



To: Safety Coordinators, Fund Commissioners, RMC's, Exec. Directors
From: Susan Kopec, Training and Administration Assistant Director
Date: 7/1/09
Re: 2010 MSI Class Requests – TO BE SCHEDULED FOR JANUARY THROUGH DECEMBER

The 2010 planning process has begun. As in prior years, members are given an opportunity to submit requests to have specific classes scheduled at their facilities.

At this time we are asking you to submit your request for classes you would like to host that are needed JANUARY through DECEMBER 2010. All requests must be received prior to August 31, 2009. The process is different for 2010 planning in that we are asking you to request classes needed for the entire year, as done in years prior to 2009. If you are not interested in hosting any classes, no action is required.

The member that makes the request is considered the "Host Member." Host Members are required to:

- **Pre-register 15+ participants at least 10 working days prior to the date of the class on the MSI Learning Management Website.** You can register participants for any class as soon as the calendar is posted on the MSI Website.
- Provide a training room to accommodate the class. Typically, the maximum class size is 50, unless noted otherwise in the attached course listing. **We ask that the facility have a TV and VCR available and a screen or blank wall suitable for projecting slides.**
- The class will appear on the MSI calendar and open enrollment will be accepted to supplement registered participants up to the maximum class size.

Smaller members that do not have 15+ participants are encouraged to partner with neighboring members. The member making the request will be considered the "Host Member" and will be responsible to see that 15+ participants are pre-registered. The participants may be comprised of their own employees and those of neighboring members.

It is important that all "Host Members" take this commitment seriously. This will be monitored and will be considered when members make future requests.

The attached exhibits were developed to assist you in determining your training needs.

- 2010 MSI Course Listing – Provides a list of the courses that will be offered in 2010. It also provides a description of the Target Audience and suggested Training Frequency. Please take note of courses listed as **"NEW"**.
- 2010 MSI Planning Guide – Provides a list of the training programs applicable to Public Works, Emergency Services (Fire, EMS & Police) and Administration. If the answer to any of the questions related to a given training class is "YES," the affected employees or volunteers need this training.

Please use the attached form titled "2010 MSI Class Request" to submit your request prior to August 31, 2009. Submitting a request is not a guarantee that the class will ultimately be scheduled at your location. Our charge is to accommodate as many member requests as possible and to offer a spread of classes throughout New Jersey in a manner to best serve the entire MEL/JIF membership while maximizing the use of the available budget.

Fax all requests to 856-552-4741 and call to confirm receipt at 856-552-4740. Should you need assistance contact your JIF Safety Consultant or call **Andrea Felip at 856-552-4740.**

2010 MSI Class Request

For January 1, 2010 – December 31, 2010

All requests to host classes MUST be received prior to August 31, 2009
(Requests received after August 31, 2009 will be put on a waitlist for scheduling upon availability)

Member Name _____ (Name of Municipality, Authority, School District, County, etc)

JIF _____

County _____

Requestor's Name _____

Title _____

Phone Number _____

Fax Number _____

E-mail Address _____

Class Name	Desired Month	Other considerations (Day of week, time of day preference - An attempt will be made to accommodate preferences as best we can)	Number of Attendees
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In requesting a class, your Municipality, Authority, School District, County, etc will be considered the Host member. With that you are agreeing to:

- **Pre-register 15+ participants at least 10 work days prior to the date of the class.** You can register participants for any class as soon as the calendar is posted on the MSI Learning Management Website.
- Provide a training room to accommodate the class. Typically, the maximum class size is 50. **We ask that the facility have a TV and VCR available and a screen or blank wall suitable for projecting slides.** The class will appear on the MSI calendar and open enrollments will be accepted to supplement your registrations up to the maximum class size.

Fax all requests to 856-552-4741 and call to confirm receipt at 856-552-4740.

