Your Source for Professional Training!

Accident Investigation | Asbestos Safety | Backhoe Safety |
Bloodborne Pathogens | Back Safety | Bus Driver Safety | Bus Evacuation Procedures | Confined Space |
Crane Safety | Protective Safety Culture |
Electrical Safety | Ergo Safety | Fire Safety |
First Aid Awareness | Health Safety | General Environmental Control | Hazard Communications |
Hazwoper | Hearing Conservation | Heat Hazards | Ladder Safety |
Lead Safety | Lockout/Tagout | Machine Guarding |
Office Safety | Personal Protective Equipment | PowerPress |
Respirator Safety | Trenching and Shoring | Walking and Working Surfaces | Welding Safety | and Much Much More

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January 25, 2011

TO: Our Clients

FROM: Will Johnson, Corporate Training Director

SUBJECT: Increase your bottom line, safety is profitable!

Ladies and Gentlemen:

Workplace injuries and illnesses are preventable—and so are the lost time costs, property damage, increased Workers’ Compensation premiums, and endless paperwork. We want to be on your safety team. Great Plains Technology Center safety trainers can walk through your business with you for hazard analysis and prevention. We can customize and present topics at your safety meetings and be your safety training resource. You don’t have to do it alone—let us assist giving your business the “Power to Succeed.”

Thank you,

Will Johnson
Director, Corporate Training
Great Plains Technology Center
Safety Courses

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Other safety courses available but not listed
10-hour General Industry Outreach Training

GPTC has trainers authorized to conduct the 10 and 30 hour General Industry Outreach training courses. This ten-hour program provides instruction on a variety of general industry safety and health standards for workers. Hazard identification, avoidance, control and prevention are emphasized.

Who Should Attend:
Anyone having responsibility for safety and OSHA compliance in non-construction settings should attend this training.

What You Will Cover:
- Introduction to OSHA, inspections, citations, penalties; recordkeeping
- Walking and working Surfaces
- Means of egress and fire protection
- Electrical Safety
- Three or more of these topics based on client needs:
  - Flammable and combustible liquids
  - Personal protective equipment
  - Machine guarding
  - Hazard communication
  - Introduction to industrial hygiene/bloodborne pathogens, and/or ergonomics
  - Safety and health programs

Time Frame:
10 hours

Training Frequency:
Upon request
30-hr General Industry Outreach Training

This program provides instruction on a variety of general industry safety and health standards for workers. Hazard identification, avoidance, control and prevention are emphasized.

Who Should Attend:

Anyone having responsibility for safety and OSHA compliance in non-construction settings should attend this training.

What You Will Cover:

- Introduction to OSHA; inspections, citations, and penalties; recordkeeping
- Walking and working surfaces
- Means of egress and fire protection
- Flammable and combustible liquids
- Permit-required confined spaces and lockout/tag-out
- Materials handling
- Machine guarding
- Welding, cutting, and brazing
- Electrical & safety related work practices
- Introduction to industrial hygiene/bloodborne pathogens
- Ergonomics, personal protective equipment, and hazard communication
- Safety and health programs

Time Frame:

30 hours

Training Frequency:

Upon request
Accident Investigation

This course will help clarify the need for effective accident investigation. This class will also give you the necessary steps, procedures and follow-up. Good investigation is a critical step to reducing the number of safety incidents in your facility.

Who Should Attend:

Anyone that must potentially investigate an accident should attend this training.

What You Will Cover:

- State what accidents are, their categories, and why they must be investigated
- Follow the accident investigation steps of:
  - Identification
  - Abatement
  - Root cause analysis
  - Correction
  - Prevention
- Document findings and recommendations effectively
- Identify needed follow-up actions

Time Frame:

2 to 4 hours

Training frequency:

Recommended prior to assignment of investigative responsibilities
Africanized Honey Bees (AHB, or “Killer Bees”)

“Killer Bees” are actually a hybrid between the African and common (European) honey bee. Because the African honey bee has more dominant genes, hybrid bees are here to stay and will become more common. Severe injury and death have resulted from misunderstanding and not recognizing the hazards, improper prevention, and improper emergency response.

