

# Safety Consultation and Training Section

## *Your Partner for a Safer Nevada*

### Training Program Descriptions

Revised 5-20-11

#### **Accident/Incident Investigation Basics (4 hours)**

A beginner class designed for safety personnel who investigate accidents and incidents. Attendees will learn what an incident is; what an accident is; why each should be investigated; how accidents/incidents should be investigated; and how to write accidents/incidents reports.

#### **Asbestos Awareness (2 hours)**

This class includes a presentation of the history, physical characteristics, and various types of asbestos containing materials. Discussions also include presumed asbestos containing material, friable conditions, exposure protection, potential health effects, and medical monitoring programs.

#### **Behavior Based Safety and You! Segment One (4 hours) Segment Two (4 hours)**

This two segment class focuses on a proactive approach to reducing work place accidents and near miss incidents. Participants study the principles of Behavior Based Safety through video presentations and guided discussion. Participants will also have the opportunity to practically apply their recognition and identification skills of at-risk behaviors through an external class project. Class concludes with each participant discussing their analysis of unsafe behaviors and possible approaches to creating a safer working environment. The class segments will be conducted at least four working days apart to allow for the completion of the external class exercise. ***Attendance of both class segments is required for course completion.***

#### **Bloodborne Pathogens Awareness (3 hours)**

This class provides an overview of the OSHA Bloodborne Pathogens Standard. Topics include: bloodborne diseases, blood and body fluid exposures in the work place, exposure control plans, universal precautions, personal protective clothing and equipment, vaccination considerations, and safe work practices.

#### **Concrete and Masonry Regulatory Review (3 Hours)**

A review of the concrete and masonry construction regulations found in OSHA standard 29 CFR 1926, Subpart Q. The class covers concrete pours, rebar, post-tensioning, lift-slab, tilt-up, shoring and formwork, as well as limited access zones and bracing for masonry constructions.

#### **Confined Space Awareness (3 hours)**

A general program that introduces the participant to OSHA's established regulatory requirements for permit required confined space entry. Topics include hazards associated with confined space entry, atmospheric testing and related procedures, and personal protective equipment. Safe work practices are also discussed.

**Control of Hazardous Energy  
“Lockout/Tagout”  
(3 hours)**

This class emphasizes locking out all energy sources during maintenance operations. Energy sources include; but are not limited to, electrical, pneumatic, hydraulic, and gravity. The program and procedure requirements are reviewed.

**Effective Safety Committees  
(4 hours)**

This course focuses on the issues that may be plaguing an established safety committees and provides some tools and practices for improvement. Through conversation and exercises the participant will develop an understanding of the barriers that are placed in front of some committees and methods for removal of these barriers.

**Electrical Hazards  
(3 ½ hours)**

The program provides an awareness of the general hazards of electricity in the workplace. This is accomplished through a review of the basic physical characteristics of electricity, an overview of electrical safety, how to identify common electrical hazards, and some methods to control them.

**Electrical Safety Regulatory Review  
(4 hours)**

Designed as a class more focused on OSHA electrical regulations and less on general hazards. Attendees will learn about electrical hazards, OSHA electrical regulations, hazardous locations, electrical lockout/tagout, and safe work practices.

**Electrical Safe Work Practices – NFPA 70E  
(3 ½ hours)**

A class designed for employers and workers in exposed to electrical hazards, primarily arc flash/blast. It addresses common electrical hazards and controls for these hazards such as electrically safe work conditions, personal protective equipment, electrical arc flash hazards, limited approach boundaries, Electrical Safety Program, electrical lockout/tagout, and multi-employer worksites.

**Emergency Washing Facilities  
(2 hours)**

This awareness course is designed to inform attendees of the hazards associated with chemicals that requires that emergency washing equipment be available. Will cover ANSI Z358.1 AND OSHA standards for emergency showers and emergency eyewashes.