Course	Target Audience	Training Frequency	Program Type	Class Length
Accident Investigation	Safety Coordinators, Accident Review Committee members, Supervisors and Department heads.	Recommended upon initial assignment and retraining as needed	Safety Leadership	2 hours
Advanced Safety Leadership Program <i>(To be presented as a workshop. Schedule and locations to be announced)</i>	Safety coordinators, supervisors and managers. Both sessions required for certificate of completion and 10 hour OSHA Outreach Card Please indicate if you would like to be considered as a host town for this program in 2010.	Recommended upon initial assignment	Safety Leadership	Two full day sessions
Asbestos Awareness	Regulatory (1910.1001 (j)(7)) for employees and supervisors of workers who perform housekeeping or maintenance in areas which have asbestos containing materials (ACM) or presumed asbestos containing materials (PACM).	Required upon initial assignment and annual retraining	General Safety	1 hour
Back Safety / Material Handling	Any employee involved in lifting or moving large or heavy objects. Supervisors who are responsible for staff members involved in these types of activities should also attend.	Recommended upon initial assignment and retraining as needed	General Safety	1 hour
Back Safety / Patient Handling for Emergency Responders NEW! <i>(Anticipated release July 2010)</i>	Recommended for police and emergency responders who may be involved in incidental patient handling	Initial training. Retraining every 2 years.	General Safety	1.5 hours
Bloodborne Pathogens Initial	Regulatory (OSHA 1910.1030) for employees such as Firefighters, Police Officers, EMS, Recreation, teachers, custodians, Sanitary Sewer or Wastewater staff with likely occupational exposure to blood or other potential infectious materials (OPIM).	Required upon initial assignment	General Safety	2 hours
Bloodborne Pathogens Refresher	Refresher training for those employees with potential occupational exposure to bloodborne pathogens.	Required annual refresher	General Safety	1 hour
Bloodborne Pathogens Train-the-Trainer <i>(To be presented as a workshop. Schedule and locations to be announced)</i>	Recommended for individuals who are responsible for providing annual BBP refresher training for their employees as an alternative to the MSI BBP Refresher training. Please indicate if you would like to be considered as a host town for this program in 2010.	Recommended upon initial assignment	Safety Leadership Train-the-Trainer	3 hours
BOE: Chem Lab Safety for Science Teachers	Middle and High School teachers and aides.	Recommended upon initial assignment and retraining every 3 years.	Board of Education Safety	1 hour

Course	Target Audience	Training Frequency	Program Type	Class Length
BOE: Safety Awareness Training for Custodians / Facilities Management	School maintenance, grounds keepers, and custodial staff. Overview of applicable OSHA standards including HazCom, Bloodborne Pathogens, PPE and machine safeguarding issues.	Recommended upon initial assignment and retraining every 3 years.	Board of Education Safety	3 hours
CDL – Controlled Substances & Safety Regulations (Title change and run time increase to 3 hours)	Drivers with Commercial Drivers Licenses (CDL); Also, supervisors and mechanics would benefit from this program	Required upon initial assignment	General Safety	3 hours
CDL - Supervisors Reasonable Suspicion	Supervisors only. For supervisors of drivers with Commercial Driver licenses.	Required upon initial assignment; no retraining requirement	Safety Leadership	2 hours
Chain Saw & Chipper Safety	Supervisors and employees who may operate or work with chain saws and chippers.	Required upon initial assignment and retraining every 3 years as needed	General Safety	1 hour
Coaching the Emergency Vehicle Operator (CEVO) Police, Fire and EMS	These programs are specifically designed for emergency vehicle operators to refresh and improve their driving skills in emergency and non-emergency situations. Police, fire, and EMS programs available.	Recommended upon initial assignment and retraining as needed	General Safety	4 hours
Coaching the Maintenance Vehicle Operator (CMVO)	This program is specifically designed for DPW drivers, and others who operate large dump trucks, other highway and road maintenance equipment. Program is intended to refresh and improve their driving skills.	Recommended upon initial assignment and retraining as needed	General Safety	4 hours
Confined Space Awareness Training (Run time reduced to 1.5 hours)	Regulatory (OSHA 1910.146) This class is designed to provide students with an overview of the hazards associated with confined spaces. It is intended for persons that do not enter confined spaces, but need awareness level training on the identification of confined spaces, ex. Police, EMS, Fire and some Public Works categories.	Required upon initial assignment and retraining as needed	General Safety	1.5 hours
Confined Space Entry Permit Required with Practical Exercise (Run time increase to 5 hours)	Regulatory (OSHA 1910.146) training for Public works and Water & Sewer Dept staff and those who enter confined spaces. Includes hands on training with equipment demonstration. Host town must provide air monitoring equipment, ventilation equipment, harnesses & tripod. Max class size 15.	Required before initial assignment	General Safety	5 hours
DDC-6 Defensive Driving	All motor vehicle operators, with the exception of emergency vehicles operators (who would be the target audience for the CEVO program). Also suitable for office employees.	Recommended upon initial assignment and remedial training as needed	General Safety	6 hours