Who Should Attend:

Recommended one-time for all persons working outdoors (grounds workers, local government workers, utility workers, etc.), persons recreating outdoors, and persons working in emergency response and related services, including hospital emergency rooms.

What You Will Cover:

This course covers these subjects and is presented in several different versions for outdoor workers and emergency responders.

Time Frame:

2 to 3 hours

Training frequency:

Upon request
Asbestos Awareness

This program is designed to meet the requirements of the Occupational Safety and Health Administration's (OSHA's) Asbestos standard, 29 CFR 1910.1001. Note: this course does not cover removal of asbestos.

Who Should Attend:

This course is intended for employees who fall under the definition of class III and IV of the General Industry Standard.

What You Will Cover:

- The health effects associated with asbestos exposure
- Smoking and asbestos exposure
- Locations and operations which could result in exposure
- Engineering controls and work practices
- Ways to protect against an exposure by the use of PPE
- Medical surveillance program
- The content of the standard

Time Frame:

1 to 2 hours

Training Frequency:

OSHA states training shall be provided prior to or at the time of initial assignment and at least annually thereafter.
Backhoe/Material Handling Equipment in Construction

An average of twenty-four backhoe excavating fatalities occurs annually in the U.S. The primary causes include being struck by a moving backhoe or quick-disconnect bucket, swinging excavator arms, rollovers, and electrocutions.

Who Should Attend:

Equipment operators and supervisors should attend this training.

What You Will Cover:

- Hazards associated with off-road vehicle use
- Vehicle stability
- Load limitations
- Overhead obstructions
- Underground utilities

Time Frame:

2 hours

Training Frequency:

OSHA states only qualified employees may operate a powered Industrial truck. Training should occur before operation of any material handling equipment.
Bloodborne Pathogens

This training module is designed to provide a basic understanding of bloodborne pathogens, common modes of their transmission, methods of prevention, and other pertinent information. This program is designed to meet the requirements of the Occupational Safety and Health Administration's (OSHA's) Bloodborne Pathogen Standard, 29 CFR 1910.1030.

Who Should Attend:

All personnel that may be exposed to bloodborne pathogens or materials that may contain bloodborne pathogens should attend this training.

What You Will Cover:

- Define what bloodborne pathogens are and how they are transmitted
- Ways of minimizing exposure to bloodborne pathogens
- Procedures to follow if an exposure incident occurs

This course should be attended by employees who are or may be exposed to human blood or other potentially infectious material.

Time Frame:

1.5 to 2.5 hours

Training Frequency:

OSHA states that training should occur at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Employers shall also provide additional training when changes such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure.
Coaching the Experienced Driver

Twenty-two percent of all workplace fatalities were the result of roadway crashes. Roadway crashes are also the leading cause of death for workers in clerical, professional specialty jobs, and the second leading cause for executives, sales workers, and technicians. This collision-avoidance course, developed by the National Safety Council, is highly interactive and geared for the experienced driver.

Who Should Attend:

Anyone who operates a motor vehicle as part of their job should this training.

What You Will Cover:

- Vehicle inspection
- Safety belts
- Cushion of safety
- Congestion
- Scanning ahead
- Road conditions
- Lane positioning
- Tailgaters
- Stopping tips and others

Time Frame:

3.5 hours

Training Frequency:

This is not a required OSHA training regulation.
Coaching the Maintenance Truck Driver

This National Safety Council defensive driving course features dump trucks and loaders as the core vehicles of discussion.

Who Should Attend:

State and local public works departments and private construction firms should attend this training.

What You Will Cover:

- Backing and blind spots
- Hand signals
- Ground conditions
- Loader operator tips
- Dump truck operator tips
- Vehicle inspection
- Collision-avoidance techniques
- Scenarios for discussion

Time Frame:

4 hours

Training Frequency:

This is not a required OSHA training regulation.
Coaching the Utility Truck Driver

This National Safety Council course is designed for those who drive a utility truck.

Who Should Attend:

Gas, electric, cable and telephone drivers should attend this training.