**Ergonomics Awareness  
(3 hours)**

This awareness class will review musculoskeletal disorders, major ergonomic risk factors; ergonomic program activities that can help the employer reduce injuries, and what OSHA is currently doing to assist the employers' efforts.

**Excavation Regulatory Review  
(4 hours)**

This program provides attendees with a general overview of the requirements of OSHA's Excavation standard (29 CFR 1926, Subpart P). The topics covered include basic soil mechanics, competent and qualified persons, soil classification, general requirements for excavations, protective systems, and inspection requirements.

**Fall Protection Regulatory Review  
(3 hours)**

This program reviews the construction regulations in 29 CFR 1926, subpart M. It examines conventional fall protection such as guardrail systems, safety net systems, and personal fall arrest systems.

**Flammable and Combustible Liquids  
(6 hours) (Limited to 20 Participants)**

A presentation that introduces specific requirements of CFR 1910.106, CFR1926.152 and the NFPA 30 Flammable and Combustible Liquid Code. Through written exercises participants are introduced to definitions, classification and characteristics of flammable and combustible liquids. Storage requirements for small containers, portable tanks and large stationary tanks are also discussed in the class. Participants should bring a pocket calculator to class.

**Powered Industrial Trucks  
“Forklift Safety Awareness”  
(3 hours)**

This program is geared toward managers and supervisors. Students are provided an overview of the OSHA Powered Industrial Truck Standard. This program includes safe operating procedures, operator responsibilities, load handling considerations, operator training requirements, and inspection and maintenance requirements.

**Four Hour Defensive Driving Course**

The overall objective of this course is to increase awareness of, and the need for, defensive driving for employers and employees who operate motor vehicles on public roads as part of their businesses. This is accomplished within a classroom environment by providing attendees with an increased awareness of the risks and hazards associated with adverse driving conditions and providing techniques to reduce those risks. Upon completion of the class, attendees will receive a National Safety Council DDC-4 Course completion card.

**Fundamentals of Accident Investigation  
14 Hours (Limited to 20 participants)**

This two day program provides participants an overview of the accident investigation process and identifies pitfalls to an effective investigation. The class focuses on obtaining human, documentary and physical evidence, and using the various types of analytical techniques for determining accident causes. Accident report formats are discussed and course content is reinforced with workshop exercises.

**Hazard Communication Awareness  
(3 hours)**

The presentation provides an overview of the written hazard communication requirements. Topics covered will include: labeling, inventory, material safety data sheets, and training.

**Hearing Conservation Program  
(3 hours)**

This program introduces the student to physics of sound, anatomy of the human ear, causes of hearing loss, requirements of OSHA's noise regulation, how to choose proper methods of noise control, and developing a hearing conservation program.

## **Instructor Development Program (24 hours based on 20 participants)**

The target audience for this course is those individuals who are responsible for the development and delivery of training programs. Course content focuses on topic selection, materials organization, identification of objectives, outline preparation, presentation skills, evaluation tools, and the use of presentation technology. Course work also includes the development of a lesson plan and a brief presentation by each participant.

## **Introduction to OSHA (3 hours)**

This awareness training is intended to familiarize the participant with the purpose and history of the OSHA act, functions of the enforcement section, functions of the consultation section, and sources of the occupational safety and health standards.

## **Janitor, Custodian, and Housekeeper Hazard Awareness (3 hours)**

A review of the hazards to which janitors, custodians and housekeepers are commonly exposed, including cleaning with chemicals, physical hazards, biological hazards, and ergonomic hazards. Means and methods of eliminating or minimizing these hazards are discussed.

## **Keys to Unlock Workplace Safety (Options I & II) (7 hours)**

The program discusses four “keys” that employers may use to help ensure a safe and healthful workplace environment for their employees while also assisting employers to more effectively comply with Nevada’s written safety program requirements.

## **Ladder Safety Awareness (2 hours)**

This two hour program provides an overview of ladder safety in relation to the requirements outlined in 29 CFR 1910 and 1926. It is designed for the novice as well as the professional. It covers the different types of ladders, safe use of ladders, storage, transportation, handling and regulatory requirements.