Course	Target Audience	Training Frequency	Program Type	Class Length
Effective Safety Committees	Safety Coordinators and those designated to serve on a Safety Committee, especially those individuals charged with responsibility for maintaining the safety program.	Recommended upon initial assignment	Safety Leadership	1 hour
Excavation, Trenching and Shoring	Regulatory (OSHA 1926.650, 1920.653) for DPW, Water, Sewer Utility staff who conduct excavation and trenching operations.	Required upon initial assignment and retraining every 3 years	General Safety	4 hours
Fall Protection Awareness <i>NEW !</i> <i>(Anticipated release July 2010)</i>	Regulatory (1926 Subpart M) for employees working at elevated locations (6 ft or more). Covers duty to have fall protection, including training requirements, personal fall arrest systems, positioning device systems and sample fall protection plan.	Initial training and annual re-training	General Safety	2 hours
Fire Extinguisher Safety	Regulatory (OSHA 1910.157(a)) . Awareness level training for employees who are authorized to use fire extinguishers. Includes information on classes of fires, "fight or flight" decisions, and safe use of extinguishers.	Required upon initial assignment and annual retraining thereafter	General Safety	1 hour
Fire Safety	Regulatory (OSHA 1910.38 and 1910.39) . All employees. Employers must have a written Emergency Action Plan that includes procedures for reporting fires or other emergencies, building evacuation procedures, fire prevention plans, etc.	Required upon initial assignment and annual retraining	General Safety	1 hour
Flagger/Work Zone Safety	Regulatory (OSHA 1926.201) for DPW, Water and Sewer departments and personnel who must establish traffic zones or divert traffic from work areas in active roadways.	Required upon initial assignment and retraining every 3 years	General Safety	4 hours
Hazard Communication Initial	Regulatory (OSHA 1910.1200) for employees with potential exposure to hazardous chemicals. Suggested for DPW, Custodians, Janitorial Staff, Water and Sewer Departments, Fire, and Police Officers.	Required upon initial assignment and refresher every 2 years	General Safety	2 hours
Hazard Communication Refresher <i>(Run time increase to 1.5 hours)</i>	Refresher training	Required every 2 years	General Safety	1.5 hours
Hazard Identification and Job-Site Observation	For Supervisors, Safety Coordinators, Risk Managers, department heads and anyone designated to perform hazard inspections and JSOs.	Recommended initial training	Safety Leadership	2 hours

