

# ***Your Education & Training Resource***



Associated **Employers**



**HUMAN  
RESOURCES**



**HEALTH  
BENEFITS**



**WORKER  
COMPENSATION**



**RECRUITING**



**TRAINING**



**PAYROLL**



**SURVEYS &  
COMPENSATION**

[www.associatedemployers.org](http://www.associatedemployers.org)

406-248-6178



**MONTANA SAFETY  
SERVICES COUNCIL**



**SAFETY  
TRAINING**



**COMPUTER LAB  
TRAINING**



**OSHA  
COMPLIANCE**



**SAFETY  
CONSULTING**



**WRITTEN SAFETY  
PROGRAMS**



**SAFETY  
ASSESSMENTS**



**DOT HAZARDOUS  
MATERIAL**

[www.mssc.org](http://www.mssc.org)

406-248-4893

3435 Mountain Pass Road, Billings MT 59102



Associated Employers



**AE** is a non-profit membership association committed to the success of employers and their businesses. Founded in 1916, AE currently serves over 900 businesses across Montana and Wyoming.

**The Mission** of the Association is to provide expert advice, support, information, education and training in Employee Relations, Management, Human Resources, Research and Governmental areas and related matters directed to the promotion and establishment of a positive employer/employee relationship.

**Our Commitment** is to provide our members with the information they need, the training they require and the direct help they request in an accurate and timely manner.

<u>Information Resources</u>	<u>Human Resource Services</u>	<u>Research &amp; Compensation</u>
<ul style="list-style-type: none"> <li><i>The HR Hotline:</i> Unlimited access to certified HR, compensation and payroll professionals</li> <li><i>Resources:</i> Monthly printed newsletter highlighting important HR and compliance information</li> </ul>	<ul style="list-style-type: none"> <li>HR Needs Assessment</li> <li>On-site HR Partnering</li> <li>Recruiting Services</li> <li>Employee Handbooks</li> <li>Affirmative Action Services</li> <li>Job Descriptions</li> <li>On-site Investigations</li> <li>Drug &amp; Alcohol Testing Programs</li> </ul>	<ul style="list-style-type: none"> <li>Wage &amp; Salary Surveys</li> <li>Policies &amp; Benefits Surveys</li> <li>Compensation System Design</li> <li>Employee Opinion Surveys</li> <li>360 Degree Peer Reviews</li> <li>Customer Satisfaction Surveys</li> </ul>
<u>Business Development</u>	<u>Training &amp; Development</u>	<u>Group Health Trust</u>
<ul style="list-style-type: none"> <li>Strategic Planning</li> <li>Succession Planning</li> <li>Meeting Facilitation</li> </ul>	<ul style="list-style-type: none"> <li>Executive Development</li> <li>Leadership &amp; Management Development</li> <li>Teambuilding, Communication, Conflict</li> <li>HR Educational Programs</li> <li>Executive Coaching</li> <li>Webinars</li> </ul>	<ul style="list-style-type: none"> <li>Group Medical/Dental/Vision and Life Plans</li> <li>Benefit Consulting</li> <li>COBRA/HIPAA Assistance</li> <li>Insured Products</li> <li>Premium Only Plans</li> </ul>
<u>Payroll Services</u>		
<ul style="list-style-type: none"> <li>Process Payroll Per Pay Period</li> <li>Prepare Quarterly Reports</li> <li>Prepare Year End Reports</li> </ul>		



#### Member Fee Schedule

Full-Day Workshop	\$1600
Half-Day Workshop	\$1100
Quarter-Day Workshop	\$ 700
Consulting Per Hour	\$ 110

#### Non-Member Fee Schedule

Full Day Workshop	\$2200
Half Day Workshop	\$1400
Quarter-Day Workshop	\$1000
Consulting Per Hour	\$ 155

## Course Listings

### Employee Development



#### **INTERPERSONAL RELATIONSHIP EXCELLENCE & EFFECTIVE COMMUNICATION**

Each member's profile and classical pattern will be examined and discussed as to how each can and should relate to others on a team where differences exist.

- Dimension strengths
- Networking
- How to adapt personal style and communication to more effectively work and interact with others
- Hearing vs listening
- Effective listening skills

#### **THE BUILDING BLOCKS OF PERFORMANCE MANAGEMENT**

This course will provide basic building blocks to assist managers with effectively managing the performance of their team members and teams. The course starts with a look in the mirror and how can I better manage myself. We then move into providing tools to manage others.

