I. Facility Safety

- **Facility Evaluation** - assess the ability to:
  - Design and implement a company plan to minimize life and property damage in the event of a catastrophe
  - Design and implement high level safety and health inspections to identify and evaluate unsafe conditions and practices requiring further assessment and corrective action.
  - Identify and understand the process and procedures involved with OSHA inspections.

- **Hazard Communication** - assess the ability to:
  - Recognize and understand OSHA’s Hazard Communication (HazCom) Standard, its purpose, and elements of its training program.
  - Understand the new Globally Harmonized System.
  - Understand the Safety Data Sheet requirements, labeling regulations, and maintenance in the workplace.
  - Understand how to use Safety Data Sheets (SDSs) and chemical labels to prepare for hazards or react to exposures.
  - Understand the classification system of hazardous chemicals.
  - Understand what items should be listed in a hazardous chemical inventory.
  - Recognize what should be in the written hazard communication program.

- **Confined Spaces** - assess the ability to:
  - Identify characteristics and examples of a confined space.
  - Identify hazards of confined spaces.
  - Recognize that proper training is a basic requirement of a permit-required confined space program.
  - Understand Entrant / Attendant responsibilities with confined space.

- **Lockout/Tagout (LOTO)** - assess the ability to:
  - Understand the responsibilities required of the employer to isolate energy sources and protect employees involved in servicing and maintaining of machines or equipment.
  - Identify OSHA & ANSI regulations and standards associated with the controls of hazardous energy.
  - Understand the role of risk assessment in determining when to apply Lockout/Tagout vs Machine Guarding.

- **Forklifts** - assess the ability to:
  - Define Powered Industrial Trucks (PIT).
  - Discuss the benefits of forklift training.
  - Identify the different types of forklifts.
  - Recognize forklift training requirements and why forklift training is an essential part of an overall safety program.
  - Understand the keys to safe operation of forklifts.
Machine Safeguarding - assess the ability to:
  o Understand safeguarding responsibilities required of the machine manufacturer, the modifier, the operator, and owner of a machine.
  o Identify OSHA & ANSI regulations and standards associated with safeguarding metalworking and related machinery.
  o Understand best practice processes and procedures involved with performing a high-level machine guarding survey and a comprehensive machine specific risk assessment.
  o Recognize types of safeguarding methods and devices available to mitigate identified hazards.

Laser & Welding Safety - assess the ability to:
  o Understand common hazards associated with welding and laser operations.
  o Recognize effective controls to reduce these hazards.
  o Become familiar with related standards associated with welding and laser operations.

II. Safety Documentation

OSHA Reporting Rules - assess the ability to:
  o Understand OSHA’s rules (29 CFR Part 1904) for recordkeeping and reporting work-related fatalities, injuries and illnesses.
  o Recognize OSHA’s severity criteria for a recordable injury or illness.
  o Know how to identify and complete OSHA forms 300, 301, and 300A.
  o Know how to calculate DART and incident rate.
  o Recognize how to measure the effectiveness of your safety program.
  o Recognize what is considered first aid and non-recordable.
  o Understand who is responsible for filling out forms.
  o Understand the new OSHA electronic reporting requirements.

Environmental Program - assess the ability to:
  o Understand how to manage environmental exposures and controls.
  o Know responsibilities of the environmental role/position.
  o Become familiar with federal, state & local plans and environments.

Injury Management - assess the ability to:
  o Understand the difference between managing a claim and processing a claim.
  o Develop a claims reporting process.
  o Identify and develop key components to a successful disability management program.
  o Know what “Return to Work” means and understand its importance.
  o Understand the importance of a cost and medical case management program.

Fleet Safety/DOT Regulation - assess the ability to:
  o Understand the essentials to managing fleet-related risks/exposures.
  o Recognize driver selection methods and criteria.
  o Become familiar with Federal Motor Carrier Safety Regulations (FMCSR).
  o Understand “Owned vs. Hired/Non-owned” fleet exposures.
  o Know key fundamentals of a driver orientation and training program.

III. Personnel Safety Accountability & Employee Engagement

Substance Abuse - assess the ability to:
  o Provide understanding and key components of a drug free workplace.
  o Review classes of drugs and basic understanding.
  o Know and understand key indicators of substance addictions.
  o Acknowledge the cost of drug use in the workplace.
  o Implement methods for reducing substance use in the workplace.
➢ **Bloodborne Pathogens** - assess the ability to:
  o Know the definition of bloodborne pathogens.
  o Identify workers who are at risk of exposure to bloodborne pathogens.
  o Identify key aspects of a Bloodborne Pathogen Exposure Control Plan.
  o Describe methods for controlling exposure to bloodborne pathogens.
  o Describe steps to take when exposed to a bloodborne pathogen

➢ **Employee Safety Committee** - assess the ability to:
  o Develop committee mission statement.
  o Determine size and structure of committee.
  o Understand legal requirements that may be imposed on your facility.
  o Determine ground rules for the safety committee.
  o Communicate the safety committee’s work.

➢ **Industrial Hygiene (Noise and Air)** - assess the ability to:
  o Understand how the practice of industrial hygiene fits within a health and safety program.
  o Recognize occupational health hazards that may exist in the workplace, including chemical, biological, and physical hazards.
  o Recognized the entry points for toxic agents.
  o Know the purpose of a respiratory protection program (OSHA Standard 1910.134).
  o Recognize and understand the different types of airborne contaminants.
  o Understand the purpose and how to evaluate a Permissible Exposure limit (PEL).
  o Understand relationship of doses and responses.

Air
  o Know the purpose of a hearing conservation program (OSHA Standard 1910.95).
  o Recognize and evaluate occupation noise exposure.
  o Know how to select and use basic personal protective hearing equipment.

➢ **Personal Protective Equipment (PPE)** - assess the ability to:
  o Understand the importance and requirements of PPE.
  o Identify different types of PPE.
  o Match the hazards, risks, and the recommended PPE.
  o Describe employer and employee responsibilities.

➢ **Manual Material Handling (Soft Tissue Injury & Ergonomics)** - assess the ability to:
  o Understand the effects of biomechanical movements on the back when manually lifting.
  o Know how fatigue effects the body, especially the lower back.
  o Know the risk factors associated with manual lifting and lowering.
  o Identify the lifting power zone.
  o Implement solutions that can reduce the risk factors of manual handling and improve productivity.

➢ **Fraud** - assess the ability to:
  o Understand what insurance fraud is and how it affects business.
  o Know the potential signs and red flags of fraud within your organization.
  o Understand the costs associated with fraud.
  o Create a culture of high ethics to assist in deterring fraud.
  o Understand and develop anti-fraud processes and controls.