

## **SAFETY TRAINING CLASSES**

### ***Aerial Lift (Bucket Truck) Qualified Person***

- \*Fall Protection
- \*Operators Manual
- \*Controls
- \*Load Capacity
- \*Includes required Hands-on and test
- Class Length:** 8 hours
- Who needs to attend:** Suggested for Employees who use bucket trucks or aerial lift devices.
- How Often:** As needed

### ***Asbestos Awareness***

- \*Regulated Areas
- \*Maximum Permissible Exposure Limits
- \*Air Monitoring
- \*Methods of Compliance
- \*Types of Respiratory Protection
- Class Length:** 2 hours
- Who needs to attend:** Suggested for Employees with possible exposure to asbestos.
- How Often:** Annual or as needed

### ***Bloodborne Pathogens***

- \* Universal Precautions
- \* Exposure control plan
- \* Signs and symptoms of HIV and AIDS, Hepatitis B, C, D and other Bloodborne pathogens
- \* Post exposure procedures, follow up and Hepatitis B vaccination
- Class Length:** 2 hours
- Who needs to attend:** Suggested for Employees who may have an exposure to bloodborne pathogens.
- How Often:** Annual or as needed

### ***Coaching the Emergency Vehicle Operator (Police)***

- \* Cushion of safety
- \* Driving with lights and sirens
- \* Specific traffic situations
- \* Special considerations
- \* Driving analysis
- Class Length:** 4 hours
- Who needs to attend:** Suggested for Police Officers.
- How Often:** Recommended every 3 years.

### ***Coaching the Emergency Vehicle Operator (Fire)***

- \* Cushion of safety
- \* Driving with lights and sirens
- \* Specific traffic situations
- \* Specific considerations
- \* Driving course optional
- Additional Practical Driving Course Available (as special request)*
- Class Length:** 4 hours
- Who needs to attend:** Suggested for Firefighters.
- How Often:** Recommended every 3 years.

### ***Coaching the Emergency Vehicle Operator (Ambulance)***

- \* Cushion of safety
  - \* Driving with lights and sirens
  - \* Specific traffic situations
  - \* Specific considerations
  - \* Driving course optional
- Additional Practical Driving Course Available (as special request)*  
**Class Length:** 6 hours  
**Who needs to attend:** Suggested for Ambulance Drivers.  
**How Often:** Recommended every 3 years.

### ***Coaching the Experienced Driver II***

- \* Cushion of safety
  - \* Motor Vehicle Accident causes
  - \* Following too closely
  - \* Intersection Safety
- Class Length:** 4 hours  
**Who needs to attend:** Suggested for experienced drivers as a refresher course.  
**How Often:** Recommended every 3 years.

### ***Coaching the Straight Truck Driver***

- \* Cushion of safety
  - \* Accident prevention
  - \* Highway, rural and urban driving
  - \* Vehicle inspection
  - \* Driving analysis
- Class Length:** 4 hours  
**Who needs to attend:** Suggested for drivers of non-CDL type large straight trucks.  
**How Often:** Recommended every 3 years.

### ***Confined Space -Qualified Person***

- \* Confined space OSHA Standard 1910.146
  - \* Hazards associated with permit required confined space.
  - \* Control of hazardous energies
  - \* Requirements of confined space permit required entry team and making entry
  - \* Atmosphere, hazards and testing
- Class Length:** 8 hours  
**Who needs to attend:** Suggested for Employees with confined space exposure.  
**How Often:** As needed per OSHA Requirements.

### ***Conflict Resolution (Verbal Judo) for Employees***

- \* Provides a pro active safety approach to the front line employee
  - \* Raises awareness of verbal, versus non-verbal communication
  - \* The value of personal space
  - \* How body posture & motion affect an individual
  - \* How we can prevent or minimize confrontation
- Class Length:** 2 hours  
**Who needs to attend:** Suggested for employees who work with the public.  
**How Often:** As needed.

### ***CPR (E.M.S.)***

- \* Adult CPR skills
  - \* How to clear blocked airways
  - \* Signs and symptoms of heart attack or stroke
  - \* Risk factors
- \*(As special request we can also provide CPR training through National Safety Council or American Heart Association)  
**Class Length:** 4 hours  
**Who needs to attend:** Suggested for all Employees, and beneficial for everyone.  
**How Often:** Every two years.