- DiSC Personality Profile/Effective communication
- Develop trust and equitably establish expectations
- Hold employees accountable
- Performance management
- Walk the Talk

#### **MANAGEMENT EXCELLENCE**

In this 6-session seminar, explore how to maintain technical expertise while demonstrating an effective style of leadership.

- DiSC Personality Profile / Communication
- Conflict Management
- Performance Management / Dialogue / Coaching
- Discipline / Termination / Performance Appraisals
- Teambuilding / Developing a Leader

#### **CONFLICT MANAGEMENT / HANDLING DIFFICULT EMPLOYEE BEHAVIORS**

This seminar will help you understand and manage conflict for positive outcomes, manage difficult employees, and put an end to unproductive and disruptive behavior.

- Conflict self-assessment
- Conflict response
- Enable a more productive and comfortable work environment
- Build confidence in managing conflict

#### **COACHING FOR IMPROVED WORK PERFORMANCE**

This seminar focuses on helping leaders define and enhance their coaching and counselling roles.

- Understand what coaching is
- Define the coaching relationship
- Resolve problems that interfere with performance
- Provide coaching guidance to develop employees

#### **PERFORMANCE MANAGEMENT - CULTURE OF DIALOGUE / PERFORMANCE APPRAISALS**

This seminar will examine the benefits of creating a culture of trust within the organization and discuss an effective performance appraisal process.

- Motivating through creating a Culture of Dialogue and positive reinforcement
- Understanding a performance appraisal system
- Creating an effective performance appraisal

## Course Listings

### Employee Development



<p><b>RESPECT AND ETIQUETTE FOR A PROFESSIONAL ENVIRONMENT</b></p> <p>This session will raise basic awareness in how we interact with external contacts and co-workers.</p> <ul style="list-style-type: none"> <li>• Define respect and professional etiquette</li> <li>• Discuss ways to improve current workplace culture</li> <li>• Ten commandments of good manners</li> <li>• Cost of rudeness</li> <li>• Telephone, cellular phone, and email professional etiquette</li> </ul>	<p><b>EFFECTIVE PRESENTATION SKILLS</b></p> <p>This seminar will examine how executing four different components will allow participants to deliver impactful presentations with more confidence.</p> <ul style="list-style-type: none"> <li>• Four key components of a presentation</li> <li>• Three purposes of a presentation</li> <li>• Creating the presentation</li> <li>• Classroom management- dealing with difficult participants</li> <li>• Various activities and role play are utilized</li> </ul>
<p><b>MANAGING THE GENERATION GAP</b></p> <p>This seminar will enhance the ability of managers and employers to recognize, respond to, and resolve differences involving generational issues where productivity, teamwork, and customer satisfaction suffer if not handled effectively.</p> <ul style="list-style-type: none"> <li>• Generations defined</li> <li>• Tips for working with every generation</li> <li>• Competitive edge for the organization</li> <li>• Problem escalation prevention</li> </ul>	<p><b>TRAIN-THE-TRAINER</b></p> <p>This skills development seminar is designed to allow each participant the opportunity to learn key steps in the training process. Using the techniques learned in the session, participants will build leadership skills and self-confidence.</p> <ul style="list-style-type: none"> <li>• Business needs for training</li> <li>• Stages of adult learning</li> <li>• The 10 commandments of training</li> <li>• Training model</li> </ul>
<p><b>CUSTOMER SERVICE NICHE</b></p> <p>This course offers customer service training based on attitude, communication, and listening. Learn how effectively using these three simple tools can keep customers doing business with YOUR organization and telling others about the great service you provide.</p> <ul style="list-style-type: none"> <li>• Fantastic service</li> <li>• Customer expectations</li> <li>• Dealing with angry customers</li> <li>• Moments of truth</li> </ul>	<p><b>EFFECTIVE TEAM DYNAMICS</b></p> <p>This workshop focuses on the skills needed to successfully build and maintain a productive employee team framework.</p> <ul style="list-style-type: none"> <li>• Creating team identity</li> <li>• Characteristics of an effective vs ineffective team</li> <li>• Team dynamics</li> <li>• Setting team goals and norms</li> <li>• Decision making and problem solving exercises</li> </ul>

## Course Listings

### Employee Development



#### MANAGING THE TRANSITION OF CHANGE

This course will assist managers in understanding the difficulties involved in getting people to change. It will also help your employees to understand and cope with change in a manner that is not negative.