What You Will Cover:

- The differences between the utility truck and a personally owned vehicle
  - Weight
  - Width
  - Center of gravity
  - Blind spots
- Defensive driving and collision-avoidance techniques

Time Frame:

4 hours

Training Frequency:

This is not a required OSHA training regulation.
Cold Weather Safety

This training module addresses the hazards associated with working in cold environments. Students will learn ways to prevent cold weather injuries and what to do in the event one occurs. This information can not only prevent work related injuries but will also help your workers to stay safe during their cold weather recreational activities.

Who Should Attend:

Workers, supervisors, health and safety representatives, health and safety committee members, occupational health nurses and health and safety professionals should attend this training.

What You Will Cover:

- Frostbite and Hypothermia and prevention
- Preparing vehicles for cold weather survival
- Remaining safe if stranded
- Cold weather first aid procedures

Time Frame:

1 hour

Training Frequency:

This is not a required OSHA training topic.
Confined Space Entry Awareness

This class will train your employees on the definition of confined spaces and the hazards associated with confined space entry. Personal Protective Equipment necessary when working in confined spaces as well as safe entry procedures are discussed. Entry permits as well as roles and responsibilities of all participants are included.

Who Should Attend:

Personnel who serve as entrants or attendants in a permit-required confined space entry should attend this training.

What You Will Cover:

- The scope of the standard
- Confined space
- Permit-required confined space
- Non-permit space
- Entry

Time Frame:

3 hours

Training frequency:

OSHA states training should occur upon assignment and prior to entering confined spaces.
CPR

Allow our American Heart Association Certified instructors to teach Heartsaver CPR to your staff. This course teaches lay rescuers how to recognize and treat life threatening emergencies, including cardiac arrest and choking for victims. Students also learn to recognize the warning signs of heart attack and stroke in adults and breathing difficulties in children. Automated External Defibrillator (AED) can be added to any CPR class if needed. The program is divided into three units for you to select from: All Ages is six hours, Adults is three hours, and Infants/Children is three hours in length. Maximum of ten students allowed per class.

Who Should Attend:

Lay rescuers should attend this training.

What You Will Cover

- Cardiac arrest and choking for victims
- Warning signs of heart attack and stroke in adults
- Breathing difficulties in children

Time Frame:

3 to 6 hours

Training Frequency:

Two year certification
CPR for Healthcare Provider

American Heart Association certified instructors provide Basic Life Support (BLS) training for Healthcare Providers. This eight hour program is designed to teach the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen); use of an AED and relief of foreign-body airway obstruction (FBAO). Maximum of ten students allowed per class.

Who Should Attend:

Participants who provide health care to patients in a wide variety of settings, including in and out of hospitals for certified or non-certified, licensed or non-licensed healthcare providers should attend this training.

What You Will Cover:

- CPR for victims of all ages
  - Ventilation with a barrier device
  - A bag-mask device, and oxygen)
  - Use of an AED and relief of foreign-body airway obstruction (FBAO)

Time Frame:

8 hours

Training Frequency:

Two year certification
Crane Safety

This training series is designed to provide employees with principles and procedures for safe, proper crane operation as it relates to overhead and gantry cranes.

Who Should Attend:

Designated crane operators and those who work in areas where cranes are used should attend this training.

What You Will Cover:

- Safe practices for pre-lift inspection
- Loading and use of slings
- Moving the load
- Braking
- OSHA approved hand signals.

Time Frame:

2 to 3 hours

Training Frequency:

There are many regulations relating to cranes however, OSHA did not specify training frequency. Training should be recommended prior to operating or working around cranes.
Electrical Safety

Electrical Safety training is required for employees who face a risk of hazardous electrical shock. The degree of training depends on the specific job risk and is typically conducted at three levels; (1) Basic knowledge, applicable to both the qualified (authorized) person and the unqualified (affected) person; (2) Extensive knowledge, applicable to the qualified person; and (3) Specialized knowledge, applicable to the qualified person working on power generation, transmission and distribution lines and equipment.

Who Should Attend:

Employees who face a risk of hazardous electrical shock should attend this training.