### ***DOT-Drug and Alcohol Awareness for Employees***

- \* DOT requirements for employees performing safety sensitive functions
- \* Drug testing requirements
- \* Alcohol testing requirements
- \* How substance abuse affects job performance and safety.
- \* Workers compensation issues and company assistance for troubled workers

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees with DOT exposure.

***How Often:*** As needed per DOT Requirements.

### ***Defensive Driving Course 6 hour (National Safety Council)***

- \* Driving Risks
- \* Collision Prevention
- \* Impaired Driving
- \* Physical and Mental Conditions that affect Driving Ability
- \* Right of way violations
- \* Avoiding Collisions at intersections
- \* Following too closely

***Class Length:*** 6 hours

***Who needs to attend:*** Suggested for all personal and company drivers.

***How Often:*** Recommended every 3 years.

### ***Electrical Safety***

- \* OSHA Requirements
- \* NFPA Requirements
- \* Grounding, Resistance, Amperage and Testing
- \* Hazards associated with electricity and prevention of those hazards

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees with electrical exposure.

***How Often:*** As Needed

### ***Emergency Preparedness***

- \* Natural Disasters
- \* Emergency Action Plans
- \* Evacuation Procedures
- \* Follow-up

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for all Employees.

***How Often:*** As Needed

### ***Ergonomic Awareness***

- \* OSHA Ergonomics Regulations
- \* Insight into CTD's and causes of CTD's
- \* Keys to the prevention of CTD's
- \* First aid for early onset of CTD's

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees in the office environment.

***How Often:*** Annual or as needed.

### ***Eye and Face Safety***

- \* Requirements for wearing eye and face protection
- \* Potential eye and face hazards
- \* Types of eye and face protection available
- \* Information on tinted glasses/goggles, wearing prescription lenses, filtering lenses etc.

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees with exposure to eye and face hazards.

***How Often:*** Annual or as needed.

### ***Fall Protection-Qualified Person***

- \* Types of fall protection equipment available for employee use
- \* Types of fall hazards
- \* Personal Protective Equipment
- \* Fall Arrest/Fall Restraint
- \* Hands on practical application

**Class Length:** 8 hours

**Who needs to attend:** Suggested for Employees with Fall Protection Exposure.

**How Often:** As Needed per OSHA requirements.

### ***Fire Extinguisher Safety***

- \* Classes and causes of fires
- \* Fire prevention
- \* Evacuation
- \* Fire extinguisher identification and use

#### **Additional hands on training available upon request**

**Class Length:** 2 hours

**Who needs to attend:** Suggested for all Employees, and beneficial for everyone.

**How Often:** Annual

### ***First Aid (E.M.S.)***

- \* How to control bleeding and treat shock
- \* How to treat thermal, chemical and electrical burns
- \* Signs and symptoms of fractures and how to splint
- \* Signs and symptoms of medical emergencies and their treatments
- \*(As special request we can also provide FA training through National Safety Council or American Heart Association)

**Class Length:** 4 hours

**Who needs to attend:** Suggested for all Employees, and beneficial for everyone.

**How Often:** Every two years.

### ***Forklift Safety Straight Truck (Classification 1-6)***

- \*OSHA Requirements
- \*Driving Techniques
- \*Inspections/Maintenance
- \*Loading and Offloading
- \*Hands on/practical operation

**Class Length:** 4 hours plus hands on (aprox.15-20 min per student)

**Who needs to attend:** Suggested for Employees driving Straight Forklifts.

**How Often:** Every three years.

### ***Forklift Safety Straight Truck (Classification 1-6)++Refresher***

- \*OSHA Requirements
- \*Driving Techniques
- \*Inspections/Maintenance
- \*Loading and Offloading
- \*Hands on/practical operation
- ++ Must provide proof of prior training via card or certificate before scheduling class

**Class Length:** 2 hours plus hands on (aprox.15-20 min per student)

**Who needs to attend:** Suggested for Employees driving Straight Forklifts.

**How Often:** Every three years.

### ***Forklift Safety (All-Terrain Class 7)***

- \*OSHA Requirements
  - \*Driving Techniques
  - \*Inspections/Maintenance
  - \*Loading and Offloading
  - \*Specific All terrain requirements
  - \*Hands on/practical operation
- Class Length:*** 8 hours plus hands on (aprox. 15-20 min per student)  
***Who needs to attend:*** Suggested for Employees driving All terrain Forklifts.  
***How Often:*** Every three years.