- Change vs transition
- Three phases of transition
- Effective communication during change
- Four P's of change
- Building trust

#### NURTURING THE LEADER WITHIN US

This program is designed around the concept that managers/supervisors need to learn to lead as opposed to just manage. Where management means doing things right, leadership means doing the right things.

- Learn how to put people first
- Honesty
- Trust
- Special treatment
- Courage

#### TIPS FOR MANAGING YOUR TIME

Each of us has the same amount of time but never enough time. The key is not to manage time, but to manage ourselves. The choices we make about what we are doing with our time are critical.

- Prioritizing
- Analyzing
- Filtering
- Scheduling
- Executing

### Human Resources

#### HARASSMENT AND DISCRIMINATION PREVENTION IN THE WORKPLACE

Any kind of harassment can have devastating effects in the workplace. Because the Equal Rights Commission views managers and supervisors as company representatives, companies must ensure proper training for supervisors and proactive education for employees.

- Federal and State law overview
- Sexual harassment
- Other illegal forms of harassment
- Retaliation
- Your support role as peer or supervisor

#### WORKPLACE VIOLENCE PREVENTION

Learn the skills necessary to prevent the threats, abuse, and other aggression your employees may encounter in the workplace.

- What is workplace violence, how can it manifest itself, and who can commit it?
- When is workplace violence committed?
- What are the signs?
- What kinds of threats should you watch for?
- How can you prevent workplace violence?

## Course Listings

### Human Resources



<p><b>DISCIPLINE AND TERMINATION</b></p> <p>This workshop will give managers the tools to understand the fair, consistent, and legal way to discipline and discharge employees.</p> <ul style="list-style-type: none"> <li>• Overview of Montana Wrongful Discharge from Employment Act (MWDEA)</li> <li>• Good cause</li> <li>• Due process</li> <li>• Disciplinary process</li> </ul>	<p><b>EFFECTIVE RECRUITING PROCESS</b></p> <p>This seminar will give you the confidence and tools necessary to evaluate your personnel needs and hire the best candidate for the position and for your organization.</p> <ul style="list-style-type: none"> <li>• Creating a recruiting strategy</li> <li>• Developing behavioral-based interview questions</li> <li>• Evaluation of resumes</li> <li>• Reference checking</li> </ul>
<p><b>ADA / FMLA / WORKERS' COMPENSATION</b></p> <p>This session will focus on an overview of ADA and FMLA laws and how organizations need to comply with the laws. In addition, Workers' Compensation will be covered, and participants will learn how all three interact.</p> <ul style="list-style-type: none"> <li>• Americans With Disabilities Act (ADA) overview</li> <li>• Family and Medical Leave Act (FMLA) overview</li> <li>• Workers' Compensation overview</li> </ul>	<p><b>WAGE &amp; HOUR LAW BASICS</b></p> <p>This program will review the Fair Labor Standards Act (FLSA) provisions, including job classifications and overtime pay, uncover areas of vulnerability and possible noncompliance issues.</p> <ul style="list-style-type: none"> <li>• Identify and correct wage and hour problems</li> <li>• Wage and hour audit prevention</li> <li>• Exempt vs non-exempt classifications</li> <li>• Overtime computation</li> </ul>
<p><b>EMPLOYMENT LAW</b></p> <p>This one-day workshop develops participants' understanding of recent changes or modification of the laws that impact every decision, policy, and practice involving employees of their organizations. It also develops a practical understanding of government regulations and the skills needed to interpret and apply these laws, so that the laws can be readily communicated to all levels of personnel within the organization.</p> <ul style="list-style-type: none"> <li>• Discussion topics vary from year to year</li> </ul>	<p><b>HUMAN RESOURCE PRACTICES</b></p> <p>This seminar will examine the role of Human Resources in the organization. Training and discussion will occur in regards to primary functions and applicable laws and regulations.</p> <ul style="list-style-type: none"> <li>• Gain insight from knowledge and experience from facilitators who have 30+ years of Human Resource management experience</li> <li>• Share questions and information with program participants</li> <li>• Topics will vary from year to year</li> </ul>
<p><b>DOT &amp; NON-DOT DRUG &amp; ALCOHOL COMPLIANCE: REASONABLE SUSPICION</b></p> <p>DOT mandated Alcohol and Substance Abuse Compliance is a program that is often misunderstood and incorrectly administered. Montana laws that govern the testing of Non-DOT employees further complicates drug and alcohol testing programs.</p> <ul style="list-style-type: none"> <li>• Current regulations</li> <li>• Proper compliance with DOT</li> <li>• Proper compliance with Non-DOT</li> <li>• Mandated Reasonable Suspicion for Supervisors training</li> </ul>	<p><b>FUNDAMENTALS OF COMPENSATION SYSTEMS</b></p> <p>This seminar will provide an overview of the compensation function, from designing a compensation program that supports your organization's business strategies, to administering your pay system.</p> <ul style="list-style-type: none"> <li>• Developing a compensation philosophy</li> <li>• Developing and maintaining a pay structure</li> <li>• Communicating compensation to employees</li> </ul>

