



COURSE CATALOG

2021



*** DUE TO COVID, WE ARE ONLY OFFERING LIVE SAFETY TRAINING WEBINARS THROUGH ZOOM AT THIS TIME. ONCE PERMITTED, TRAINING WILL BE OFFERED AS IN-PERSON CLASSES AND WEBINARS.**

J.A. Montgomery
CONSULTING

Accident Investigation

2 hours - This course leads the student through the 3-step process of 1) collecting good information of the incident, 2) identifying the root cause and contributing factors, and 3) creating an action plan to incorporate what was learned from the investigation.

Recommended upon initial assignment This course is strongly recommended for persons involved with incident investigation and analysis, including supervisors, managers and safety coordinators, accident review committee members, and those in safety leadership roles.

Continuing Educational Approvals:
CPWM - 2.0 Management CEU Credits
Water/Wastewater - 1.5 Hrs. Safety TCH

Asbestos, Lead and Silica Industrial Health Overview

1 hour - This course is a primer on the regulations and restrictions for workers who perform tasks that could potentially expose them to asbestos, silica, or lead.

Please note: there are specific requirements for persons who perform housekeeping/facility maintenance operations in areas that contain or presumed to contain asbestos. This class does not meet the OSHA Asbestos Awareness training requirement for those workers.

Recommended upon initial assignment and refresher training as needed for employees and supervisors who perform housekeeping or maintenance in areas which may have asbestos containing materials (ACM) or presumed asbestos containing materials (PACM), and products that may contain silica or lead.

Continuing Education Approvals:
CPWM - 1.0 Technical CEU Credits
CPWM - 1.0 Government CEU Credits
RMC - 1.0 Professional Development CEU Credits
Water/Wastewater - 1.0 Safety TCH

Back Safety/ Material Handling

1 hour - This course reviews the structure of the spine and common back injury mechanisms. Students will be given the opportunity to discuss common manual labor tasks and best practices to minimize stress on the body.

Recommended upon initial assignment and refresher training as needed for employees and supervisors who are involved in manual material handling.

Continuing Education Approvals:
Water/Wastewater - 1.0 Safety TCH
CPWM - 1.0 Technical CEU Credit

Bloodborne Pathogens

1 hour - This course reviews the requirements of OSHA's Bloodborne Pathogen Standard and common applications for tasks performed by public employees.

Course requires follow up action by employers. Employers must explain safeguards specific for the employees' workplaces in order to complete annual training.

Required upon initial assignment and annual retraining for those employees who come into contact with blood or bodily fluids. This typically includes staff that collects trash, clean restrooms, handles raw sewage, and must perform first aid as part of their job duties.

Continuing Education Approvals:
CPWM - 1.0 Government CEU Credits
RMC - 1.0 Professional Development
Water/Wastewater - 1.0 Safety TCH

Bloodborne Pathogens Administrator Training

2 hours - This course prepares the attendee to fulfill the role of the Bloodborne Pathogen Administrator for their organization. Course objectives are to discuss key elements of the OSHA Standard and the role of the local Program Administrator, including hazard determination, written policies, reporting potential exposures, and evaluating training programs.

Recommended upon initial assignment for employees and Supervisors who desire to conduct annual retraining.

Continuing Education Approvals:
CPWM - 1.0 Technical CEU Credit
CPWM - 1.0 Management CEU Credit
Water/Wastewater - 2 Non-Safety TCH

CDL: Drivers' Safety Regulations

2 hours - The Federal Motor Carrier Safety Act requires employers to train Commercial Driver's License holders on the regulations concerning drug and alcohol testing, driver and vehicle disqualification, and other safety issues. HR and Personnel representatives may benefit from class discussion

This class will review the five types of drug and alcohol testing, medical qualification, and other driver responsibilities. Vehicle issues such as pre-trip inspection, licensing, and safe operation will also be covered.

Required (49 CFR Part 40) upon initial assignment and retraining as needed for drivers who hold a Commercial Driver's License (CDL).

