friday, & Monday *Evenings* - October 30, and November 2, 2009 / 5:30 p.m. – 9:30 p.m.**

This course provides guidance for organizations to ensure compliance with Federal Regulations. Some of the Topics include how accidents affect the costs of loss productivity, workers' compensation expense and legal liabilities for managers. It provides outlined steps for organizations to comply with OSHA regulations and Safety Committees. This course provides an overview of OSHA, how it works; how to read regulations; penalties and steps for handling an OSHA inspections.

**OSHA General Industry 30 hrs FREE**

**Tues., Wed., Thurs., Fri., - November 3, 4, 5, and 6, 2009 / 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/bloodborne pathogens, and health and safety programs. Training cards will be issued by OSHA.

**Slip/Trip/Fall and Back Safety - Evening Classes 8 hrs FREE**

**Monday and Wednesday *Evenings* - November 9 and 11, 2009 / 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: searching out causes, how to prevent incident, instructing people how to recognize hazards, exercise programs to strengthen the back, analyzing jobs requiring material handling tasks, safe lifting techniques and procedures, methods to reduce material handling tasks. The use of back support belts, and more.

**Electrical Safety 8 hrs FREE**

**Thursday, November 12, 2009 / 8:00 a.m. – 5:00 p.m.**

This course will cover basic terminology, electrical definitions, safety standards, work rules, and arc flash requirements. It will provide information about electrical hazards workers may face and provide the students with basic electrical safety and knowledge to function in the industrial and utility environment.

**Process Safety Management – Evening Classes 8 hrs FREE**

**Tuesday and Wednesday *Evenings* - November 17 and 18, 2009 / 5:30 p.m. – 9:30 p.m.**

This course provides an introduction to the Process Safety Management of Highly Hazardous Chemicals standard (29 CFR 1910.119) which contains requirements for the management of hazards associated with processes using highly hazardous chemicals to help ensure safe and healthful workplaces. Topics include: Hazard Recognition, Evaluation and Control, Incident Investigation and more.

**Egress and Evacuation/Walking and Working Surfaces 8 hrs FREE**

**Thursday, November 19, 2009 / 8:00 a.m. – 5:00 p.m.**

Emphasis in this class will include OSHA requirements to maintain adequate means of Egress; hazard identification; avoidance; and control. Other topics will focus on OSHA's standards for walking and working surfaces that apply to all permanent places of employment.

**Recordkeeping & Workers Compensation – Evening Classes 8 hrs FREE**

**Monday and Wednesday *Evenings* - November 30 and December 2, 2009 / 5:30 p.m. – 9:30 p.m.**

This course includes an overview of OSHA's recordkeeping requirements. It will eliminate confusion about claims covered and not covered by worker's compensation. Discussions involve entitlement to income benefits, rights and responsibilities and much more.

**Leadership and Management Skills for Safety Supervisors – Evening Classes 8 hrs FREE**

**Tuesday and Thursday *Evenings* - December 1 and 3, 2009 / 5:30 p.m. – 9:30 p.m.**

This course will focus on leadership skills for safety supervisors in everyday events, manmade and/or natural crisis. It will prepare the safety supervisor for an active role during critical times of an event such as workplace violence, natural disaster, pandemic or terrorism. Topics include: Safety Principles, Effective Compliance Management, Communications and more.

**Hydrogen Sulfide (H<sub>2</sub>S) Safety Awareness Training – Evening Classes 8 hrs FREE**

**Tuesday and Wednesday *Evenings* – December 8 & 9, 2009 / 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.

**ALL CLASSES ARE CONDUCTED AT KILGORE COLLEGE**

**BERT E. WOODRUFF ADULT EDUCATION CENTER**

**220 NORTH HENDERSON BLVD., KILGORE, TX 75662**

**PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES**

Please register by email to [emcclellan@kilgore.edu](mailto:emcclellan@kilgore.edu).

We will then add you to our email database for future classes. **Reminder: There is no cost, but pre-registration is required.** For more information or to register by phone, please call 903-988-7426.

Visit Kilgore College web site: [www.kilgore.edu](http://www.kilgore.edu)