Course	Target Audience	Training Frequency	Program Type	Class Length
Hazardous Materials Awareness	Regulatory (OSHA 1910.120(p)(7)) For First Responders at the awareness level , who are likely to witness or discover a hazardous substance release. Provides training on proper emergency response sequence. Appropriate for DPW, Police, EMS, Fire, Water & Sewer and Sanitation department staff.	Required upon initial assignment and annual refresher OR demonstration of competency as per OSHA 1910.120(q)(8)(i).	General Safety	3 hours
Hearing Conservation <i>(Run time increase to 1.5 hours)</i>	Regulatory (OSHA 1910.95) for supervisors and employees who are exposed to occupational noise in excess of OSHA Action Level. This includes all employees who are part of employers Hearing Conservation Program.	Required upon initial assignment and annual retraining	General Safety	1.5 hours
Heavy Equipment Safety <i>(Choice of Modules)</i>	For employees and supervisors working with or near heavy equipment. The program consists of general safety considerations plus at least 2 modules of your choice. Class duration may vary based on the equipment used by your employees. The 7 specialized equipment modules include: 1) Bucket loaders and Backhoes. 2) Trucks. 3) Aerial/Scissor Lifts. 4) Powered Industrial Trucks/Forklifts. 5) Crane's, Hoists and Auto Lifts. 6) Tractors 7) Golf Carts. <i>Please indicate on your class request list which modules you would like included in your Heavy Equipment training.</i>	Recommended upon initial assignment and refresher training as needed	General Safety	3 hour (minimum) Run time varies based on modules chosen by host town.
Housing Authority Safety Awareness Training for Facility Maintenance Personnel	For Housing Authority employees and supervisors: Overview of applicable OSHA standards including HazCom, Bloodborne Pathogens, PPE and machine safeguarding issues.	Recommended upon initial assignment and retraining every 2 years	Housing Authority Safety	3 hours
Housing Authority Sensibility One - Employee Conduct and Violence in the Workplace <i>NEW !</i>	Housing Authority employees who are in contact with the public. The course reviews acceptable conduct in the workplace including sexual harassment and other civil rights issues. Also addresses issues around violence in the workplace. This is the first course of a three part series.	Initial training	General Safety	2 hours
Housing Authority Sensibility Two - Conflict Resolution <i>NEW !</i>	Housing Authority employees geared towards labor and management. This is the second of a three part series on human interaction skills designed to reduce violence, conflict and stress in the work place.	Initial training	General Safety	2 hours
Housing Authority Sensibility Three- Stress and Stress Management <i>NEW !</i>	Housing Authority employees geared towards labor and management. This is the third of a three part series on human interaction skills. This course provides stress coping strategies.	Initial training	General Safety	1 hour

Course	Target Audience	Training Frequency	Program Type	Class Length
Jetter Safety Awareness	All employees who operate or work around Jetter, Vac Truck and high pressure equipment, including Water & Sewer and DPW employees.	Required upon initial assignment and retraining as needed	General Safety	2 hours
Ladder Safety/ Walking & Working Surfaces (Previously 'Ladder Safety')	Regulatory (OSHA 1910.25, .26, .501) training for employees (except firefighters) who use ladders, temporary scaffolding or may do work at heights. Intended for DPW, Water & Sewer and any other employees who may use ladders as part of their regular job assignments.. This course does NOT cover the fall protection standard.	Required upon initial assignment and retraining every 3 years	General Safety	2 hours
Leaf Vac Safety Awareness (Run time reduced to 1.5 hours)	All employees and supervisors involved with leaf collection and brush pick up operations.	Required upon initial assignment and retraining every 3 years	General Safety	1.5 hours
Lock Out/Tag Out (Control of Hazardous Energy)	Regulatory (OSHA 1910.147) for employees and supervisors of those working on or around machinery, including vehicles. Any employee who locks out or tags out machinery equipment for servicing, as well as employees working around machinery who are must be aware of LO/TO requirements.	Required upon initial assignment and retraining every 3 years	General Safety	2 hours
Shop and Tool Safety (Previously 'Machine Guarding')	Regulatory (OSHA 1910.212) for mechanics, technicians, supervisors and employees who operate or maintain equipment or machinery. Creates a level of awareness of potential hazards, such as points of operation, nip points, rotating parts and power transmission hazards.	Required upon initial assignment and retraining every 3 years	General Safety	1 hour
Management of Special Events	Police & Fire Command Staff, Emergency Management officials, Recreation directors, safety coordinators and other municipal officials responsible for approving or organizing special events within the community.	Recommended upon initial assignment and retraining as needed	Safety Leadership	2 hours
Office Safety	Employees who work in an office setting, including clerical and administrative staff.	Recommended upon initial assignment and retraining as needed	General Safety	2 hours