## Course Listings

### Human Resources



#### EMPLOYEE RECORDKEEPING / DEVELOPING EMPLOYEE HANDBOOKS

This seminar will provide an understanding of the law and common practices of employee recordkeeping and information needed to maintain records and reduce liability. Participants will also be guided through the process of determining whether their organization requires an employee handbook.

- Federal and State regulations
- Types of employee files / personnel files
- Record retention
- Employee handbooks

#### SOCIAL MEDIA: WHAT IS AN EMPLOYER TO DO?

This seminar will explore the benefits and pitfalls of social media policies in the workplace. Generational characteristics will be discussed in relation to the need for social media policies. Conflict management tips will be introduced to assist participants with issues when they arise.

- Policy “do’s” and “don’ts”
- Discipline/termination for social networking infractions
- Sample social media policies
- Generational characteristics and differences
- Conflict management

## Webinar Topics

ADA/FMLA/WC  
Affirmative Action  
Board of Directors  
Change Management  
Coaching  
Compensation  
Conflict Management  
Conflict Resolution  
Customer Service  
Developing the New Leader  
Discipline/Termination  
Documentation  
Drug & Alcohol  
Effective On-Boarding  
Emotional Intelligence  
Employee Handbooks  
Generations  
Harassment Prevention  
HR 101  
I-9 Compliance  
Independent Contractor  
Interviewing

Investigations  
Job Description Basics  
Meeting Facilitation  
New Hire Orientation  
OSHA 300 Logs  
Performance Appraisals  
Project Management  
Recordkeeping  
Recruitment & Retention  
Remote Employee Supervision  
Respect & Etiquette for a Professional Environment  
Sales Success  
Social Media  
Strategic Planning  
Stress Management  
Succession Planning  
Surveys  
Time Management  
Wage & Hour  
Workplace Violence Prevention





## **MONTANA SAFETY SERVICES COUNCIL**

3435 Mountain Pass Road, Billings MT 59102

406.248.4893      [www.mssc.org](http://www.mssc.org)

**Safety Training**

**Consulting**

**Technical Assistance**

**Seminars**

**Program Development**



# **MSSC**

***Your Education & Training Resource***

Safety Consulting
<ul style="list-style-type: none"> <li>On-site OSHA Style Safety Audits</li> <li>On-Site Needs Assessments</li> <li>Occupational Safety &amp; Health General Industry Construction Industry</li> <li>Emergency action planning</li> <li>Exposure Assessments IH Monitoring</li> </ul>
Technical Assistance
<ul style="list-style-type: none"> <li>Quantitative Fit Test</li> <li>Member services</li> <li>Hot line assistance</li> <li>Compliance Issues</li> <li>Industrial Hygiene</li> <li>Ergonomics</li> <li>Incident Investigation</li> <li>Safety program development</li> </ul>
Certifications
<ul style="list-style-type: none"> <li>Forklift Train-The-Trainer</li> <li>CPR/AED/First Aid</li> </ul>
Training
<ul style="list-style-type: none"> <li>Bloodborne Pathogen Training</li> <li>Hazard Identification</li> <li>Hazard Communication Standard</li> <li>Respiratory Protection</li> <li>Portable fire extinguishers</li> <li>Hearing Conservation</li> <li>Personal Protective Equipment</li> <li>Fall Protection</li> <li>Scaffold Construction Safety</li> <li>Confined Space</li> <li>Small Spill Control Clean-Up</li> <li>Lock Out/Tag Out</li> <li>Construction Safety Training</li> <li>Custom Site Specific Training</li> <li>Defensive driving</li> <li>Electrical Safety/Arc Flash</li> <li>H2S Awareness</li> <li>Accident Investigation</li> <li>Excavation &amp; Trenching</li> <li>MSHA</li> <li>Hazwoper</li> <li>Substance Specific OSHA (CrVI, Pb, Silica, etc)</li> </ul>



### What is Montana Safety Services Council?

The Montana Safety Services Council is a non-profit educational association established in 1993 to provide safety and health related services. MSSC currently serves more than 130 business in all areas of service; manufacturing; construction; medical; energy; retail; wholesale; transportation; and refining throughout Montana and Wyoming. These services include occupational safety training, consulting, technical assistance, needs assessments, safety audits, and safety program development to our membership and the public at large.