## **Landscaping Hazard Awareness (3 hours)**

A class designed for employers and workers in the landscaping industry. It addresses common hazards in landscape and hardscape construction including: vehicle safety, equipment and machinery safety, ergonomics, heat and cold stresses, and chemical hazards.

## **Machine Safeguarding (3 hours)**

Participants are introduced to the concepts of machine safeguarding. 29 CFR 1910, subpart O will be reviewed with respect to woodworking machinery, abrasive wheel machinery, mechanical power presses, mechanical power transmission apparatus, and general requirements.

## **Material Safety Data Sheets (4 hours)**

A comprehensive review of the various components of OSHA’s Material Safety Data Sheet (MSDS). The program includes discussions of the physical and chemical properties of hazardous substances, potential health hazards, and MSDS terminology. Class focus is on the application of MSDS information to the work environment.

**Office Safety: Hazard Recognition  
(3 hours)**

This basic program covers common office and parking lot hazards including: getting from the parking lot to the office; housekeeping; fire hazards and exit routing; materials storage; office furniture, equipment and tools; environmental controls; slips, trips and falls; and stairway safety.

**OSHA 10-hour Construction Course  
(2 days)**

This two-day course provides an introduction to OSHA and OSHA's Construction Standards, 29 CFR 1926. It will cover several subparts of the standard with emphasis on Nevada enforcement activities. Attendees must attend both days to receive the OSHA attendance card.

**OSHA 30-hour Construction Outreach Program  
(5 days)**

This five-day course will provide training in OSHA's Construction Standards, 29 CFR 1926. It is an expanded version of the ten-hour course. Attendees must attend all five days to receive the OSHA attendance card.

**OSHA 10-hour General Industry Course  
(2 days)**

This two-day course provides an introduction into OSHA and briefly introduces OSHA's General Industry Standards, 29 CFR 1910. It will cover several subparts of the standard with emphasis on Nevada enforcement activities. Attendees must attend both days to receive the OSHA attendance card.

**OSHA 30-hour General Industry Outreach Program  
(5 days)**

This five-day course will provide training in OSHA's General Industry Standards, 29 CFR 1910. It is an expanded version of the ten-hour course. Attendees must attend all five days to receive the OSHA attendance card.

**OSHA Injury and Illness Recordkeeping "OSHA 300 Log"  
(3 ½ hours)**

The presentation covers employer injury and illness recordkeeping requirements of the OSH Act of 1970. The discussion includes: OSHA's basic recordkeeping requirements outlined in 29 CFR 1904, injury and illness recordkeeping criteria, recordable and non-recordable injury and illness determination, recordkeeping forms and their maintenance, and posting requirements.

**Personal Protective Equipment  
(3 ½ hours)**

A class designed for employers and workers exposed to or potentially exposed to hazardous conditions for which personal protective equipment is needed. It addresses assessing the workplace, types of PPE, choosing the right PPE, training for employees, and care and use of PPE.

**Powder-Actuated Tools – Regulatory Review  
(3 hours)**

A class designed for employers and workers who operate powder-actuated tools. It addresses training in safe use of powder-actuated tools, power load and fastener selection, operating and storage, using the powder-actuated tools, inspection and maintenance, suitable base materials, and personal protective equipment.

### **Respiratory Protection Awareness (2 hours)**

An introduction to OSHA's Respiratory Protection Standard 29 CFR 1910.134. This class focuses on the scope, application and organization of the standard. The class also provides a brief overview of the requirements of a respirator program, medical evaluation, fit testing protocols, training requirements and selected definitions.

### **Restaurant Safety Awareness (3 hours)**

This is a three hour class that focuses on the basic principles of occupational safety in the food service industry. Topics include kitchen safety, serving and bussing, bartending, physical hazards and security. The course is designed for those persons who both work in or manage food service operations.