Also, suggested for supervisors, Human Resource Officers, and truck/bus mechanics.

Continuing Education Approvals:
CPWM - 2.0 Government CEU Credits
Water/Wastewater - 2.0 Safety TCH

CDL: Supervisors' Reasonable Suspicion

2 hours - The Federal Motor Carrier Safety Act requires supervisors of Commercial Motor Vehicle drivers be trained on how to detect and approach a driver suspected of being under the influence of alcohol or controlled substances.

This class will review the requirements of the Federal regulations, indicators of this misuse in the workplace, how to approach a driver, and the documentation needed.

Required (49 CFR Part 40) upon initial assignment and retraining as needed for immediate supervisors of drivers with Commercial driver's License (CDL).

Also, suggested for department heads and Human Resources/Personnel representatives

Continuing Education Approvals:
CPWM - 2.0 Management CEU Credits
Water/Wastewater - 1.5 Safety TCH

Chainsaw Safety Webinar

1 hour - The OSHA requirements and best practices for using chainsaws on the ground and in a bucket of a truck will be reviewed. Best practices for pole saws are also included in the program.

Required on initial assignment and recommended periodic refresher for employees who use chainsaws.

Recommended for workers on the ground who support chainsaw operations in a bucket truck.

Chipper Safety Webinar

1 hour - Instructors will lead a discussion about the best practices for using a chipper, especially on roadways, to support brush collection or chainsaw operations

Required upon initial assignment and retraining as needed for personnel who use a chipper.

Coaching the Emergency Vehicle Operator (CEVO): Fire, EMS, or Fire

Please indicate whether you are requesting CEVO for police officers, firefighters, or ambulance drivers.

4 hours - CEVO programs are customized to the vehicles of each type of agency. The program addresses the unique hazards associated with emergency responses and the defensive measures to be used while operating these vehicles.

Recommended upon initial assignment and retraining as needed for police, fire, and emergency medical personnel.

The hazards include the use of emergency warning lights and sirens, along with the reactions of other drivers to the warning devices. Proper procedures and measures are presented for dealing with the various situations and conditions encountered.

Coaching the Maintenance Vehicle Operator (CMVO)

4 hours - This program addresses the hazards associated with larger maintenance vehicles, along with the safety considerations while operating these vehicles. Discussions cover the larger size and weight of the vehicles, traveling at slow speeds, and frequent stopping.

Recommended upon initial assignment and retraining as needed for personnel who operate large maintenance vehicles such sweepers, dump trucks, backhoes, and front-end loaders.

Continuing Education Approvals:
CPWM - 2.0 Technical CEU Credits
CPWM - 2.0 Management CEU Credits

Confined Space Entry for Entrants and Attendants

2 hours - This class is for workers who enter or act as attendants during permit-required confined space entries. This educational session will review the OSHA standards that impact typical confined space entries. Discussion include the definition of confined space, a thorough review and evaluation of hazards, personal protective equipment, entry procedures, and entry equipment.

This class may not satisfy all the required training requirements of OSHA 1910.146.

Required upon initial assignment and retraining as needed for personnel who enter non-permit or permit-required confined spaces.

Continuing Education Approvals:
CPWM - 2.0 Technical CEU Credit
Water/Wastewater - Pending

Confined Space Entry for Supervisors

3 hours - This class is for supervisors of workers who enter permit-required confined space and are responsible for completing the Entry Permit. This session will review the OSHA standards that impact typical confined space entries. Discussion includes a thorough review and evaluation of hazards, personal protective equipment, entry procedures, and completion of an Entry Permit.

This class may not satisfy all the required training requirements of OSHA 1910.146.

Required upon initial assignment and retraining as needed

Continuing Education Approvals:
CPWM - 1.5 Management CEU Credit
CPWM - 1.5 Technical CEU Credit
Water/Wastewater – Pending

Dealing With Difficult People

2 hours - This training program examines some of the challenges public sector employees face when dealing with difficult people in various settings. The program includes enhancing vital communication and listening skills, basic steps and techniques to resolve conflicts, and how to maintain a safe working environment while maintaining your equilibrium.

