

Environmental Health and Safety	
Course Number	Course Name
	Aerial Lift/Scissor Lift/Articulating Boom
	Air Sampling and Monitoring — description coming soon
	ASHERA Asbestos Contractor/Supervisor — description coming soon
	ASHERA Asbestos Contractor/Supervisor Refresher — description coming soon
	Asbestos 16-Hour Operations and Maintenance
	Asbestos Awareness — description coming soon
	Asbestos Floor Tile Removal — description coming soon
	Bloodborne Pathogens
	Confined Spaces
	CPR
	Electrical
	Excavations/Trenching
	Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection
	Fall Protection
	First Aid
	Flammable and Combustible Liquids
	Forklift (Powered Industrial Trucks)
	Hand and Power Tools
	Hazard Communication
	HAZWOPER <ul style="list-style-type: none"> • 40-Hour • 24-Hour • Refresher • First Responder
	HM 126F
	HUD Safe Work Practices — description coming soon
	Introduction to OSHA — description coming soon
	Lead Abatement Contractor — description coming soon
	Lead Abatement Worker — description coming soon
	Lockout-Tagout — description coming soon
	Machine Guarding
	Materials Handling, Storage, Use and Disposal
	OSHA 10-Hour Construction Industry
	OSHA 10-Hour General Industry
	OSHA 30-Hour Construction Industry — description coming soon
	OSHA 30-Hour General Industry — description coming soon
	Permit Required Confined Spaces
	Personal Protective Equipment (PPE)
	Rough Terrain Vehicles (Powered Industrial Trucks)
	Safety and Health Programs
	Scaffolds
	Stairways and Ladders
	Walking/Working Surfaces
	Welding and Cutting

Course Descriptions

Aerial Lift/Scissor/Articulating Boom

Course covers aerial lift equipment regulations, lift types, inspection, operation, stability and general operation safety. Classroom and hands-on instruction.

Air Monitoring Class (16- and 24 Hour)

Course is designed to give students a working knowledge of air-monitoring equipment as it applies to industrial and emergency response applications. Course addresses air monitoring as required by OSHA for respirator use, confined space entry, and Hazardous Waste Operation and Emergency Response (HAZWOPER). Technologies

covered during class include colorimetric tubes, metal oxide sensors, electrochemical sensors, flammable sensors, photoionization detectors (PID) and flame ionization detectors. Instructional methods include about one-half classroom lecture, video and worksheets and about one-half hands-on activities with various monitors. Topics covered include regulations as they pertain to air monitoring, physical and chemical properties, monitor technologies, operations and calibration, data logging, troubleshooting and maintenance, interpreting monitor reading into applicable information, confined space monitoring and site safety plans.

Asbestos 16-Hour Operations and Maintenance

Course is designed to provide participants information necessary to safely conduct asbestos operations and maintenance programs within their facility. Topics covered in this course include identifying common asbestos materials and their health effects, selecting and properly using equipment and personal protective equipment, containing and/or removing asbestos materials, proper clean-up and housekeeping procedures and glove bag procedures (hands-on).

Bloodborne Pathogens

Overview of the OSHA Standard

This standard limits occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of bloodborne pathogens, which could lead to disease or death. Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B and Hepatitis C are serious concerns for workers exposed to blood and other potentially infectious materials. Bloodborne pathogen exposure may occur in many ways, but needlestick injuries are the most common cause. Exposure may also occur through contact of contaminants with the nose, mouth, eyes, or skin. The standard covers all employees who could be “reasonably anticipated” to face contact with blood and other potentially infectious materials as a result of performing their job duties. To reduce or eliminate the hazards of occupational exposure, an employer must implement an exposure control plan for the worksite with details on protection measures. Engineering controls are the primary means of eliminating or minimizing employee exposure and include the use of safer medical devices. Work practice controls such as hand washing are stressed by the standard. Appropriate personal protective equipment must be used when necessary. The standard requires that the Hepatitis B vaccination be made available to all employees who have occupational exposure to blood. The standard specifies procedures to be made available to all employees who have had an exposure incident.