### ***Forklift Safety (All-Terrain Class 7) ++Refresher***

- \*OSHA Requirements
  - \*Driving Techniques
  - \*Inspections/Maintenance
  - \*Loading and Offloading
  - \*Specific All terrain requirements
  - \*Hands on/practical operation
- ++ Must provide proof of prior training via card or certificate before scheduling class  
***Class Length:*** 8 hours plus hands on (aprox. 15-20 min per student)  
***Who needs to attend:*** Suggested for Employees driving All terrain Forklifts.  
***How Often:*** Every three years.

### ***Hand and Power Tool Safety***

- \* Safe use of hand and power tools
  - \* Hazard Recognition
  - \* Electrical hazards
  - \* Personal protection equipment
- Class Length:*** 2 hours  
***Who needs to attend:*** Suggested for Employees using hand and power tools.  
***How Often:*** Annual or as needed.

### ***Hazard Communication***

- \* Right-to-know
  - \* Hazardous materials
  - \* Material safety data sheets (MSDS)
  - \* Labeling
- Class Length:*** 2 hours  
***Who needs to attend:*** Suggested for Employees with a potential for chemical exposure.  
***How Often:*** Annual or as needed.

### ***Heat Stress & Safety***

- \*Heat emergencies and related illnesses
  - \*What environmental factors cause heat stress
  - \*First Aid treatment for related symptoms
  - \*How to avoid heat stress
- Class Length:*** 2 hours  
***Who needs to attend:*** Suggested for Employees with exposure to heat.  
***How Often:*** Annual or as needed.

### ***Hearing Conservation Awareness***

- \*Types of hearing equipment available
  - \* When hearing protection is required
  - \* When are hearing tests required
  - \* Record keeping requirements
- Class Length:*** 2 hours  
***Who needs to attend:*** Suggested for Employees with exposure to loud noises.  
***How Often:*** Annual or as needed.

### ***Heavy Equipment Safety Awareness***

- \*Types of Heavy Equipment
- \*OSHA Standards for Heavy Equipment
- \*Purpose and Use of the Equipment Manual
- \*Do's and Don't for Heavy Machinery/Equipment Usage

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees using heavy equipment/machinery.

***How Often:*** Annual or as needed.

### ***Job Safety Hazard Analysis (JHA) for Employees***

- \* Purpose of JHA's
- \* Potential Hazards & Task Analysis of the working environment.
- \* Steps of the JHA Process
- \* How to effectively use the JHA.

***Class Length:*** 2 hours or can be Variable depending on Job Location and Tasks Required

***Who needs to attend:*** Suggested for all employees.

***How Often:*** As needed.

### ***Kitchen Safety***

- \* The topic recognizes kitchens hazards such as electrical hazards and slip and trip hazards
- \* Also discusses hazard communication; storage of chemicals useful for cleaning.
- \* Fire hazards, how to prevent accidents
- \* Health hazards; use of hand protection, mesh gloves to clean slicers and safe use of kitchen equipment

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Restaurant /Kitchen Employees.

***How Often:*** Annual or as needed.

### ***Ladder Safety***

- \*Inspection
- \*Safe climbing procedures
- \*Storage
- \* Hazards associated with ladders

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for all Employees who use ladders.

***How Often:*** Annual or as needed.

### ***Lead Exposure Awareness***

- \* Introduction to the OSHA Lead Construction Standard
- \* Where lead can be found in construction and degrees of exposure in different jobs
- \* How the worker is exposed
- \* Symptoms of exposure and health effects
- \* Controlling lead exposure and how to comply with different levels of lead exposure.

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees with lead exposure

***How Often:*** Annual or as needed

### ***Lockout / Tagout / Control of Hazardous Energies***

- \* Authorized person
- \* Affected person
- \* LOTO procedures
- \* Energy sources
- \* OSHA Requirements

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees exposed to hazardous energies.

***How Often:*** Annual or as needed

### ***New Employee Orientation***

- \* Safety Awareness
- \* Accident/Injury causes
- \* Company Rules & Regulations
- \* OSHA Requirements

*Class Length:* 4 hours

*Who needs to attend:* Suggested for New Employees. (Specific toward company requirements.)