Recommended upon initial assignment and retraining as needed for personnel who deal with the public Continuing Education Approvals: CEU'S:

CMFO/CCFO - 1.0 Office Mgmt & Ancillary Subjects;
1.0 Ethics
Tax Collector - 1.0 General Secondary Duties; 1.0 Ethics
CPWM.1.0 - Management
RMC 1.0 - Professional Development
QPA 1.0 - Office Admin/General Duties
TCH Credits:1.0 Water/Wastewater - Safety

Designated Employer Representative (DER)

6 hours - Under Dept. Of Transportation CDL regulations, employers must designate and train a DER to act as a resource to the drivers about DOT and employer policies. This workbook-driven session will cover mandatory drug and alcohol testing programs, and the responsibilities of the employer, the DER, third-party administrators, the MRO, and the driver.

Recommended upon initial assignment and retraining as needed for individuals assigned the role of DER

Continuing Education Approvals:
CPWM 5.0 - Management
RMC 5.0 - Professional Development
Water/Wastewater - TCH:5.0 - Safety

Driving Safety Awareness

1.5 hours - This class is directed at employees who drive cars or light trucks on behalf of an employer. The tremendous loss potential of motor vehicle accidents is explained including property damage, auto liability and employee injury.

Topics include hydroplaning, the effects of excessive speed, and inclement weather. Distracted driving, the effects of fatigue and alcohol on driver performance and the practice of defensive driving are discussed.

Recommended upon initial assignment and retraining as needed

Continuing Education Approvals:
CPWM - 1.5 Technical CEU Credits
Water/Wastewater - 1.5 Safety TCH

Employee Conduct and Violence Prevention in the Workplace

1.5 hours - This course describes basic employee conduct in the work place. It reviews what is and is not acceptable conduct in the workplace. It also addresses violence in the work place. Specifically, the four types of work place violence, how to recognize the warning signs, and presents coping strategies including de-escalation methods. The MEL's No Tolerance video and Department of Homeland Security's Active Shooter video will be shown.

Recommended upon initial assignment and retraining as needed The course is excellent training for those who deal with the public.

Continuing Education Approvals:
CPWM - 1.5 Ethics CEU Credits
RMC - 1.5 Ethics CEU Credits
CTC - 1.5 Ethics CEU Credits
CMFO/CCFO - 1.5 Ethics CEU Credits
QPA - 1.5 Ethics CEU Credits
Water/Wastewater - 1.5 Safety TCH

Ethics for NJ Local Government Employees

2 hours - This course is designed to inform and update local government officials and employees in New Jersey on their responsibilities and the law's status and legal requirements under the NJ Local Government Ethics Act, State regulations, and case law.

Recommended upon initial assignment and retraining as needed

Continuing Education Approvals:
CPWM - 2.0 Ethics CEU Credits
RMC - 2.0 Ethics or Professional Development CEU Credits
CMFO/CCFO - 2.0 Ethics CEU Credits
CTC - 2.0 Ethics CEU Credits
QPA - 2.0 Ethics CEU Credits

Excavation, Trenching and Shoring

4 hours - The types and hazards of excavation and trenches will be reviewed. Topics include an employer assigned Competent Person, soil analysis and the types and characteristics of soil. Equipment and protective systems such as trench boxes and built-in-place shoring will be discussed. This standard applies to all open excavations made in the earth's surface, including trenches that create a hazard to near-by workers.

Required upon initial assignment and retraining as needed for workers with the potential to enter excavations and trenches, including Building & Grounds, Public Works, or Water/Wastewater Utility staffs.

Continuing Education Approvals:
CPWM - 2.0 Technical CEU Credits
CPWM - 2.0 Management CEU Credits
Water/Wastewater - 4.0 Safety TCH

Fall Protection Awareness

2 hours - This course discusses where fall protection is needed and presents the different options for safeguarding workers. The focus is on specific fall hazards in common operations and how employees should protect themselves from falls. The course emphasizes rules for working safely at heights and various types of fall protection systems.