What You Will Cover:

Electrical Safety Level One covers:

- What electricity is and how it works
- The effects of electricity on the human body
- The requirements of regulatory documents, including lock-out / tag-out and personal protective equipment (PPE)

Electrical Safety Level Two covers:

- Distinguishing exposed live parts from other parts and determining nominal voltage
- De-energizing and re-energizing equipment
- Application of lock-out / tag-out and working on energized equipment
- Classified locations
- Selecting PPE, insulation, shielding, and tools
- Required clearance distances

Time Frame:

Level 1 and 2 are two hours each

Training frequency:

Upon initial job assignment and any job related changes affecting electrical safety.
Ergonomics

Ergonomic injuries, also called musculoskeletal disorders (MSDs), are injuries affecting the muscles, nerves, tendons, joints, cartilage, and spinal discs. These injuries are on the rise and can happen at home or at work. Your workers will learn about the most common ergonomic injuries and their causes. We will also show them what they can do to help prevent these types of injuries.

Who Should Attend:
Office workers or those who work in a physical environment should attend this training.

What You Will Cover:

- Proper body mechanics
- Lifting
- Carrying techniques

Time Frame:
1 to 2 hours

Training Frequency:
This is not currently an OSHA required subject although training is recommended due to the high numbers of ergonomic related injuries.
Excavation, Trenching and Shoring

This course instructs the student in the identification of hazards, soils and analysis, use of protective systems and regulatory requirements. This allows them to be designated by their employer as a “Competent Person.”

Who Should Attend:

Construction and utility workers and supervisors working in or around trenches and other types of excavation should attend this training.

What You Will Cover:

- Pre-excavation procedures
- Trenching and shoring methods
- Trench safety
  - Weather
  - Soil changes
  - Vibration
  - Spoil bank location
- Equipment ventilation
- Entry/exit procedure
- Monitoring and communications

Time Frame:

8 to 12 hours

Training Frequency:

OSHA states training should occur before employees are allowed to work in or around trenches and excavations. A refresher is suggested on an as needed basis.
Fall Protection

This course covers types of fall arrest systems and how and when to use them to prevent injury or death from falls.

Who Should Attend:

Employees who work on elevated surfaces not protected by conventional guardrails (construction 6 feet, general industry requires all working surface 4 feet or higher be protected with a guard rails) should attend this training.

What You Will Cover:

- Identify potential fall hazards and estimate free fall distance
- Recognize the three types of personal fall arrest systems (PFAS)
- Demonstrate the proper donning and doffing of a PFAS
- Demonstrate proper anchoring and tie off techniques
- Inspect PFAS

Time Frame:

1 to 2 hours

Training Frequency:

OSHA states that the employer shall provide a training program for each employee who might be exposed to fall hazards. Retraining should be provided when the employer feels that the employee does not have the understanding or skill as it relates to fall protection.
Fire Extinguisher Safety

Training topics include, emergency action plans, elements needed for fire to exist, stages of fires, classes of fires, types of fire extinguishers, use of portable fire extinguisher using the PASS system, fire prevention, and what to do if there is a fire. Companies can arrange to have students put out a live fire using an extinguisher.

Who Should Attend:

Industrial safety teams/employees, plant managers, safety officers, first responders & emergency services personnel, day care, nursing home, and medical office staff should attend this training.

What You Will Cover:

- Identify the elements necessary for fires
- Explain the different types of fires
- Define the term PASS for fire extinguishers
- List steps to take for fire in the workplace

Time Frame:

1.5 hours

Training Frequency:

OSHA states if the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall provide training to employees upon initial employment and at least annually thereafter.
First Aid

Our American Heart Association certified instructors can teach Heartsaver First Aid to your staff. Companies may also need this training to comply with OSHA regulations. Learn to recognize and treat adult emergencies in the critical first minutes until Emergency Medical Services Personnel arrive. This course provides a complete health and safety training solution for First Aid, Adult CPR, and AED. All this is available in a seven hour session. If you need only First Aid, the program is four hours in length.

Who Should Attend:

Those assigned to respond to emergencies in the workplace or those who want to know First Aid and CPR should attend this training.

What You Will Cover:

- Explain scene safety
- Understand and practice universal precautions
- Identify basic first aid measures for medical and trauma emergencies

Time Frame:

4 hours

Training Frequency:

Two year certification
Forklift-Supported Work Platforms  
(also called “Basket” or “Cage”)

This training covers the hazards that must be controlled, the safety requirements, and requires trainees to demonstrate procedures using the employer’s forklift, platform, and safety harness. Forklift (Powered Industrial Truck) operation and fall protection training are prerequisites.