Course	Target Audience	Training Frequency	Program Type	Class Length
Personal Protective Equipment	Regulatory (OSHA 1910 Subpart I and 1926 Subpart E) for workers and Supervisors responsible for evaluating the job assignments of their staff and employees who are assigned to wear Personal Protective Equipment. This includes DPW, Street Maintenance, Water & Sewer, and Parks & Recreation Departments.	Required upon initial assignment and retraining every 3 years	General Safety	2 hours
Playground Safety	Recommended for persons responsible for playground equipment safety, including Recreation Directors, Public Works Departments and Safety Coordinators.	Recommended upon initial assignment and retraining as needed	General Safety	2 hours
Powered Industrial Truck / Forklift	Regulatory (OSHA 1910.178) for employees who operate forklifts. This program is designed for experienced operators and provides classroom training only.	Required upon initial assignment	General Safety	2 hours
Powered Industrial Truck / Forklift Certification	Regulatory (OSHA 1910.178) for employees who operate forklifts. This program is designed for experienced operators and provides classroom training and certification upon hands on demonstration of competency. Maximum 15 participants.	Required upon initial assignment	General Safety	2 hours + certification time dependant on number of participants.
Respiratory Protection Awareness	Regulatory (OSHA 1910.134(k)(5)) for employees and supervisors who are required to wear respirators. May include DPW, water and sewer, fire and rescue department personnel	Required upon initial assignment and annual retraining	General Safety	1 hour
Respiratory Protection for Law Enforcement	Regulatory (OSHA 1910.134(k)(5)) discussion of respiratory exposures and controls related to law enforcement and emergency response personnel, including discussion of CBRN.	Required upon initial assignment and annual retraining	General Safety	1 hour
Sanitation and Recycling Safety <i>(Previously 'Sanitation Safety')</i>	All sanitation workers and supervisors responsible for trash collection, recycling and bulk pick up operation.	Required upon initial assignment, suggested retraining every 3 years	General Safety	2 hours
Seasonal Public Works Operations (Combined discussion of Leaf Vac and Snow Plow Safety)	Combined offering for public works employees and supervisors assigned responsibility for fall and winter leaf vac and snow removal operations; Offered only in September and October.	Required upon initial assignment and retraining every 3 years	General Safety	3 hours
Summer Seasonal Employee Training NEW ! <i>(Offered in May, June, July only)</i>	Recommended for summer seasonal employees, such as DPW and recreation workers. Overview of outdoor safety, youth employment rules, lifeguard issues, heat stress, PPE, HazCom, bloodborne pathogens and employment practices issues.	Recommended upon initial assignment	General Safety	4 hours

Course	Target Audience	Training Frequency	Program Type	Class Length
Snow Plow / Snow Removal Safety	Employees assigned to drive and operate snowplows for snow removal.	Recommended upon initial assignment and retraining as needed	General Safety	2 hours
Tool Box Talks <i>(Run time increase to 1.5 hours)</i>	Supervisors, Foremen and other senior department staff members who present Toolbox Talks as part of their safety communication program	Recommended upon initial assignment and retraining as needed	Safety Leadership	1.5 hours
Violence in the Workplace <i>NEW!</i>	All employees; including employees who work in an office setting, including administrative staff, court clerks, and tax assessors.	Recommended upon initial assignment and retraining as needed	General Safety	1 hour

Department of Public Works/ Utility: Includes DPW drivers, laborers, equipment operators, Building Maintenance, Water & Sewer Operations, Parks & Recreation, Road Departments, Solid Waste & Sanitation, and Buildings & Grounds Operations