*How Often:* As needed

### ***Office Safety***

- \* Prevention of cumulative trauma disorders
- \* Workstation set-up and filing cabinet safety
- \* Safe work practices
- \* Fire Prevention
- \* Evacuation

*Class Length:* 2 hours

*Who needs to attend:* Suggested for Employees in the office environment.

*How Often:* Annual or as needed.

### ***OSHA 10 Hour Construction--1926***

#### *OSHA 10 hour Construction Industry Outreach Training Program*

\*Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person

\*Electrical

\*Material Handling, Storage Use and Disposal

\*Fall Protection

\*Excavation

\*With specific options to include, but not limited to:

Hazard Communication

Personal Protective Equipment

Lockout/Tagout Control of Hazardous Energies

Stairways and Ladders

Fire Protection and Prevention

Tools—Hand and Power

Welding and Cutting

Confined Space Entry

\*Includes DOL/OSHA card for completion of exam and class

*Class Length:* 10 hours

*Who needs to attend:* Suggested for Supervisors/Employees in the Construction Industry.

*How Often:* As Needed per OSHA Guidelines

### ***OSHA 10 Hour General Industry—1910***

#### *OSHA 10 hour General Industry Outreach Training Program*

\*Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person

\*Electrical

\*Walking and Working Surfaces

\*Means of Egress and Fire Protection

\*With specific options to include, but not limited to:

Hazard Communication

Personal Protective Equipment

Lockout/Tagout Control of Hazardous Energies

Flammable and Combustible Materials

Machine Guarding

Introduction to Industrial Hygiene

Bloodborne Pathogens

\*Includes DOL/OSHA card for completion of exam and class

- \* OSHA standards for general industry
  - \* OSHA General Duty Clause
  - \* With specific options to include, but not limited to, Hazard Communication, Machine Guarding, Bloodborne Pathogens
- Class Length:** 10 hours  
**Who needs to attend:** Suggested for Supervisors/Employees in Manufacturing and General Industry.  
**How Often:** As Needed per OSHA Guidelines.

### ***OSHA Inspection Procedures for Employees***

- \* What to do for an OSHA compliance inspection
- \* Your rights for representation
- \* What information is needed for OSHA inspections
- \* What safety information must be maintained on work sites

**Class Length:** 2 hours  
**Who needs to attend:** Suggested for all Employees.  
**How Often:** As Needed

### ***Personal Protective Equipment***

- \* Proper use of eye, face, hand and head protection
- \* Respiratory Protection
- \* Hearing Protection
- \* Inspection and Maintenance

**Class Length:** 2 hours  
**Who needs to attend:** Suggested for all Employees, especially those who use protective equipment.  
**How Often:** Annual or as needed

### ***Preventing Drug and Alcohol Abuse in the Workplace for Employees***

- \* Why drugs and alcohol are used
- \* Recognition of drug abuse and addiction
- \* How substance abuse affects job performance and safety
- \* Worker's compensation issues
- \* Company assistance for troubled employees

**Class Length:** 2 hours  
**Who needs to attend:** Suggested for all Employees.  
**How Often:** Annual or as needed.

### ***Preventing Sexual Harassment in the Workplace for Employees***

- \* What is sexual harassment?
- \* U.S. Equal Opportunity Commission
- \* Court rulings and guidelines
- \* What employers should do about preventing sexual harassment?
- \* What employees can do to prevent sexual harassment and how to report it.

**Class Length:** 2 hours  
**Who needs to attend:** Suggested for All Employees.  
**How Often:** Annual or as needed.

### ***Proper Lifting Techniques***

- \* Causes of back injuries
- \* Keys to the prevention of back injuries
- \* Stretches and strengthening exercises to maintain back health
- \* First aid for back injuries

**Class Length:** 2 hours  
**Who needs to attend:** Suggested for all Employees.  
**How Often:** Annual or as needed.

### ***Public Liability for Employees***

- \* Public Exposure
- \* Policies and Procedures
- \* Controlling Access to Work Zones
- \* Incident Reporting Procedures

*Class Length:* 2 hours

*Who needs to attend:* Suggested for all Employees.

*How Often:* Annual or as need.

### ***RF Emissions (RF) Awareness***

- \*Radio Frequency Emissions
- \*Administrative Controls
- \*Engineering Controls
- \*MPE (Maximum Permissible Exposure)
- \*Work procedures

*Class Length:* 2 hours

*Who needs to attend:* Suggested for Employees in the tower communications industry.