Required upon initial assignment and retraining as needed for workers who are exposed to falls of 4 feet or more. This may include Public Works and Utilities (falls into pits).

Continuing Education Approvals:
Water/Wastewater - 2.0. Safety TCH

Fire Safety

1 hour - This class discusses the fire triangle as a visual representation of control measures to prevent fires. This class will also cover worker's responses to fire and other workplace emergencies.

Required for all workers upon initial assignment and retraining as needed

Continuing Education Approvals:
CPWM - 0.5 Technical & 0.5 Governmental CEU Credits
Water/Wastewater - 1.0 Safety TCH

Employers will need to explain safeguards specific to the individual work places.

Fire Extinguisher Safety

1 hour - Employers who designate employees to fight small incipient fires must provide fire extinguisher training. Topics include matching the fire extinguishers to the 5 classes of fires, the limitations of fire extinguishers, and the proper use and inspection of extinguishers.

Required upon initial assignment and annual retraining for Public Works, Utility and others who have been designated by the employer to use an extinguisher.

Continuing Education Approvals:
CPWM - 1.0 Technical CEU Credits
Water/Wastewater - 1.0 Safety TCH
CRP - 1.0 Classroom Credits

Flagger Skills and Safety

1 hour - Attendees will review the requirements and best practices for directing traffic through a temporary work zone.

Required upon initial assignment and retraining as needed for workers who direct traffic through work zones on public roadways.

Forklift Train-the-Trainer

6 hours - Employers must train and certify the performance of new operators of forklifts. Re-certification of skills is required every 3 years. This class will prepare an employer's experienced and qualified forklift operator to conduct in-house training and evaluations for forklift operators. Attendees will be provided with materials necessary to run a class and certify skill performance.

Host location must provide forklift in good operating condition and space for challenge course. Visiting evaluators cannot be certified on host town's vehicles.

Required upon initial assignment as an employer evaluator.

Hazard Communication/ Globally Harmonized System (GHS)

1.5 hours - This course will meet the general training requirements for RTK, HazCom and GHS. Content includes understanding labels, using safety data sheets and basic chemical terminology. The rights and responsibilities of employees are also reviewed.

Employers will need to explain safeguards specific to the individual work places.

Required upon initial assignment and retraining every two years for workers who work with chemicals as part of their work assignments.

Continuing Education Approvals:
CPWM - 1.0 Technical CEU Credits
CPWM - 1.0 Governmental CEU Credits
Water/Wastewater - 1.5 Safety TCH

HazMat Awareness with Hazard Communication/ Globally Harmonized System (GHS)

3 hours - This is a chemical safety course for employees who work with hazardous chemicals in their work place (HazCom), and may also discover or respond to chemical emergencies outside of their workplace (HazMat).

This course reviews hazardous substances, the risks associated with them in the workplace and at an incident. Training will cover recognition and identification of hazardous substances in an emergency, the role of the first responder, & HazCom/ GHS/Right to Know rules.

Required for all workers upon initial assignment and annual retraining for employees who can be reasonably expected to discover a chemical release and those who respond to chemical releases in a supporting role. This typically includes employees of Public Works, Utilities, Police, and EMS.

Continuing Education Approvals:
CPWM - 3.0 Technical CEU Credits
Water/Wastewater - 3.0 Safety TCH

Hazard Identification: Making Your Observations Count

2 hours - Department supervisors have the responsibility of monitoring the actions of their employees and work places for hazards that may cause injury or harm.

This program discusses the self-evaluation process of work places for common hazards created by the building, machinery or processes, and employee activities. The class will also provide an overview of the workplace observation process, sample formats to record the observations and ways to document corrective actions.