DPW / Utility Regulatory Training	Y / N	If you answer yes to any questions, the employees typically will need this training.
Asbestos Awareness		Does your staff perform housekeeping or maintenance in areas which may contain asbestos containing materials (typically found in structures built prior to 1980)? Does your sewer system include asbestos cement pipe?
Bloodborne Pathogens		Does your staff conduct solid waste, recyclables and/or bulk waste pick up operations? Does your staff clean municipal building and facilities, including restrooms? Does your staff clean bar screens, other wastewater handling areas or enter manholes? Does your staff empty trash receptacles in public facilities?
BBP - Train the Trainer		Is this person responsible for providing Bloodborne Pathogen Refresher training to other staff members?
CDL Controlled Substances & Safety Regulations		Does your staff operate vehicles requiring a Commercial Driver's license? Do you have new CDL drivers on staff? Do you have CDL drivers, mechanics or supervisors that need a refresher on CDL safety requirements?
CDL- Supervisors Reasonable Suspicion		Is this person a supervisor for CDL drivers? Does this person need to receive mandatory training in DOT guidelines regarding drug & alcohol reasonable suspicion and required testing?
Chain Saw & Chipper Safety		Does your staff use (or supervise employees who use) chain saws for cutting or chippers to grind up trees and brush?
Confined Space Entry- Permit Required with practical exercise		Does your staff enter manholes or storm water culverts located beneath ground level? Does your staff dig in the streets, parks or other properties for underground utilities or drainage? Does your staff enter pump stations, wet or dry wells for inspections? Does your staff operate a wastewater treatment facility?
Confined Space Entry - Awareness		Does your municipality / authority have un-marked confined spaces, such as man holes, trenches. Do you have staff members that need to be trained in recognizing confined spaces? Do they need to be trained to understand that they are not permitted to enter these spaces?
Excavation, Trenching and Shoring		Does your staff dig in the streets, parks or other properties for underground utilities or drainage?
Fire Extinguishers		Are your employees designated to use fire extinguishers? Do they need to be trained on how to use the fire extinguishers?
Fire Safety		Do you have new employees or existing employees that are in need of their annual fire safety refresher training?
Flagger / Workzone Safety		Do your employees work in or near traffic or along a roadway? Do they work within 15 feet of a roadway? Do they work around heavy construction equipment? Do they every need to divert traffic or set up work zones?
Hazard Communication training		Do your employees work with cleaning supplies or other chemicals such as solvents, paints, lubricants and fuels?
Hazardous Materials Awareness		Is it likely that your staff members may witness or discover a hazardous material spill? Does your department respond to chemical or material spills within your community?
Hearing Conservation		Are your employees exposed to loud noises from equipment such as chippers, jack hammers, landscaping equipment? Have employees been issued hearing protective devices? Should they be wearing hearing protection?
Heavy Equipment Safety		Does your staff operate and need refresher training in heavy equipment such as backhoes, loaders, bucket trucks, bull dozers, scissor lifts, etc.
Jetter Safety Awareness		Does your staff use a sewer-jet or vacuum truck or a rodder for clearing sewer blockages?