Confined Space

Course covers safety rules and regulations governing work in confined spaces. Topics include an overview of equipment utilized, detailed discussion of potential dangers and important safety procedures applicable to working in confined spaces

CPR

Participants learn how to perform CPR and care for breathing and cardiac emergencies in adults, children and infants.

First Aid

Participants learn first aid skills for treating a variety of injuries, such as burns, wounds, head, neck and back injuries and heat- and cold-related emergencies. Participants also learn to manage sudden illnesses, stroke, seizure, bites and poisoning.

Forklift (Powered Industrial Trucks):

This course is required for individuals who operate a forklift. All operators must be trained and certified. Topics include; load limits, stability, inspection, fueling, material handling, operation and safety rules.

Electrical

Overview of the OSHA Standard

Electricity is accepted as a source of power without much thought to the hazards encountered. Some employees work with electricity directly. This is the case with engineers, electricians, electronic technicians and power line workers. Others, such as office workers and salespeople, work with it indirectly. OSHA’s electrical standards address this serious workplace hazard which exposes employees to such dangers as electric shock, electrocution,

fires, and explosions. The objective of the standards is to minimize the potential hazards by specifying design characteristics of safety in use of electrical equipment and systems.

Excavation/Trenching

Course addresses OSHA's trenching and excavation current standard requirements and the roll and qualifications of the Competent Person. Topics include shoring and sloping techniques and requirements, inspections, related equipment most commonly used to provide a safe trench and/or excavation.

Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection

Overview of the OSHA Standard

Subpart E, Exit Routes, Emergency Action Plans, and Fire Prevention Plans, contains requirements essential to providing a safe means of escape from fire and similar emergencies. This subpart deals with the need to have a safe and efficient means of leaving a building or facility under emergency circumstances, with minimal problems finding and using it. Subpart L, Fire Protection, contains requirements for fire brigades, and all portable and fixed fire suppression equipment, fire detection systems, and fire or employee alarm systems installed to meet the fire protection requirements of 29 CFR Part 1910.

Fall Protection

Overview

The OSHA standard identifies areas or activities where fall protection is needed. It clarifies what an employer must do to provide fall protection for employees, such as identifying and evaluating fall hazards and providing training. Under the standard, employers are able to select fall protection measures compatible with the type of work being performed. OSHA places its rules for fall protection in several different subparts in the construction standards, depending primarily on the nature of the work. The standard covers most construction workers, except those inspecting, investigating, or assessing workplace conditions prior to the actual start of work or after all work has been completed.

Flammable and Combustible Liquids

Overview of the OSHA Standard

This standard applies to the handling, storage and use of flammable and combustible liquids with a flash point below 2000 F. There are two primary hazards associated with flammable and combustible liquids: explosion and fire. To prevent these hazards, this standard addresses the primary concern of design and construction, ventilation, ignition sources and storage.

Hand and Power Tools

Overview of OSHA Standard

Hand and power tools are a part of our everyday lives and help us to easily perform tasks that otherwise would be difficult or impossible. However, these simple tools can be hazardous, and have the potential for causing severe injuries when used or maintained improperly. Special attention toward hand and power tool safety is necessary in order to reduce or eliminate these hazards. Employees using hand and power tools are exposed to hazards of falling, flying, abrasive or splashing materials, as well as harmful dusts, fumes, mists, vapors or gases. Workers must be provided with appropriate personal protective equipment to guard against injury. All electrical connections for tools must be suitable for the type of tool and the working conditions (e.g. wet, dusty, flammable vapors). Employees should be trained in the proper use of all tools. Workers should be able to recognize the hazards associated with the different types of tools and the safety precautions necessary.