*How Often:* As Needed

### ***Respiratory Protection***

- \* OSHA requirements
- \* Identification of respiratory hazards
- \* Respirator types
- \* Canisters and filters, use and inspection
- \*Cleaning, inspection and storage

*Additional Fit Test Available upon request*

*Class Length:* 2 hours

*Who needs to attend:* Suggested for Employees who use respirators, & have exposure to respiratory hazards.

*How Often:* Annual or as needed.

### ***Safety Awareness & Hazard Recognition***

- \*Unsafe Acts
- \*Unsafe Conditions
- \*Accident Causes
- \*Prevention Techniques

*Class Length:* 2 hours

*Who needs to attend:* Suggested for all Employees.

*How Often:* Annual or as needed.

### ***Safety Awareness: On and Off the Job Safety***

- \*Unsafe Acts and Conditions
- \* Safety Culture and At Risk Behavior
- \* Prevention Techniques
- \* Exit Drills in the Home (E.D.I.T.H)

*Class Length:* 2 hours

*Who needs to attend:* Suggested for all Employees.

*How Often:* Annual or as needed.

### ***Scaffold Safety (Qualified Person)***

- \* OSHA regulations
- \* The nature of scaffolding hazards
- \* Correct procedures for erecting, maintaining and disassembly of scaffolding.
- \* Design criteria maximum intended load carrying capacity and intended use.

*Class Length:* 8 hours

*Who needs to attend:* Suggested for Employees who use scaffolds.

*How Often:* As Needed per OSHA Requirements.

### ***Scissor-Lift (Qualified Person)***

- \* OSHA regulations on aerial lift/scissor lifts
- \* Scissor-lift hazards and prevention of those hazards
- \* Operators manual and routine maintenance
- \* Design criteria maximum intended load carrying capacity and intended use.
- \* Hands on practical application.

*Class Length:* 2 hours

*Who needs to attend: Suggested for Employees who use Scissor Lifts.*

*How Often:* As Needed per OSHA Requirements.

### ***Slips, Trips and Falls***

- \* Hazards to look for that could cause a slip, trip or fall
- \* Body Mechanics
- \* Physical Hazards

*Class Length:* 2 hours

*Who needs to attend: Suggested for all Employees.*

*How Often:* Annual or as needed.

### ***Steel Erection Qualified Person***

- \*OSHA regulations
- \*Hazardous locations
- \*Controlling fall hazards
- \*Controlling Contractor liabilities
- \*Documentation

*Class Length:* 8 hours

*Who needs to attend: Suggested for Employees who have steel erection and fall protection exposures.*

*How Often:* As needed per OSHA requirements.

### ***Stress and Safety***

- \* The “fight” or “flight” response
- \* Positive versus negative stress
- \* Symptoms of stress and physical reactions to stress
- \* Steps to controlling stress

*Class Length:* 2 hours

*Who needs to attend: Suggested for all Employees.*

*How Often:* Annual or as needed

### ***Tree Trimming and Chain Saw Safety***

- \* Operational procedures and safety devices
- \* Personal Protective Equipment
- \* Fall protection, working at heights

*Class Length:* 2 hours

*Who needs to attend: Suggested for Employees who use chain saws.*

*How Often:* Annual or as needed

### ***Trenching and Excavation (Qualified Person)***

- \* OSHA regulations
- \* Soil classification
- \* Identify trenching hazards
- \* Hazardous Atmospheres
- \* Protective Systems
- \* Performing daily trench inspections

*Class Length:* 8 hours

*Who needs to attend: Suggested for Employees with trenching & excavation exposures.*

*How Often:* As needed per OSHA regulations.

### ***Uniform Traffic Control Awareness***

- \* Basic guidelines, fundamental principles
- \* Flagging
- \* Work area traffic controls
- \* Traffic control

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees with traffic control hazards.

***How Often:*** Annual or as needed.

### ***Weapons of Mass Destruction (Employee Awareness)***

- \* Discuss what are weapons of mass destruction
- \* Who would use weapons of mass destruction
- \* Indicators of weapons of mass destruction
- \* Procedures to follow for an attack

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for all Employees.