DPW / Utility Regulatory Training (cont.)	Y / N	If you answer yes to any questions, the employees typically will need this training.
Ladder Safety/ Walking & Working Surfaces		Does your staff use fixed or portable ladders or scaffolds?
Lock Out/Tag Out		Are there electrical, hydraulic or pneumatic machines in use in your facility / operation?
Shop and Tool Safety		Are there electrical, hydraulic or pneumatic machines or pumps in use in your facility? Does your staff use lawn mowers, grinders, drill presses, band saws, chop saws, table saws, grinders, lawn mowers, snow blowers, etc.
Personal Protective Equipment		Does your staff complete tasks that require wearing of hard hats, safety shoes, gloves, or goggles? Should your employees be wearing protective equipment? Does your staff know what PPE equipment should be worn and how it is to be inspected & maintained?
Powered Industrial Trucks (Forklift)		Does your staff operate forklifts? Do you do your own practical evaluations?
Respiratory Protection		Does your staff wear respirators for any of their job assignments? Do your employees work in environments that are contaminated by dust, chemical fumes or other airborne contaminants? Do you have a written respiratory control program?
Sanitation Safety		Does your staff conduct solid waste, recyclables and/or bulk waste pick up operations?
DPW / Utility Recommended Training	Y / N	
Back Safety/ Material Handling		Does your staff lift or move heavy objects? Have your employees sustained back injuries, or material handling related injuries in the past three years?
CMVO (Coaching the Maintenance Vehicle Operator)		Have your drivers received training on the safe operation of maintenance vehicles? Have you had vehicle accidents and does your staff need refresher training on driver safety?
Playground Safety		Does your staff inspect and maintain playground equipment, bleachers and other recreation equipment? Does your staff need to be trained in the CPSC Guidelines?
Summer Seasonal Employee Training		Do you have summer seasonal hires that need to receive safety orientation? (Course offered only in May, June and July)
Seasonal Public Works Operations		Do you have employees involved with leaf collection and snow removal operations that you would like to have trained in a single training session. (Course offered only in September and October)
Leaf Vac Safety Awareness		Does your staff conduct leaf collection activities with vacuum equipment?
Snow Plow / Snow Removal Safety		Does your staff plow snow during winter storms?
Safety Leadership Training	Y / N	
Advanced Safety Leadership		Is this person a safety coordinator, supervisor or manager who would like to complete the OSHA 10 hr Outreach program?
Accident Investigation		Do you have an accident review committee? Does the committee need to be trained in how to identify root causes?
Effective Safety Committees		Do you have a Safety Committee? Do you want to improve the effectiveness of your Safety Committee?
Hazard ID / Job Site Observations		Is this person a safety coordinator? Is this person a supervisor or lead person who is responsible for conducting job site observations? Does this person conduct inspections of your facilities to identify potential hazards or unsafe actions?
Management of Special Events		Is this person involved in planning of special events? Do they have responsibilities on the day of the event for Parades, Fireworks, etc? Does this person help community/church groups with events in your community?
Tool Box Talks		Is this person responsible for leading safety meetings or providing short safety training topics for co-workers?

Public Safety (Police, Fire and EMS): This classification includes paid and volunteer emergency management personnel.

Regulatory Training	Y / N	If you answer yes to any questions, the employees typically will need this training.
Bloodborne Pathogens		Does your staff respond to motor vehicle accidents, fire scenes or conduct other activities involving injured parties which may involve blood or other potentially infectious materials? Does your staff deal with or come in contact with persons who use IV drugs?
BBP - Train the Trainer		Is this person responsible for providing Bloodborne Pathogen Refresher training to other staff members?
Confined Space Entry - Awareness		Does your staff know what a confined space is? Do they know the hazards of entering a confined space? Is your staff expected to respond to an emergency that may involve confined spaces?
Fire Extinguishers		Are your employees permitted to use fire extinguishers? Do they need to be trained on how to use the fire extinguishers?
Fire Safety		Do you have new employees or existing employees that are in need of their annual fire safety refresher training?
Flagger / Workzone Safety		Does your staff ever direct or divert traffic around your operations?
Hazard Communication		Does your department have cleaning supplies and chemicals? Do officers handle forensic chemicals such as fingerprint powders? Does staff use chemicals for weapon cleaning?
Hazardous Materials Awareness		Is it likely that your staff members may witness or discover a hazardous material spill? Can they identify a hazardous material situation and know how to react?
Lock Out/Tag Out		Are there electrical, hydraulic or pneumatic machines in use in your facility / operation?
Personal Protective Equipment		Does your staff complete tasks that require wearing of hard hats, safety shoes, gloves, or goggles? Does your staff know what PPE equipment should be worn and how it is to be maintained?
Respiratory Protection for Law Enforcement		Have your staff members been issued respirators? Do they need to be trained? Do your officers wear gas masks for civil disturbances or as part of a tactical team?
Recommended Training	Y / N	
Back Safety/ Material Handling		Does your staff lift or move heavy objects? Have your employees sustained back injuries in the past three years?
Back Safety/Patient Handling for Emergency Responders		Does your staff lift and assist with movement of patients?
CEVO (Coaching the Emergency Vehicle Operator)		Have your drivers received emergency vehicle operation training since their academy training? Have you had vehicle accidents and does your staff need refresher training on driver safety? Does your staff need training on blue light laws, sirens, and other emergency driving topics?
Safety Leadership Training	Y / N	
Accident Investigation		Do you have an accident review committee? Does the committee need to be trained in how to identify root causes?
Effective Safety Committees		Do you have a Safety Committee? Do you want to improve the effectiveness of your Safety Committee?
Hazard ID / Job Site Observations		Is this person a safety coordinator? Is this person a supervisor or lead person who is responsible for conducting job site observations? Does this person conduct inspections of your facilities to identify potential hazards or unsafe actions?
Management of Special Events		Is this person involved in planning of special events? Do they have responsibilities on the day of the event for Parades, Fireworks, etc? Does this person help community/church groups with events in your community?
Tool Box Talks		Is this person responsible for leading safety meetings or providing short safety training topics for co-workers?