Hazard Communication

Overview of the OSHA Standard

The basic goal of a Hazard Communication Program is to ensure employers and employees know about work hazards and how to protect themselves. This should help to reduce the incidence of chemical source illness and injuries. Chemicals pose a wide range of health hazards (such as irritation, sensitization and carcinogenicity) and physical hazards (such as flammability, corrosion and reactivity). This standard is designed to ensure that information about these hazards and associated protective measures is disseminated to workers and employers. This is accomplished by requiring chemical manufacturers and importers to evaluate the hazards of the chemicals

they produce or import and providing information about them through labels on shipped containers and more detailed information sheets called material data safety sheets or MSDSs. All employers with hazardous chemicals in their workplaces must prepare and implement a written hazard communication program. They must also ensure that all containers are labeled, employees are provided access to MSDSs, and an effective training program is conducted for all potentially exposed employees. The standard provides workers the right to know the hazards and identities of the chemicals they are exposed to in the workplace. When workers have this information, they can effectively participate in their employers' protective programs and take steps to protect themselves. In addition, the standard gives employers the information they need to design and implement an effective protective program for employees potentially exposed to hazardous chemicals.

HAZWOPER

- **40-Hour HAZWOPER**

General site workers engaged in hazardous substances removal or other activities that expose or potentially expose workers to hazardous substances and health hazards are required to receive a minimum of 40 hours of instruction of the site and a minimum of three days actual field experience under the direct supervision of a trained, experienced supervisor. (29 CFR 1910.120)

- **24-Hour HAZWOPER**

Course is designed for persons who respond to a hazardous materials incident for the purpose of stopping, containing, controlling and cleaning up the release. This level of training is also appropriate for persons performing limited tasks at an uncontrolled hazardous waste site and who are unlikely to be exposed above permissible exposure limits.

- **First Responder**

Designed for those who may witness a release, this is an introductory course designed to help ensure those who are likely to witness or discover a hazardous material release and initiate an emergency response by notifying the proper personnel or authorities. This training will familiarize personnel with what hazardous materials are and associated risks.

- **HAZWOPER Refresher**

This 8-hour annual refresher is for individuals who have successfully completed the 24- and 40-hour courses to maintain their certification.

HM 126F (DOT Hazardous Materials)

Course focuses on employees who handle hazardous materials. The program makes employees aware of the hazards associated with the materials they handle and shows them how to work with these materials safely. Department of Transportation's HAZMAT Training regulation on Handling and Transporting Hazardous Materials — this program provides the safety training required by the regulation. Topics include labels, shipping papers and placards, the use of personal protective equipment, proper handling procedures, methods and procedures for avoiding accidents, accidents/emergencies involving hazardous materials, spills and cleanup procedures, and security.

Lockout/Tagout

This course explains the safety procedures to prevent accidental start-up of equipment. Topics include de-energizing equipment, electrical hazards and general safety of lock-out/tag-out management.

Machine Guarding

Overview of the OSHA Standard

One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. Moving machine parts have the potential for causing severe workplace injuries, such as crushed fingers or hands, amputations, burns and blindness, just to name a few. Safeguards are essential for protecting workers from these needless and preventable injuries. Machine guarding and related machinery violations continuously rank among the top 10 of OSHA citations issued. Mechanical power presses have also become an area of increasing concern.

Materials Handling, Storage, Use and Disposal

Overview of OSHA Standard

Handling and storing materials involves operations such as hoisting steel with a crane, driving a truck loaded with concrete blocks, manually carrying bags and stacking drums, lumber or loose bricks. Improper handling and storing of materials can cause costly injuries. Workers frequently cite the weight and bulkiness of objects being lifted as causes of their injuries. Bending, twisting and turning are movements that cause back injuries. Back injuries account for over 20 percent of all occupational illnesses. The majority of over-exertion cases with lost workdays are due to lifting, pushing/pulling and carrying. Those cases represent 27 percent of all lost-workday cases.

Workers can also be injured by falling objects, improperly stacked materials or by equipment. Potential injuries include strains/sprains from improperly lifting loads or carrying loads that are too large or heavy, fractures/bruises caused by being struck by materials or being caught in pinch points and cuts/bruises caused by falling materials that were improperly stored or by incorrectly cutting ties or other securing devices.

OSHA 10-Hour Construction Industry

Course is for private and public sector personnel from all types of industries and is designed to present an overview of how the provisions of the OSH Act may be implemented in the workplace. Rights and responsibilities under the federal OSH Act, and record keeping are covered. Course also includes an introduction to OSHA's construction standards and an overview of the requirements of the more frequently referenced and cited standards. In addition to Institute Certificates of Attendance, OSHA course completion cards are also issued to students to certify course completions.