### **Safety Committees – Getting Started (3 hours)**

A class designed for people who run safety committees or attend safety committee meetings. Attendees will learn how to start a safety committee or make an existing one more effective, how to increase employee involvement, train safety committee members, what safety committee success tools are, and how to identify and control safety and health hazards.

### **Sanitation in Workplace (3 hours)**

A class designed for employers and workers in all industries. It addresses common sanitation hazards both general industry and construction, such as requirements for drinking water, toilet facilities, wash water, cooking and lunchrooms, and showers.

### **Scaffold Regulatory Review (3 hours)**

This program reviews the Construction Scaffold Regulations and new standard format. The emphasis will be on supported scaffolds with some specifics on suspended scaffold changes. The program ends with a discussion on the training requirements.

### **Self-Inspections – 12 Weeks to a Safer Workplace (3.5 hours)**

A guide for safety personnel to help set up self-inspection programs. The program gives ideas on how to do self-inspections and what to look for. It sets up a timetable for looking at different common hazards found at almost every workplace, and how to account for each hazard found.

### **Steel Erection Regulatory Review (3 hours)**

The overall goal of the program is to summarize the requirements of OSHA's steel erection standard and provide attendees with an overview of key management elements. Emphasis is placed on the duties of the general and erection contractors, specific tasks covered by the standard, a summary of hoisting and rigging, fall protection, and employee training.

### **Supervisory Communication with Non-English Speaking Employees (2 hours)**

This class is designed to assist employers in their verbal and non-verbal communication with non-English speaking employees. The class will cover: Importance of good communication, cultural and language barriers, assessing communications in multicultural environments and solutions, strategies and practices.

**Tree Trimming Hazard Awareness  
(4 hours)**

A class designed for employers and workers in the arboriculture industry. It addresses common hazards in arboriculture, such as general hazards and requirements, personal protective equipment, electrical hazards, aerial devices and vehicles, hand and power tools, and taking down trees.

**Video Display Terminal – Ergonomic Concerns  
(2 hours)**

This program provides attendees with an understanding of the ergonomic risk factors associated with employees who use video display terminals (VDT), types of injuries experienced by VDT users, methods to make VDT workstations more ergonomically friendly, and benefits that can be derived from ergonomically improving VDT workstations.

**Window Washing – Hazard Awareness  
(3 hours)**

A class designed for employers and workers in the window washing industry. It addresses common hazards in window washing, such as the types of scaffolds used, personal protective equipment such as fall protection, electrical hazards, aerial devices and vehicles, ladder use, and ANSI/IWCA I14.1-2001.

**Workplace Emergencies and Evacuation  
(2 hours)**

This presentation gives an overview to prepare for a workplace emergency. Topics that will be covered include: type of disasters, response plans, protection from airborne, biological, radiological attacks and mass evacuations.

**Workplace Evaluation and Management Tools  
(7 hours)**

This presentation assists the student in the development of effective evaluation and management tools for use in their safety and health programs. The class focuses on the procedures for doing a safety assessment, job safety analysis, setting up a functional safety committee, and using root cause analysis to do a thorough accident investigation. Emphasis is placed on the importance of total management commitment.

**Workplace Violence Awareness  
(7 ½ hours)**

This class offers a comprehensive overview of violent behavior in the workplace. Participants are introduced to the dimensions of violence and aggression and the precursors to workplace violence. Regulatory measures and OSHA's commitment to combating violence in the workplace are discussed. The class includes individual and group participant activities. Discussions also focus on: categories of violent behavior, fundamental concepts of physical security, and a systems approach to target hardening and prevention - reduction strategies.

**Written Workplace Safety Program  
(3 hours)**

Discusses the need for an effective Written Workplace Safety Program, Nevada's requirement for such a program, and the various activities required to comply with the program's six major elements. The elements are: responsibilities, hazard identification, training, accident investigation, enforcement, and safety committees.