



## Topic Areas & Learning Objectives

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### 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:

- Understand safeguarding responsibilities required of the machine manufacturer, the modifier, the operator, and owner of a machine.
- Identify OSHA & ANSI regulations and standards associated with safeguarding metalworking and related machinery.
- Understand best practice processes and procedures involved with performing a high-level machine guarding survey and a comprehensive machine specific risk assessment.
- Recognize types of safeguarding methods and devices available to mitigate identified hazards.

➤ **Laser & Welding Safety** - assess the ability to:

- Understand common hazards associated with welding and laser operations.
- Recognize effective controls to reduce these hazards.
- Become familiar with related standards associated with welding and laser operations.

## II. Safety Documentation

➤ **OSHA Reporting Rules** - assess the ability to:

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

➤ **Environmental Program** - assess the ability to:

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

➤ **Injury Management** - assess the ability to:

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

➤ **Fleet Safety/DOT Regulation** - assess the ability to:

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

## III. Personnel Safety Accountability & Employee Engagement

➤ **Substance Abuse** - assess the ability to:

- Provide understanding and key components of a drug free workplace.
- Review classes of drugs and basic understanding.
- Know and understand key indicators of substance addictions.
- Acknowledge the cost of drug use in the workplace.
- Implement methods for reducing substance use in the workplace.



➤ **Bloodborne Pathogens** - assess the ability to:

- Know the definition of bloodborne pathogens.
- Identify workers who are at risk of exposure to bloodborne pathogens.
- Identify key aspects of a Bloodborne Pathogen Exposure Control Plan.
- Describe methods for controlling exposure to bloodborne pathogens.
- Describe steps to take when exposed to a bloodborne pathogen

➤ **Employee Safety Committee** - assess the ability to:

- Develop committee mission statement.
- Determine size and structure of committee.
- Understand legal requirements that may be imposed on your facility.
- Determine ground rules for the safety committee.
- Communicate the safety committee's work.

➤ **Industrial Hygiene (Noise and Air)** - assess the ability to:

- Understand how the practice of industrial hygiene fits within a health and safety program.
- Recognize occupational health hazards that may exist in the workplace, including chemical, biological, and physical hazards.

**Air**

- Recognized the entry points for toxic agents.
- Know the purpose of a respiratory protection program (OSHA Standard 1910.134).
- Recognize and understand the different types of airborne contaminants.
- Understand the purpose and how to evaluate a Permissible Exposure limit (PEL).
- Understand relationship of doses and responses.

**Noise**

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

➤ **Personal Protective Equipment (PPE)** - assess the ability to:

- Understand the importance and requirements of PPE.
- Identify different types of PPE.
- Match the hazards, risks, and the recommended PPE.
- Describe employer and employee responsibilities.

➤ **Manual Material Handling (Soft Tissue Injury & Ergonomics)** - assess the ability to:

- Understand the effects of biomechanical movements on the back when manually lifting.
- Know how fatigue effects the body, especially the lower back.
- Know the risk factors associated with manual lifting and lowering.
- Identify the lifting power zone.
- Implement solutions that can reduce the risk factors of manual handling and improve productivity.

➤ **Fraud** - assess the ability to:

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