***How Often:*** Annual or as needed

### ***Weapons of Mass Destruction (Responder Awareness)***

- \* What are weapons of mass destruction
- \* Who would use them and possible targets
- \* Indicators of an attack and most probable attacks
- \* How to respond properly to an attack

***Class Length:*** 4 hours

***Who needs to attend:*** Suggested for Police, Fire, and First Respondents to an emergency situation.

***How Often:*** Annual or as needed.

### ***Weapons of Mass Destruction (EMS)***

- \* What are weapons of mass destruction
- \* Who would use them and possible targets
- \* Indicators of attacks, medical symptoms and treatment
- \* How to properly respond to an attack to prevent facility contamination
- \* De-contamination of patients

***Class Length:*** 8 hours

***Who needs to attend:*** Suggested for EMS/Medical Providers.

***How Often:*** Annual or as needed.

### ***Welding Safety***

- \* Safe handling of cylinders
- \* Fire prevention
- \* Proper use of regulators, gauges, and hoses
- \* Welding leads

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees with welding exposures.

***How Often:*** Annual or as needed.

### ***Winter Safety and Winter Driving***

- \*Causes and symptoms of hypothermia and frostbite
- \*How to prevent and treat frostbite and hypothermia
- \*How to be prepared (safety checklist, emergency equipment, supplies etc.)
- \*Driving Concerns
- \*Do's and Don'ts if you are stopped and stranded in the cold

***Class Length:*** 2 hours

***Who needs to attend:*** Suggested for Employees with exposure to cold temperatures.

***How Often:*** Annual or as needed.

### ***Workers Compensation Basics for Employees***

- \* What is it? How does it affect employees, and employers?

- \* Importance of reporting all incidents
  - \* Rights and Rules in New Mexico for employees and employers
- Class Length: 2 hours*  
*Who needs to attend: Suggested for employees*  
*How Often: As Needed*

***Workplace Violence Prevention for Employees***

- \* Pre-employment screening procedures and the procedures for at-risk employees.
  - \* Security procedures.
  - \* Perpetrator profile
  - \* Violence aftermath procedures.
- Class Length: 2 hours*  
*Who needs to attend: Suggested for all Employees.*  
*How Often: Annual or as Needed.*

## MANAGEMENT CLASSES

### ***Accident Investigation for Supervisors and Managers***

- \* Why accidents occur
- \* Initial investigation (who, what, when, where, why)
- \* Determining factors and identifying the root cause
- \* Taking corrective action after the accident
- \* Periodic monitoring and review

***Class Length:*** 4 hours

***Who needs to attend:*** Suggested for managers, supervisors and foreman.

***How Often:*** As Needed

### ***DOT-Drug and Alcohol Reasonable Suspicion Training for Supervisors***

- \* Recognition of addiction
- \* Understanding rules surrounding reasonable suspicion testing
- \* Common signs and symptoms of substance abuse
- \* Documentation

***Class Length:*** 4 hours

***Who needs to attend:*** Suggested for managers, supervisors and foreman for employees with DOT exposure.

***How Often:*** Annual or as needed

### ***Job Safety Hazard Analysis (JHA) for Supervisors***

- \* Potential Hazards
- \* Task Analysis
- \* Preventative Measures
- \* Corrective Actions to be taken

***Class Length:*** 4 hours or can be Variable depending on Job Location and Tasks Required

***Who needs to attend:*** Suggested for managers, supervisors and foremen.

***How Often:*** As Requested.

### ***Management Styles & Techniques***

- \*Conflict Management
- \*Basic Leadership Techniques
- \*Qualities of an Effective Leader
- \*Identifying Management Styles

***Class Length:*** 4 hours

***Who needs to attend:*** Suggested for managers, supervisors and foreman

***How Often:*** As Needed

### ***Managing the Fire (Anger Management)***

- \*Tips on how to deal with the stresses and frustrations of management.
- \*Recognize stress and anger effects on the workplace and on your health.
- \*Recognize what's causing the problem.
- \*Techniques to help manage the problem.
- \* ***Purpose of this class is to teach and inform, not diagnose or treat.***

***Class Length:*** 4 hours

***Who needs to attend:*** Suggested for supervisors/managers/foreman

***How Often:*** As Needed

### ***Multi-Employer Workplace Liability Issues***

- \*Multi-employer workplace issues
- \*Review of common exposure sand concerns
- \*Procedures to put into place to reduce liability
- \*OSHA citations/penalties, and potential civil and criminal liability issues

