Risk Management Department Safety & Worker's Compensation Training Classes

The following safety and worker's compensation training is available from Risk Management and is scheduled by contacting the Risk Management Division, (407) 836-9640. The location of the training is flexible, depending on the number of students. Large or small group training is available for most topics. **All employees, supervisors and management are encouraged to attend.**

1. Hazard Communication Standard (RTK)

For employees who directly work with hazardous materials, also for employees whose job may expose them to hazardous chemicals or substances under normal conditions of use or in a foreseeable emergency.

This training covers the law regarding this topic, identification of hazardous materials in the workplace, proper labeling, handling, personal protective equipment, with heavy emphasis on all sections of the Safety Data Sheet for one or more substances used in the workplace.

Standard: 29 CFR 1910.1200 **Duration: 1 hour 30 min**
29 CFR 1926.59
(Risk Management can make copies of these Standards available)

2. Bloodborne Pathogens

Required for employees classified as "occupationally exposed to bloodborne pathogens." This is optional for all employees who are **NOT OCCUPATIONALLY** at risk to exposure from bloodborne pathogens.

This training defines bloodborne pathogens, with a major emphasis on the **hepatitis B** virus and the **human immunodeficiency virus (HIV)**. Modes of transmission, symptoms, engineering controls, work practice controls, personal protective equipment, vaccination, and post-exposure protocol are discussed.

Standard: 29 CFR 1910.1030 **Duration: 2 hours**

3. Back Safety

Recommended for all employees and should be considered mandatory for all employees who lift and carry objects as part of their job duties.

Topics cover proper lifting techniques, back belts, body conditioning, exercise and other back safety tips. **Duration: 1 hour 30 min**

4. Office Ergonomics

This training can be done in addition to an optional **Ergonomics Office Audit** and is recommended for all **Office Employees**.

Topics addressed include workstation setup, exercises, glare, lighting, chair features, musculoskeletal injuries, and stress management. **Duration: 1 hour 30 min**

5. Ergonomics

Recommended for employees who are required to work in situations that require the employee to stand for long periods of time or require an employee to use tools that require repetitive motions.

Topics cover identification of hazards, workstation setup, manual task evaluation, lighting, equipment evaluations, exercise and stress management. **Duration: 2 hours**

6. Slips, Trips and Falls

Recommended for all employees to promote safety awareness.

This training defines the serious losses associated with falls, points out notable hazardous situations that can result in a fall, and outlines the actions and attitudes that can help to prevent accidents. **Duration: 1 hour**

7. Hearing Conservation

Required training for all employees exposed to "action level" noise in the workplace.

Topics in this training include an explanation of "action level" determination, discussion of engineering control requirements, damaging effects of noise, audiometric testing, and personal protective equipment.

Standard: 29 CFR 1910.95 **Duration: 1 hour**
29 CFR 1926.101

8. Personal Protective Equipment

Mandatory training for employees who must wear personal protective equipment on the job.

This training applies to such personal protective equipment (PPE) as safety glasses, hard hats, steel-toed shoes, and gloves. Employees learn when to use PPE, proper fitting, the limitations of PPE, proper care for PPE, and guidelines for when it should be replaced.

Standards: 29 CFR 1910.132, **Duration: 1 hour**
29 CFR 1926.28 & Subpart E

9. Lockout/Tagout

Mandatory training for employees who must service or be near the servicing of equipment whose unexpected or unrestrained energization could cause injury.

Lockout/tagout training identifies dangerous energy sources present in equipment (steam, electricity, gravity, spring force, etc.), explains specific lockout/tagout procedures, and when to put equipment into lockout.

Standards: 29 CFR 1910.147 **Duration: 1 hour 30 min**
29 CFR 1926.417

10. Eye & Face Safety

Recommended training for employees at risk for eye injury.

Eye safety training discusses potential hazards to the eyes, available engineering controls, and safe work procedures to protect the eyes. Appropriate eye protection such as safety glasses, goggles, and face shields, etc. are matched to potential hazards. The limitations of the eye equipment are also discussed.

Standards: 29 CFR 1910.133 **Duration: 1 hour**
29 CFR 1926.102

11. Walking & Working Surfaces

Recommended training for employees. Employees involved with construction operations, industrial workers as well as office workers can benefit from this class.

Participants are instructed on the principle of "Order." The general overview will consist of housekeeping, trip and slip prevention, guarding of holes and openings and the prevention of fires.

Standard: 29 CFR 1910, Subpart D **Duration: 1 hour**

12. Portable & Power Tool Safety

Recommended training for all employees, who use abrasive wheels, compressed air tools, pneumatic powered tools and other portable tools such as jacks and abrasive blast cleaning equipment.

This training covers the proper use and control of equipment, proper personal protective equipment required, limitations and inspections that should be conducted.

Standard: 29 CFR 1910, Subpart P **Duration: 1 hour**

13. Hazard Control

Recommended for all employees. Supervisors and managers may find it beneficial in reducing costs associated with production slowdown from accidents and incidents.