Recommended upon initial assignment and retraining as needed for employees who conduct facility inspections or Job Site Observations for their department or agency

Continuing Education Approvals:
 CPWM - 1.0 Technical CEU Credits
 CPWM - 1.0 Management CEU Credits
 Water/Wastewater - 1.5 Safety TCH
 RMC - 2.0 Professional Development CEU Credits

Hearing Conservation

1 hour - This class focuses on the training requirements for employees who are enrolled in the employer's Hearing Conservation Program, but is appropriate for any employee exposed to high levels of noise in the workplace. Discussions include hazardous levels of noise, the benefits of various hearing protective devices, and the OSHA Hearing Protection Standard.

Required for all workers upon initial assignment and annual retraining for employees who are included in the employer's Hearing Conservation Program. **Recommended** for employees who are exposed to loud noises, but not in the employer's Hearing Conservation Program.

Continuing Education Approvals:
 CPWM - 1.0 Government CEU Credits
 CPWM - 1.0 Technical CEU Credit
 Water/Wastewater - 1.0 Safety TCH

Heavy Equipment Safety

3 hours - The operation of dump trucks, loaders, backhoes, bucket trucks and other specialized equipment is a hazardous exposure for municipalities and public authorities. This program will provide the attendees with the knowledge and skills needed to understand the safe and effective operation of specialized equipment in the workplace, the proper use of the equipment, vehicle capacities and limitations, and procedures for safe operation.

Recommended upon initial assignment and retraining as needed for employees who operate construction and maintenance vehicles.

Continuing Education Approvals:
 CPWM - 2.0 Technical CEU Credits
 CPWM - 1.0 Governmental CEU Credits
 Water/Wastewater - 3.0 Safety TCH

Hoists, Cranes, and Rigging

2 hours - Moving heavy objects requires knowledge of hoisting and rigging. This session will cover DOT regulations on hoist equipment, sling types, and equipment inspection. Basic rigging techniques will be discussed with emphasis on operations such as moving pipe, moving road plates and lifting large or bulky equipment such as pumps or hydrants.

Required for all workers upon initial assignment and retraining as needed for employees who use auto cranes, chain hoists, and similar lifting equipment.

Continuing Education Approvals:
 CPWM - 2.0 Technical CEU Credits
 Water/Wastewater - 2.0 Safety TCH

Implicit Bias in the Workplace

1.5 hours - Participants will develop an understanding of how implicit bias impacts the work environment. Individual stereotypes and unconscious beliefs can discourage employee participation in solving problems, thwart imagination, and lead to a reduction in organizational productivity. Additionally, when left unmanaged, such biases create a toxic work environment that may become unsafe while also fostering workplace discrimination allegations.

Recommended upon initial assignment and retraining as needed for General Employees, Managers, Organization Leaders, and Human Resource Professionals. This course is not intended to serve as Implicit Bias Training for police officers.

Continuing Education Approvals:
 CPWM - 1.5 Ethics CEU Credits
 RMC - 1.5 Ethics CEU Credits
 CMFO/CCFO - 1.5 Ethics CEU Credits
 CTC - 1.5 Ethics CEU Credits
 QPA - 1.5 Ethics CEU Credits

Jetter/Vacuum Safety Awareness

1 Hour - The general hazards of working in and around wastewater and sewage will be reviewed. The hazards created by operating vacuum and jetting equipment will be discussed, as well as the safety considerations for each.

Recommended upon initial assignment and retraining as needed for employees who use vacuum or jetting equipment as part of their job duties.

Continuing Education Approvals:
 CPWM - 2.0 Technical CEU Credits
 Water/Wastewater - 2.0 Safety TCH

Ladder Safety/ Walking & Working Surfaces

2 hours - The objectives of the course are to familiarize participants with OSHA walking/working surface requirements. Requirements include how to safeguard openings and slip-fall prevention from walking areas such as stairs and skylights. The course shows the various types of ladders and scaffolds, and how to use them safely.