Administration / Clerical: This classification includes administrative and support staff.

Regulatory Training	Y / N	If you answer yes to any questions, the employees typically will need this training.
Bloodborne Pathogens		Does your staff clean municipal building and facilities, including restrooms? Do they provide first aid? Are they potentially exposed to blood or other bodily fluids?
Bloodborne Pathogens - Train the Trainer		Is this person responsible for providing Bloodborne Pathogen Refresher training to other staff members?
Fire Extinguishers		Are your employees permitted to use fire extinguishers? Do they need to be trained on how to use the fire extinguishers?
Fire Safety		Do you have new employees or existing employees that are in need of their annual fire safety refresher training?
Hazard Communication		Do your employees work with cleaning supplies or other chemicals such as solvents, paints, lubricants and fuels?
Recommended Training	Y / N	
Back Safety/ Material Handling		Does your staff lift or move heavy objects? Have your employees sustained back injuries, or material handling related injuries in the past three years?
Defensive Driving		Do employees drive motor vehicles on work-related business or errands?
Office Safety		Would your office staff benefit from learning more about safe work practices in an office? Is your staff interested in learning more about computer workstation ergonomics that may enhance comfort and reduce the likelihood of work related injuries?
Playground Safety		Does your staff inspect and / or maintain playground equipment, bleachers and other recreation equipment? Does your staff need to be trained in the CPSC Guidelines?
Violence In the Workplace		Does your staff work with the public? Do they come in contact with confrontational situations at work?
Safety Leadership Training	Y / N	
Accident Investigation		Do you have an accident review committee? Do the members of the accident review committee need to be trained in how to identify root causes?
Effective Safety Committees		Do you have a Safety Committee? Do you want to improve the effectiveness of your Safety Committee?
Hazard ID / Job Site Observations		Is this person a safety coordinator? Is this person a supervisor or lead person who is responsible for conducting job site observations? Does this person conduct inspections of your facilities to identify potential hazards or unsafe actions?
Management of Special Events		Is this person involved in planning of special events? Do they have responsibilities on the day of the event for Parades, Fireworks, etc? Does this person help community/church groups with events in your community?
Tool Box Talks		Is this person responsible for leading safety meetings or providing short safety training topics for co-workers?

Housing Authority Personnel

Recommended Training	Y / N	If you answer yes to any questions, the employees typically will need this training.
Housing Authority Safety Awareness		Do you have Housing Authority employees and supervisors that need an overview of applicable OSHA standards including HazCom, Bloodborne Pathogens, PPE and machine safeguarding issues?
Housing Authority Sensibility One- Employee Conduct and Violence in the Workplace		Do you have employees who are in contact with the public. Do your employees need refresher training in acceptable conduct in the workplace including sexual harassment and other civil rights issues.
Housing Authority Sensibility Two- Conflict Resolution		Do you have labor and management employees who need skills training on reducing violence, conflict and stress in the work place?
Housing Authority Sensibility Three- Stress and Stress Management		Do you have labor and management employees who need skills training stress coping strategies?

Board Of Education Personnel

Recommended Training	Y / N	If you answer yes to any questions, the employees typically will need this training.
Board of Education Safety Awareness Training for Custodians/Facilities Management		Do you have school maintenance, grounds keepers, and custodial staff that need an overview of applicable OSHA standards including HazCom, Bloodborne Pathogens, PPE and machine safeguarding issues?
Board Of Education Lab Safety for Science Teachers		Do you have science teachers that need chemical safety refresher training?