Time Frame:

2 to 4 hours

Training Frequency:

When platforms are used, training is required for forklift operators and platform occupants initially and as needed according to changes in the workplace.
Hazard Communication

This session trains workers to become familiar with safe chemical storage and handling.

Who Should Attend:

All persons who work in areas where specific job-related hazards exist should attend this training.

What You Will Cover:

- The location of company Material Safety Data Sheets (MSDS)
- The type of information included on an MSDS
- Routes of entry to the body
- Hygiene precautions
- Labeling systems
- Chemical hazards
- Containers and terminology

Time Frame:

2 hours

Training Frequency:

OSHA requires training upon initial assignment, and whenever a new physical or health hazard is introduced into the work area.
Hearing Conservation

This training session will insure that employees understand the potential for noise exposure and their liability and responsibility as it relates to the company's Hearing Conservation Program.

Who Should Attend:

Employees who are exposed to loud noise of 85 dBA, or higher, or supervisors who direct employees who are exposed to loud noise of 85 dBA or higher should attend this training.

What You Will Cover:

- Overview of the regulation, purpose of audiometric testing
- Explanation of the test procedures
- Effects of noise on hearing
- Purpose of hearing protectors
- The advantages/disadvantages and attenuation of various types
- Instructions on selection, fitting, use, and care of hearing protection devices

Time Frame:

1 hour

Training Frequency:

OSHA requires training initially upon employment and annually thereafter if employees are exposed to an 8-hour time weighted average of 85 decibels or higher.
Heat Hazard

This training module addresses the hazards associated with working in hot environments. Students will learn ways to prevent hot weather injuries and what to do in the event one occurs. This information can not only prevent work-related injuries but will also help your workers to stay safe during their hot weather recreational activities.

Who Should Attend:

Workers who work in hot environments or who are exposed to high temperatures should attend this training.

What You Will Cover:

- Define heat stress-related injuries and the impact of each on the human body
- Recognize the risk factors and warning signs
- Prevent heat-related injuries
- Take action for heat-related injuries

Time Frame:

1 to 2 hours

Training Frequency:

This is not a required OSHA training topic although the dangers of heat stress can be deadly.
**Lead Awareness**

This training module is designed to inform employees of the hazards and symptoms of lead exposure and prevention and control measures. This course can also be given to management for understanding of their organizations' responsibilities under the OSHA standard 1910.1025.

**Who Should Attend:**

Employees who have a potential exposure to airborne lead should attend this training.

**What You Will Cover:**

- Recognize lead hazards
- Recognize why and when lead is a hazard
- Determine when and how it is necessary to remove lead containing materials
- Determine when lead inspections are required
- Recognize the symptoms of dangerous lead levels in the body

**Time Frame:**

2 to 4 hours

**Training Frequency:**

OSHA requires training upon assignment and annually thereafter.
Lock-Out/Tag-Out

Lock-out/Tag-out ensures that the purpose and function of the energy control program is understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

Who Should Attend:

An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag-out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. (affected employee). An authorized person is one who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance.

What You Will Cover:

- Explain lock-out/tag-out (LOTO) terms and concepts
- Explain the purpose and use of LOTO
- Identify the lockout/tag-out status of equipment and machinery

Time Frame:

1 to 2 hours

Training Frequency:

OSHA requires training before becoming an affected or authorized employee. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures. Additional retraining shall also be conducted whenever there are deviations from or inadequacies demonstrated by employees.
Machine Guarding

Moving machine parts having the potential for causing workplace injuries must be controlled through the use of machine guards. Employers and employees must understand where and why machine guarding is needed.

Who Should Attend:

Employees who work around or with moving machine parts should attend this training.