Required upon initial assignment and retraining as needed for employees who use ladders and portable scaffolds

Continuing Education Approvals:
 Water/Wastewater - 2.0. Safety TCH

Law Enforcement: Below 100

3.5 hours - The Below 100 Mission is to influence law enforcement culture by providing innovative training and awareness, through presentations, social media, and webinars on identifying the leading causes and current trends in preventable line of duty deaths and injuries. The 5 TENETS of the Program:

Recommended for all police personnel

- Wear Your Belt
- Wear Your Vest
- Watch Your Speed
- WIN - What's Important Now?
- Remember, Complacency Kills!

Law Enforcement: Building Trust and a Constitutionally Sound Police Agency Through Training

2 hours - This training provides an explanation to community leaders of why police training should be just one component of a more comprehensive professional development program rather than a “check the box” approach. Training which is completed to simply “get it done” will not result in a Constitutionally Sound Police Agency that is trusted by the community, which in the long term exposes local government, its leaders, police officers, and community members to many risks.

Recommended for Fund Commissioners, Mayors, Business Administrators, Elected Leaders, Chiefs of Police, Police Command Personnel

Law Enforcement: Career Survival for First-Line Supervisors

3.5 hours - The “First Line Supervisor” is one of the most important and challenging assignments an employee can be tasked with during their career. They are the first line personnel who turn policy into action. They are required to provide leadership at all times, and their personnel will look for guidance and support from them during critical incidents. Making good decisions is crucial, and the First Line Supervisor needs to understand the importance of following current case law, agency rules, and policies to reduce liability and career failure.

Recommended for First Line Supervisors

Law Enforcement: Career Survival for Police Officers

3.5 hours - A career in law enforcement is a labor-intensive profession that requires personnel to understand the risks that are associated with enforcing the law and abiding by the agency’s rules and regulations. New Jersey is one of the most plaintiff-friendly states, and liability claims can negatively affect the agency’s resources and reputation. The “Career Survival for Police Officers” training program was designed to supplement academy and field training programs for operational personnel. The training program identifies and encourages discussion on many of the personal and legal challenges police officers are confronted with on a daily basis.

Recommended for First Line Police Personnel

Leaf Collection Safety Awareness

2 hours - A review of the hazards of collecting leaves, including working on roadways, noise, moving machinery, and muscle strains. The class covers various methods of leaf pick-up, including leaf vacuums, claw attachments, and bagged leaf collections. Students will review safeguards for each method.

Recommended upon initial assignment and retraining as needed for employees who collect leaves on roadways. This may include employees of Public Works, and Building & Ground.

Continuing Education Approvals:
CPWM - 2.0 Technical CEU Credits
Wastewater - 2.0 Safety TCH

Lock Out/Tag Out (Control of Hazardous Energy)

2 hours - The OSHA standard and the need to identify various types of energy, as well as the need to develop shutdown and lockout procedures for each piece of equipment will be reviewed. Examples of safety measures and the various types of lockout devices will also be discussed. This class will also review the basics of electrical safety and the hazards associated with electrical and other energy sources.

Required upon initial assignment and retraining as needed for workers who participate in the employer's Lock Out/Tag Out Program

Continuing Education Approvals:
CPWM - 2.0 Technical CEU Credits
Water/Wastewater - 2.0 Safety TCH

Employers will need to explain safeguards specific to their individual work places.

Mower Safety Webinar

1 hour - The safety considerations for using walk-behind and ride-on mowers and tractors will be discussed.

Required upon initial assignment and retraining as needed for workers who use walk-behind and ride-on mowers.

Office Safety

2 hours - This course will review the main hazards that are faced in the office setting such as electrical hazards, workstation ergonomics, slips/trips & falls, emergencies and hazard communication as it pertains to office environments.

Recommended upon initial assignment and retraining as needed for employees who work in office settings.

Continuing Education Approvals:
Water/Wastewater - 2.0 Safety TCH

Personal Protective Equipment

2 hours - The OSHA hazard assessment process to identify the hazards associated with each type job will be reviewed to identify the need for PPE, and determine the type of PPE needed. Various types of PPE will be discussed, and how to choose the most appropriate style for protection.