***Class Length:*** 4 hours

***Who needs to attend:*** Suggested for managers, supervisors and foreman.

***How Often:*** As Needed

### **OSHA 300 Recordkeeping**

- \*Accurately complete the OSHA form 300, log the form 300A summary of work-related injuries/illness
- \* When is an injury/illness considered work-related and which should you record
- \* What is first aid? Medical Treatment?
- \* Under what circumstances you should not enter the employee's name on OSHA form 300
- \* Form 300A

**Class Length:** 4 hours

**Who needs to attend:** Suggested for personnel required to maintain injury/incident records and logs.

**How Often:** As Needed

### **OSHA 10 Hour Construction--1926**

#### *OSHA 10 hour Construction Industry Outreach Training Program*

- \*Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person

\*Electrical

\*Material Handling, Storage Use and Disposal

\*Fall Protection

\*Excavation

\*With specific options to include, but not limited to:

Hazard Communication

Personal Protective Equipment

Lockout/Tagout Control of Hazardous Energies

Stairways and Ladders

Fire Protection and Prevention

Tools—Hand and Power

Welding and Cutting

Confined Space Entry

\*Includes DOL/OSHA card for completion of exam and class

**Class Length:** 10 hours

**Who needs to attend:** Suggested for supervisors/managers/foreman in the Construction Industry.

**How Often:** As Needed per OSHA Guidelines

### **OSHA 30 Hour Construction--1926**

#### *OSHA 30 hour Construction Industry Outreach Training Program*

- \*Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person

\*Recordkeeping

\*Health Hazards in Construction

\*Material Handling, Storage Use and Disposal

\*Fall Protection

\*Excavation

\*Hazard Communication

\*Personal Protective Equipment

\*Signs, Signals and Barricades

\*Sanitation

\*Lockout/Tagout Control of Hazardous Energies

\*Stairways and Ladders

\*Fire Protection and Prevention

\*Tools—Hand and Power

\*Confined Space Entry

This class gives a more “in-depth” explanation of the OSHA CFR 1926 Regulations and is a prerequisite for the OSHA 500 Course.

\*Includes DOL/OSHA card for completion of exam and class

**Class Length:** 30 hours

**Who needs to attend:** Suggested for supervisors/managers/foreman in the Construction Industry.

**How Often:** As Needed per OSHA Guidelines

***OSHA 500 Construction – 1926***

***Train the trainer in Construction for OSHA 10 hour and 30 hour instructors***

***Course taught through TEEK (Texas Engineering Extension Service)***

- \*Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person
- \*Recordkeeping
- \*Health Hazards in Construction
- \*Material Handling, Storage Use and Disposal
- \*Fall Protection
- \*Excavation
- \*Hazard Communication
- \*Personal Protective Equipment
- \*Signs, Signals and Barricades
- \*Sanitation
- \*Lockout/Tagout Control of Hazardous Energies
- \*Stairways and Ladders
- \*Fire Protection and Prevention
- \*Tools—Hand and Power
- \*Confined Space Entry
- \*Includes DOL/OSHA Trainers Card/Certificate for completion of exam and class

***Class Length:*** 40 hours

***Who needs to attend:*** Suggested for supervisors/managers/foreman in the Construction Industry.

***How Often:*** Refresher Course is required every 4 years

***OSHA 10 Hour General Industry—1910***

***OSHA 10 hour General Industry Outreach Training Program***

- \*Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person
- \*Electrical
- \*Walking and Working Surfaces
- \*Means of Egress and Fire Protection
- \*With specific options to include, but not limited to:
  - Hazard Communication
  - Personal Protective Equipment
  - Lockout/Tagout Control of Hazardous Energies
  - Flammable and Combustible Materials
  - Machine Guarding
  - Introduction to Industrial Hygiene
  - Bloodborne Pathogens
- \*Includes DOL/OSHA card for completion of exam and class

***Class Length:*** 10 hours

***Who needs to attend:*** Suggested for supervisors/managers/foreman in Manufacturing and General Industry.

***How Often:*** As Needed per OSHA Guidelines

***OSHA 30 Hour General Industry—1910***

***OSHA 30 hour General Industry Outreach Training Program***

- \*Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person
- \*Electrical
- \*Walking and Working Surfaces
- \*Means of Egress and Fire Protection
- \*With specific options to include, but not limited to:
  - Hazard Communication
  - Personal Protective Equipment
  - Lockout/Tagout Control of Hazardous Energies
  - Flammable and Combustible Materials
  - Machine Guarding
  - Introduction to Industrial Hygiene
  - Bloodborne Pathogens

This class gives a more “in-depth” explanation of the OSHA CFR 1910 Regulation.