What You Will Cover:

- Causes of machine accidents
- Basic machine guarding terms
- Identifying moving machine part hazards and how to eliminate or control them for safe operation
- Reinforcing individual responsibility for preventing machine-related accidents

Time Frame:

2 hours

Training Frequency:

Although there is no specific OSHA training requirement, many employers determine that training is needed to improve or maintain safe machine guarding and the proper use of protective guards and devices.
Multi-Piece and Single Piece Rim Wheels

Incorrect servicing of multi-piece and single piece rim wheels used on large vehicles such as trucks, tractors, trailers, buses and off-road machines can result in injury or death. Employers are required to train all employees who service these wheels in the hazards involved in servicing those rim wheels and the safety procedures to be followed. This course covers employee training requirements, tire servicing equipment, wheel component acceptability and safe operating procedures.

Who Should Attend:

Supervisors and employees involved in servicing multi-piece and single piece rim wheels should attend this training.

What You Will Cover:

- Review the OSHA standards regarding multi and single piece rim wheel:
  - Employee Training
  - Tire Servicing Equipment
  - Wheel Component Acceptability
  - Safe Operating Procedures

Time Frame:

1 hour classroom and optionally one hour performance (hands-on). The hands-on training requires use of the employer's equipment, materials, and a previously trained employee to assist.

Training Frequency:

OSHA requires training upon initial job assignment and any job related changes affecting multi-piece and single piece rim wheel safety.
Office Safety

Each year thousands of workers office workers are injured on-the-job. Learn how to notice/prevent the dangers and how your employees can take responsibility for their own safety.

Who Should Attend:

Anyone that works in an office environment should attend this training.

What You Will Cover:

- Causes of slips, trips, and falls
- Housekeeping
- Material storage
- Ladder safety
- Office ergonomics
- Tips for computer use

Time Frame:

2 hours

Training Frequency:

This is not an OSHA required class.
OSHA Recordkeeping

Employers are required to track and maintain records surrounding workplace injuries and illnesses.

Who Should Attend:

Anyone having responsibility for OSHA recordkeeping should attend this training.

What You Will Cover:

- Who is included in and exempted from injury and illness recordkeeping
- Using the Recording Criteria Decision Tree to determine what to record
- Forms used and how to complete them
- Injury and illness recordkeeping definitions and unique circumstances
- When to notify OSHA
- Maintaining injury and illness records

Time Frame:

1 hour

Training Frequency:

There is no specific OSHA training requirement; however, employers are responsible to comply with OSHA recordkeeping pertinent to their place of employment.
Personal Protective Equipment (PPE)

This course teaches students about the different types of PPE, how they can protect themselves from on-the-job hazards, and how to safely use and maintain PPE.

Who Should Attend:

Individuals working where PPE is necessary should attend this training.

What You Will Cover:

- When PPE is necessary
- What PPE is necessary
- How to properly wear PPE
- Limitations
- Proper care and maintenance and useful life of PPE

Time Frame:

1 to 2 hours

Training Frequency:

OSHA requires training upon assignment of job requiring PPE
**Powered Industrial Truck (Forklift)**

This training module will cover the non-job specific training requirements mandated in the OSHA standard 1910.178, such as classes, types, and safe operation of Powered Industrial Trucks. The student will gain a greater understanding of the stability and capacity as well as get hands on training on a sit down counter balance forklift. Maximum of ten people per class allowed.

**Who Should Attend:**

All employees that use forklifts should attend this training.

**What You Will Cover:**

- Identify pertinent types of PITs, their working dimensions/capacities, and their safety precautions.
- Demonstrate proper methods of PIT operating and material handling.

**Time Frame:**

4 to 8 Hours

**Training Frequency:**

OSHA requires training upon assignment and re-evaluation every 3 years.
Power Press

Power presses use sliding parts to shear, punch, form, or to assemble materials. Operators and maintenance personnel must be trained in the correct methods for using, inspecting, and maintaining power presses.

Who Should Attend:

Operators and maintenance personnel who work with power presses should attend this training.

What You Will Cover:

- Power press hazards to be controlled
- The impact of not controlling power press hazards
- Proper methods for controlling power press hazards

Time Frame:

1 to 2 hours

Training Frequency:

OSHA requires training upon initial job assignment and any job related changes affecting power press safety.
Respirator Administrator

This comprehensive course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. The course includes information on how to use respiratory protection for protection against hazardous airborne contaminants in the work environment.