OSHA 10-Hour General Industry

Course is for private and public sector personnel from all types of industries and is designed to present an overview of how the provisions of the OSH Act may be implemented in the workplace. Rights and responsibilities under the OSH Act and recordkeeping are covered. Course also includes an introduction to OSHA's general industry standards and an overview of the requirements of the more frequently referenced and cited standards. In addition to Institute Certificates of Attendance, OSHA course completion cards are also issued to students to certify course completions.

Permit Required Confined Space

Course presents the specific tasks performed by a confined space entry Supervisor. Topics include identifying and classifying confined spaces; identifying confined space hazards and methods to control these hazards; selection and proper use of testing and monitoring equipment; and roles and responsibilities of the confined-space team and working with outside contractors.

Personal Protective Equipment

Overview of the OSHA Standard

OSHA requires employers to protect their employees from workplace hazards through the use of engineering or work practice controls. When these controls are not feasible or do not provide sufficient protection, the use of personal protective equipment (PPE) is required. Employers are required to assess the workplace to determine if hazards are present, or are likely to be present, which necessitates the use of PPE. If employees use PPE, employers must establish general procedures, called a PPE Program, to give employees necessary protective equipment and to train them to use it properly.

Rough Terrain (Powered Industrial Trucks)

Course is required for individuals who operate a forklift. All operators must be trained and certified. Topics include load limits, stability, inspection, fueling, material handling, operation and safety rules. Classroom and hands-on instruction.

Safety and Health Programs

Overview

Effective management of worker safety and health protection is a decisive factor in reducing the extent and the severity of work-related injuries and illnesses. Effective management addresses all work-related hazards,

including those potential hazards that could result from a change in worksite conditions or practices. It addresses hazards whether or not they are regulated by government standards. OSHA's experience in the Voluntary Protection Program has also indicated that effective management of safety and health protection improves employee morale and productivity, as well as significantly reducing workers' compensation costs and other less obvious costs of work-related injuries and illnesses. The best safety and health programs involve every level of the organization, instilling a safety culture that reduces accidents for workers and improves the bottom line for managers. When safety and health are part of the organization and a way of life, everyone wins.

Scaffolds

Overview of OSHA Standard

When OSHA revised its scaffolds standard in 1996, BLS studies showed that 25 percent of workers injured in scaffold accidents had received no scaffold safety training, and 77 percent of scaffolds were not equipped with guardrails. OSHA estimates that informed employers and workers, in compliance with correct safety standards, can save as many as 50 lives and prevent 4,500 accidents every year. In a recent BLS study, 72 percent of workers injured in scaffold accidents attributed the accident either to the planking or support giving way, or to the employee slipping or being struck by a falling object. The OSHA standard sets performance-based criteria to protect employees from scaffold-related hazards such as falls, falling objects, structural instability, electrocution or overloading. It also addresses training and various types of scaffolds, as well as falling object protection, ladders, weather conditions, aerial lifts, stilts and other matters that are not covered in OSHA's previous scaffolding standards. In addition, it allows employers more flexibility when using protective systems for workers on scaffolding.

Stairways and Ladders

Overview of OSHA Standard

OSHA rules apply to all stairways and ladders used in construction, alteration, repair (including painting and decorating) and demolition of work sites covered by OSHA's construction safety and health standards. They also specify when stairways and ladders must be provided. They do not apply to ladders that are specifically manufactured portable ladders intended for general purpose use and which are then used for scaffold access and egress. Rules for ladders used on or with scaffolds are addressed in Subpart L—Scaffolds (29 CFR 1926.451).

Walking/Working Surfaces

Overview of the OSHA Standard

Slips, trips and falls constitute the majority of general industry accidents. They cause 15 percent of all accidental deaths and are second only to motor vehicles as a cause of fatalities. The OSHA standards for walking and working surfaces apply to all permanent places of employment, except where only domestic, mining or agricultural work is performed.

Welding and Cutting

Course covers safety rules, regulations and use of welding and cutting equipment. Topics include the proper selection, use, inspection and care of equipment.