Topics discussed are hazard assessment, Job Safety Analysis (JSA) and Job Safety Observations (JSO).

Standard: 29 CFR 1910 **Duration: 1 hour 30 min**

14. Forklift Safety

Mandatory for employees who operate a forklift as part of their job or for those who supervisor people who operate forklifts.

Topics include limitations of the type of forklift, safety procedures, loading, fueling, changing and charging batteries, inspections and operations of the forklift (classroom work only, site specific training will be conducted by the division).

Standards: 29 CFR 1910.178 **Duration: 2 hours**
29 CFR 1926.602

15. Material Handling

Recommended for all employees who handle the movement of materials on a daily basis.

This training is a general overview of the safety precautions and operations that are required when operating mechanical equipment for movement of materials and the safe handling, transportation and storage of materials.

Standards: 29 CFR 1910, Subpart N **Duration: 2 hours**
29 CFR 1926, Subpart H

16. Workplace Emergencies

Mandatory for all employees who work in offices, and for plant and construction operation employees.

This training covers the emergency evacuation plan/procedures, including chain of command, evacuation routes, accumulation areas and floor/area leaders and their alternate's responsibilities. Specific procedures are recommended for handling bomb threats, fire, severe weather, etc.

Standards: 29 CFR 1910.38 **Duration: 1 hour 30 min**
29 CFR 1926.35

17. Fire/Life Safety

Recommended for all employees who work in buildings.

This training consists of egress maintenance, maintaining exits, fire extinguisher training, fire impairment procedures, required signs and the different type of fire protection and the inspections required. Fire extinguisher training consists of the uses and inspections required, in addition, a hands on fire demonstration is presented.

Standards: 29 CFR 1910.157 **Duration: 1 hour**
29 CFR 1926.150

18. Office Safety

Recommended for all office workers.

Topics discussed are electrical safety, trip hazards, using the right equipment for the right job, safety awareness and avoiding injuries.

Standards: Various under 29 CFR 1910 **Duration: 1 hour**

19. Violence in the Workplace/Personal Safety

Recommended for all employees.

This training includes a historical perspective, definition of "violence in the workplace," analysis of the current situation, psychological profiles, workplace readiness plans, legal considerations and personal protection techniques. **Duration: 1 hour 30 min**

20. Emergency Response Program (ERP) Awareness Level

Mandatory for employees who may come upon a spill of chemicals or discover unknown containers along the roads and drainage areas and within county owned facilities.

Emergency response program covers the level of awareness necessary for a first responder. Topics discussed are labels, SDS, responsibilities, contacts, how to identify an unknown and how to protect yourself against contamination. The ERG manual is also discussed.

Standard: 29 CFR 1910.120 **Duration: 4 hours**

21. Stairs and Ladder Safety

Recommended for employees who use ladders and industrial stairs.

Stair and ladder safety covers topics of ladder and stairs physical condition, angle, placement, support, use, and the proper ascent and descent technique.

Standards: 29 CFR 1910.24 through 1910.27 **Duration: 1 hour**
29 CFR 1926.1050 through 1926.1060

22. General Safety Awareness

Recommended for all employees.

An overview of the Safety and Health Manual is conducted along with awareness training. Employees who have little to no safety training are introduced into safety by walking through "how accidents occur and how to avoid them." General safety regulations and their requirements are presented with an understanding of why.

Standards: Safety and Health Manual **Duration: 2 hours**

23. Orientation

Mandatory for all employees.

This class is a 30-minute presentation given to new employees and arranged through Human Resources in conjunction with the New Employee Orientation. The class briefly reviews the Risk Management team and function, workers' compensation and safety awareness.

Duration: 30 minutes

24. Heat Stress

Recommended for employees who work in hot environments.

This training defines heat cramps, heat exhaustion, and heat stroke by noting the symptoms associated with each of these levels of heat stress. Emphasis is placed on the many preventative steps that can be taken to avoid the risk of heat stress.

Duration: 1 hour

25. Confined Space Safety

Mandatory for all employees who must perform duties in confined spaces and permit-required confined spaces.

Confined Space training defines the difference between confined spaces and permit-required confined spaces, identifies potential hazards inside and outside the confined spaces, explains the entry permit, communication and rescue requirements, and the duties of the entrants, attendants and entry supervisors. Personal protective equipment, rescue equipment, and atmosphere measuring devices are also discussed in detail.

Standards: 29 CFR 1910.146 **Duration: 2 hours**
29 CFR 1926.21

26. Respiratory Protection

Mandatory for employees who are required to wear respirators because of their duties or the exposure potential.

Respiratory protection training will deal with the use and limitations of respirators, fit testing requirements, fit checks, application and selection, fitting and cleaning instructions, documentation and developing a written program.