Who Should Attend:

Respirator program administration training should be attended by respirator program administrators.

What You Will Cover:

- Program administrator qualifications and duties
- Engineering and administrative controls
- Atmospheres
- Respirator types, selection, fit testing, and change schedules
- Medical evaluation
- Inspection, maintenance, and care
- Breathing air quality and use
- Training requirements
- Program evaluation
- Recordkeeping

Time Frame:

4 hours

Training Frequency:

The respirator program must be administered by a suitably trained program administrator
Respiratory Protection

An estimated 5 million workers are required to wear respirators in 1.3 million workplaces throughout the United States. Respirators protect workers against insufficient oxygen environments, harmful dusts, fogs, smokes, mists, gases, vapors, and sprays. These hazards may cause cancer, lung impairment, other diseases, or death.

Who Should Attend:
Respirator users should attend this training.

What You Will Cover:

- When and why respirators are needed
- The capabilities and limitations of respirators
- How the protective effect of respirators are compromised
- Medical signs and symptoms that may interfere with respirators
- How to use respirators in emergencies and cases of respirator malfunctions
- How to inspect, put on and remove, and use respirators
- Maintenance and storage of respirators
- The general requirements of 1910.134 and the employer’s written program

Time Frame:
2 to 4 hours

Training Frequency:
OSHA requires training upon initial job assignment, annually, and for any job related changes affecting respirator safety.
Tractor Safety

Tractors can pose some unique hazards such as rollover hazards and working with PTO's and attachments. This training module will inform your employees of the hazards associated with tractors and how to prevent injury or death while working on these machines that are often taken for granted in rural communities. Only qualified employees should operate Powered Industrial Trucks.

Who Should Attend:

Anyone who works with or near tractors should attend this training.

What You Will Cover:

- Factors causing tractor overturns
- Methods to prevent overturns and run-over accidents
- Safe operation of tractor
- Safe hitching of PTOs and drivelines

Time Frame:

1 to 2 hours

Training Frequency:

OSHA regulations for Agriculture have operator instructions posted although no training requirements are in place.
**Walking and Working Surfaces (Slips, Trips, and Falls)**

This course helps employees identify unsafe conditions, which could result in slips, trips, and falls. Walking and working surfaces are a leading cause of injuries accounting for 15% of all accidental deaths.

**Who Should Attend:**

Any employee can attend this training.

**What You Will Cover:**

- Ladder safety tips are also covered in this session

**Time Frame:**

1 hour

**Training Frequency:**

Regulations must be followed, although no OSHA training requirements are in place.
Welding, cutting, and brazing are hazardous activities that pose a unique combination of both safety and health risks to more than 500,000 workers in a wide variety of industries. According to OSHA, the risk from fatal injuries alone is more than four deaths per thousand workers over a working lifetime.

Who Should Attend:
Anyone having responsibility for welding, cutting, or brazing safety should attend this training.

What You Will Cover:

- Physical and toxic hazards involved in welding, cutting, and brazing
- Precautions needed to control those hazards

Time Frame:
2 hours

Training Frequency:
OSHA requires training upon initial job assignment and any job related changes affecting welding, cutting, or brazing safety.
Workplace Violence Prevention

Violence accounted for 16% of all work-related occupational injuries in 2003. It is the third leading cause for workplace fatalities.

Who Should Attend:

Anyone who has dealings with customers/clients, co-workers, and strangers should attend this training.

What You Will Cover:

- Learn about risk factors, warning signs
- Diffusing potentially violent employees and customers
- Engineering and work practice controls along with others

Time Frame:

2 to 4 hours

Training Frequency:

Although there is no requirement for training, it is recommended that employers have policies and train to those policies.
### Other safety courses available but not listed...

<table>
<thead>
<tr>
<th>Conflict Resolution</th>
<th>Spray Paint Booth</th>
<th>Positive Safety Culture</th>
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<tr>
<td>Anti-Harassment</td>
<td>Stress Management</td>
<td>and many others…</td>
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<tr>
<td>Laser/Radiation Safety</td>
<td>Supervisory Safety</td>
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<td>Portable Ladder Safety</td>
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