\*Includes DOL/OSHA card for completion of exam and class

**Class Length:** 30 hours

**Who needs to attend:** Suggested for supervisors/managers/foreman in Manufacturing and General Industry.

**How Often:** As Needed per OSHA Guidelines.

### ***OSHA 501 General Industry –1910***

***Train the trainer in General Industry for OSHA 10 hour and 30 hour instructors***

***Course taught through TEEEX (Texas Engineering Extension Service)***

\*Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person

\*Electrical

\*Walking and Working Surfaces

\*Means of Egress and Fire Protection

\*With specific options to include, but not limited to:

Hazard Communication

Personal Protective Equipment

Lockout/Tagout Control of Hazardous Energies

Flammable and Combustible Materials

Machine Guarding

Introduction to Industrial Hygiene

Bloodborne Pathogens

\*Includes DOL/OSHA Trainers Card/Certificate for completion of exam and class

**Class Length:** 40 hours

**Who needs to attend:** Suggested for Supervisors in the field of Manufacturing and General Industry.

**How Often:** Refresher course required every 4 years.

### ***OSHA Inspection Procedures for Supervisors***

\* What to do for an OSHA compliance inspection

\* Your rights for representation

\* What information is needed for OSHA inspections

\* What safety information must be maintained on work sites

**Class Length:** 2 hours

**Who needs to attend:** Suggested for supervisors/managers/foreman.

**How Often:** As Needed

### ***Preventing Drug and Alcohol Abuse in the Workplace for Supervisors/Managers***

\* Why drugs and alcohol are used

\* Recognition of drug abuse and addiction

\* How substance abuse affects job performance and safety

\* Analysis of emotional and financial costs

\* Worker’s compensation issues

\* Company assistance for troubled employees

**Class Length:** 4 hours

**Who needs to attend:** Suggested for supervisors/managers/foreman.

**How Often:** As Needed

### ***Preventing Sexual Harassment in the Workplace for Supervisors/Managers***

\* What is sexual harassment?

\* U.S. Equal Opportunity Commission

\* Court rulings and guidelines

\* What employers should do about preventing sexual harassment?

\* What employees can do to prevent sexual harassment and how to report it.

**Class Length:** 4 hours

**Who needs to attend:** Suggested for supervisors/managers/foreman

**How Often:** Annual or as need.

### ***Public Liability for Supervisors/Managers***

- \* Public Exposure
- \* Policies and Procedures
- \* Controlling Access to Work Zones
- \* Incident Reporting Procedures
- \* Potential Litigation Issues

*Class Length: 4 hours*

*Who needs to attend: Suggested for supervisors/managers/foreman*

*How Often: Annual or as need.*

### ***Supervisory Do's and Don'ts***

- \*Recognizing danger signals
- \*Motivating Employee Performance
- \*Handling the difficult employee
- \*Value of Documentation

*Class Length: 4 hours*

*Who needs to attend: Suggested for supervisors/managers/foreman*

*How Often: As Needed*

### ***Site Inspection Procedures for Supervisors***

- \*Benefits for audit process
- \*Tools to develop implement & maintain workplace audits
- \*Identifying hazards
- \*How to develop your own checklist

*Class Length: 4 hours or can be Variable depending on Location and Tasks Required*

*Who needs to attend: Suggested for supervisors/managers/foreman*

*How Often: As Needed*

### ***Workers Compensation for Supervisors/Managers***

- \*What is it? How does it affect employees, and employers?
- \*Rights and Rules in New Mexico for employees and employers
- \*Reporting
- \*Investigation
- \*Training
- \*Experience Mod. Rates

*Class Length: 4 hours*

*Who needs to attend: Suggested for supervisors/managers/foreman*

*How Often: As Needed*

### ***Workplace Violence Prevention for Supervisors/Managers***

- \* Pre-employment screening procedures and the procedures for at-risk employees.
- \* Security procedures.
- \* Perpetrator profile
- \* Violence aftermath procedures.

*Class Length: 4 hours*

*Who needs to attend: Suggested for supervisors/managers/foreman*

*How Often: Annual or as needed.*