Standards: 29 CFR 1910.134 **Duration: 1-2 hours**
29 CFR 1926.103

27. Accident Investigation for the Manager and Supervisor

Recommended (mandatory under various regulations) for all managers and supervisors.

Training consists of finding the problem not the fault. Terms are defined and the fundamental activities required are addressed. Corrective action plans are discussed, incident recall procedures and the roles of the investigator, management and employee(s) is addressed.

Standards: 29 CFR 1910.119 **Duration: 3 hours**
29 CFR 1910.20
29 CFR 1910.146
29 CFR 1910.120
29 CFR 1926.33
Florida Statutes 442.007

28. Electrical Safety

Required for employees who work around or use electrical equipment and for employees who are at risk of electrical shock.

The definition of qualified and unqualified is addressed and their responsibilities are discussed. General requirements of the standards are referenced.

Standards: 29 CFR 1910.307 **Duration: 2 hours**
29 CFR 1910.332
29 CFR 1926, Subpart K

29. Welding Safety

Required of employees whose job requires welding, brazing or cutting operations.

The training will consist of fire prevention techniques, personal protective equipment and their limitations. Ventilation and health protection is discussed along with how to protect others. Storage and use of equipment will also be discussed.

Standards: 29 CFR 1910, Subpart Q **Duration: 2 hours**
29 CFR 1926, Subpart J

30. Chemical Hygiene in the Lab

Required for employees working in laboratories.

This standard encompasses the use of hazardous chemicals in the lab, their permissible exposure limit, action levels, definitions, safety data sheets, equipment usage and limitations, the chemical hygiene plan and their responsibilities.

Standards: 29 CFR 1910.1450 **Duration: 2 hours**

31. Mailroom Procedures

Mandatory training for all employees who open and/or sort mail for others in their division.

Learn how to recognize suspicious letters or packages. Procedures will address suspected items including anthrax spores and bombs. **Duration: 1 hour**

32. CPR/First Aid

Mandatory for all employees who must administer CPR/First aid as part of their job duties.

This training includes the latest hands-on CPR techniques as well as what to do when injuries occur at work or elsewhere. Besides CPR, other first aid topics include victim assessment, bleeding, shock and bone injury. **Duration: 9 hours**

33. Infectious Diseases

Recommended for all employees to help promote safety and health awareness.

Infectious diseases such as HIV, hepatitis A, B, and C, meningitis, tuberculosis and encephalitis are covered in this training. Learn how these diseases are contracted, how they can be treated, and how to prevent infection. **Duration: 2 hours**

34. Defensive Driving Course

This is a **four-hour** course presented either by an instructor from the Central Florida Safety Council or from our own Risk Management trainer. The course is regularly held every Tuesday from **8:30am until 12:30pm**. The class is held at the Marks Street Senior Recreation Complex, downtown Orlando (**99 East Marks Street**). This class replaces the class held every month at Henry Swanson. For more information on the DDC classes or for additional information on how you can arrange a DDC class at your location, please contact the Risk Management Division at (407) 836-9640.

35. Defensive Driving Course (Behavior Modification)

Risk Management can also offer a **six-hour** course for multiple offenders (multiple accidents within any three-year period). This class, Behavior Modification—1 (BM1) will be given on a need basis. The BM1 class will be offered on a quarterly basis or as needed. Employees are asked to bring a writing utensil, their driver's license, and a positive attitude. This class will be given under the following guidelines where the employee is found at fault:

On a 1st accident: Only in the event of death or serious injury.
On a 2nd offense: All second offenses result in class participation.
On a 3rd offense: Risk Management will send a letter to the manager/supervisor requesting input on solutions to the situation and documenting the offense.

36. Workers' Compensation

Mandatory for supervisors and managers

The class discusses the proper documentation required for injuries and illnesses alleged by the employee. It explains the proper use and filling out of the forms. This class will aid the supervisor or manager in controlling costs associated with workers' compensation.

Duration: 1 hour

37. Aggression Management

Recommended for supervisors and other employees who must deal with the aggressive behavior of employees and/or customers.

This training defines the physical and psychological aspects of aggressive behavior and offers specific ways to deescalate the aggression and protect yourself from the aggressor.

Duration: 2-4 hours

38. Construction Industry Outreach Training Program

The instructor is limited to conducting **10 and 30-hour** construction industry outreach training courses. These courses consist of a variety of instruction, including but not limited to the following: OSHA introduction; electrical fall protection; personal protective and life saving equipment; materials handling, storage, use and disposal; hand and power tools; scaffolds; cranes, derricks, hoists, elevators and conveyors; excavations; stairways and ladders, etc.

Other courses available through the Central Florida Safety Council (407) 897-4400, Mid Florida Tech (407) 855-5880, and Risk Management (407) 836-9640.

Trench and Shoring	Fall Protection	6-8 hour DDC
Excavations	Work Zones	Chain Saw
Scaffolding	Roadway Safety	CPR and First Aid
Working Platforms	Signaling	