Required upon initial assignment and retraining as needed for supervisors and employees who use or specify PPE

Continuing Education Approvals:
CPWM - 2.0 Technical CEU Credits
Water/Wastewater - 2.0 Safety TCH

Playground Safety Inspections

2 hours - This class provides attendees with a survey of the playground environment, types of injuries, the nomenclature of the individual pieces of equipment and the application of the inspection criteria. Photos will illustrate the concerns or provide illustration of the criteria. Includes a brief description of the test kit tools and recommended action plan for compliance with NJ playground regulations.

Recommended upon initial assignment and retraining as needed for employees who inspect, maintain or repair public playgrounds.

Continuing Education Approvals:
CPWM - 2.0 Technical CEU Credits
Park and Rec Professionals - .2 CEU Credits

Preparing for First Amendment Audits

1.5 hours - First Amendment Audit groups claim to be a social movement that takes it upon themselves to conduct audits of government entities to promote transparency and open government. Representatives of the groups will show up at government facilities, video record the parking lot, and the facilities operations. On some occasions, they will question employees, asking for their names and position. They may ask about accessing official government records. When public employees ask questions, the attitude and demeanor of some of these people can be unnerving, annoying, flippant, aggressive, and on occasion, they may use foul and abusive language. Unfortunately, many of the audits may become confrontational in nature. The purpose of this course is to prepare public employees for these types of audits.

Recommended for Fund Commissioners, Mayors, Business Administrators, Elected Leaders, Chiefs of Police, Police Command Personnel Police Officers, Clerks, and Administrative Personnel

Continuing Education Approvals:
CPWM - 1.0 Government, 1.0 Ethics CEU Credits
RMC - 1.0 Professional Development, 1.0 Ethics CEU Credits
CMFO/CCFO - 1.0 Office Management & Ancillary Subjects, 1.0 Ethics CEU Credits
CTC - 1.0 General/ Secondary, 1.0 Ethics CEU Credits
QPA - 1.0 Office Admin /General Duties, 1.0 Ethics CEU Credits

Safety Committee Best Practices

1.5 hours - The foundation of an effective safety program is involvement of both management and employees in an effective safety committee.

This program will present the steps to develop and run an effective safety committee. Topics will include: designing and planning your committee, choosing members for your committee, the role of the committee members, effective meeting strategies, and establishing goals and objectives for the safety committee.

Recommended upon initial assignment

Continuing Education Approvals:
 CPWM - 1.5 Management CEU Credits
 RMC - 1.5 Professional Development CEU Credits
 Water/Wastewater - 1.5 Safety TCH

Safety Coordinators' Skills Training

4 hours - This is a nuts and bolts primer for new Safety Coordinators, or experienced coordinators who wish to refresh their skills. Topics include: 1) team building and holding effective meetings, 2) conducting Job Site Observations and facility inspections, 3) accessing the MSI and other training resources, and 4) coordinating an accident/injury investigation process. Attendees will leave with a strong understanding of the MEL/JIF system and how each entity's safety program fits into the system.

Recommended upon initial assignment and retraining as needed

Continuing Education Approvals:
 CPWM - 2.0 Management CEU
 CPWM - 2.0 Government CEU Credits
 RMC - 4.0 Professional Development CEU Credits
 Water/Wastewater - Pending

Sanitation and Recycling Safety

2 hours - This course will discuss various topics relating to Sanitation Safety for solid waste and recyclable collection crews including the review of appropriate personal protective equipment, safe operating procedures, proper lifting techniques, proper driving techniques, rider positions, effective route layout and relevant provisions of the MUTCD pertaining to traffic safety.

Recommended upon initial assignment and retraining as needed for employees who collect solid waste (trash or recycling) on community streets.

Continuing Education Approvals:
 CPWM - 2.0 Technical CEU Credits

Schools: Chemical Lab Safety for Science Teachers

1 hour - This program focuses on the exposures to both teachers and students from work in chemistry labs.

Topics include a review of chemical safety, available emergency equipment such as showers, appropriate personal protective equipment, effective experiment planning and the vital importance of prudent chemical storage.

Recommended upon initial assignment and retraining as needed for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs.

Schools: Safety Awareness Training for School Custodians/Facilities Management

3 hours - This class provides attendees with a discussion of the hazards and hazard control tactics associated with general school maintenance, grounds keeping (from lawn maintenance to snow removal) and custodial tasks. The core class covers the fundamentals of Machinery, Tools and Equipment, Back Care and Safe Lifting, Slips and Falls, HazCom, Fire Safety and Blood Borne Pathogens. Additional classes may be needed for those whose work involves potential asbestos contact, electrical safety, Lock Out/Tag Out and Confined Space Entry.

Required upon initial assignment and annual retraining for employees who are potentially exposed to blood or bodily fluids and hazardous chemicals and who play a role in the employer's fire prevention, LOTO, or confined space programs.

Continuing Education Approvals:
CPWM - 3.0 Technical CEU Credits
Water/Wastewater - 3.0 Safety TCH

Seasonal (Summer) Employee Orientation

4 hours - This class is for seasonal/part-time workers employed by municipalities. Also good for supervisors responsible for training seasonal/part time workers.

Class will cover the exposures that employees may encounter, including an overview of outdoor safety, youth employment rules, heat stress, PPE, HazCom, bloodborne pathogens and employment practices. The presentation will also include videos on the various topics.

Required upon initial assignment for new or returning seasonal employees.

Shop and Tool Safety

1 hour - The OSHA standard relating to machine guarding will be reviewed. The emphasis of the class is on the safe use of common hand and power tools, ranging from chisels to circular saws to jack hammers.

Recommended upon initial assignment and retraining as needed for employees who use hand & power tools.

Continuing Education Approvals:
CPWM - 1.0 Technical CEU Credit
Water/Wastewater - 1.0 Safety TCH

Snow Plow/Snow Removal Safety

2 hours - The hazards of icy road surfaces, low visibility and objects being obstructed by snow can create a hazardous situation for the operators of snow plows.

This program will review the hazards associated with the operation of snowplows, snow blowers and shoveling snow. Proper planning and safety measures are presented in this program.

Recommended upon initial assignment and retraining as needed for supervisors and employees who plow snow on city streets

Continuing Education Approvals:
CPWM - 2.0 Technical CEU Credits
Water/Wastewater - 2.0 Safety TCH

Special Event Management

2 hours - This presentation will focus on issues and exposures created by special events. Proper planning procedures will be reviewed, and many hazard and liability considerations will be discussed.

The goal of the program will be to allow the attendees to coordinate the planning process and preparations for special events.

Recommended upon initial assignment and retraining as needed for employees who plan special events.

Continuing Education Approvals:
CPWM - 2.0 Management CEU Credits
RMC - 2.0 Professional Development CEU Credits
Wastewater - 2.0 Safety TCH

Shift Briefing Essentials

1.5 hours - For staff members who present shift briefings as part of their department safety training program. The class will discuss the informal micro-learning model for adult learners and offer resources to prepare short lesson plans.

Recommended for safety coordinators, supervisors, managers and those in safety leadership roles.

Continuing Education Approvals:
CPWM - 1 Management CEU Credit
Water/Wastewater - 1.5 Safety TCH

Work Zone: Temporary Traffic Controls

2 hours - This course will discuss the provisions of the Manual on Uniform Traffic Control Devices for Mobile, Short-Term, and Short-Term Stationary work zones on non-highway roadways.

Required upon initial assignment and retraining as needed for workers who plan, set-up, or work within roadway work zones.

Work Zone: Safety for Supervisors

3 hours - This course will review the provisions of the Manual on Uniform Traffic Control Devices for Mobile, Short-Term, and Short-Term Stationary work zones and flagging operations on non-highway roadways. Instructors will direct discussions on best practices for supervisors to coach students on recognizing opportunities to increase their safety.

Recommended upon initial assignment and retraining as needed for supervisors of workers who plan, set-up, or work within roadway work zones.