### Montana Safety Services Council Commitment

MSSC's commitment is to advance and improve both general and construction industries safety culture through education and training. The Council recognizes that if improvement in safety performance and awareness is to be achieved, a unified effort involving business owners, contractors and our labor force must be realized.

### Our Mission

The Council is dedicated to the enhancement of Montana's safety culture through education and training programs. Our goal is to serve and assist business owners, contractors and employees, as well as the general public to advance and improve worker safety knowledge. We strive to reduce worker fatalities and injuries, to further reduce workers' compensation insurance costs and to enhance productivity.

#### Member Fee Schedule

Full-Day Workshop	\$1600
Half-Day Workshop	\$1100
Quarter-Day Workshop	\$ 700
Consulting Per Hour	\$ 110

#### Non-Member Fee Schedule

Full Day Workshop	\$2200
Half Day Workshop	\$1400
Quarter-Day Workshop	\$1000
Consulting Per Hour	\$ 155

## Computer Training Lab

40 Training Stations Available



**Par Montana**



**MONTANA'S SOLE RESOURCE for**  
**CHS LAUREL & PAR MONTANA REFINERIES SITE SPECIFIC and ALKY TRAINING**  
MSSC Members \$28 | Non-Members \$33

- Training is available Monday-Friday 8 am to 4:00 pm.
- Reserve training for your employees at least 24 hours in advance, this will guarantee their time.
- Training classes are 1 1/2—2hrs long.
- Walk-ins accepted if training space is available.
- The last training will begin at 2:00 pm.

### SAFETY ESSENTIALS

#### SAFETY ESSENTIALS

**The preferred safety orientation for Laurel CHS, Billings Par Montana  
& Billings P66 Oil Refineries!**

Safety Essentials (SE-SAFE) was created with experts in the fields of safety, adult learning, and interactive design to ensure the highest quality of training and successful knowledge retention. The course utilizes adult learning techniques that include a combination of video, animation and interactive exercises to deliver a more effective and engaging learner experience.

#### SAFETY ESSENTIALS ELEMENTS COURSES OFFERED

- |                          |                                 |                                 |
|--------------------------|---------------------------------|---------------------------------|
| • Asbestos Awareness     | • Firewatch                     | • Ladder Safety                 |
| • Bloodborne Pathogens   | • Hydrogen Sulfide Awareness    | • Line of Fire                  |
| • Benzene Awareness      | • Hazard Communication          | • Lockout/Tagout                |
| • Bottle Watch Attendant | • Hearing Conservation          | • Maritime Security Awareness   |
| • Confined Space         | • Heat Stress Awareness         | • Scaffold User                 |
| • Dropped Objects        | • Hand and Portable Tool Safety | • Workplace Violence Prevention |
| • Electrical Safety      |                                 |                                 |
| • Fall Protection        |                                 |                                 |



**MONTANA SAFETY  
SERVICES COUNCIL**

**PROUDLY JOINS**



**PRESCA**  
RECIPROCITY • INTEGRITY • COLLABORATION

**ACCREDITED PROVIDER**  
**PREMIUM**

## Classroom Course Listing

### Certifications



#### **FORKLIFT TRAIN-THE-TRAINER COURSE (PIT Instructor)**

Forklift Train-the-trainer Certification Course, three-year certification provides four hours of formal classroom training presented with lecture, video, and PowerPoint presentations, focusing on OSHA's final rule 29CFR1910.178.

- Requirements for training
- Presentation tips
- Required OSHA guidelines
- Includes forklift TTT guide manual
- Includes course support flash drive

#### **CPR / AED / FIRST AID COURSES**

Medic First Aid BasicPlus CPR, AED, and First Aid for Adults

- Essential responsibilities
- Recognizing a medical emergency
- Making the decision to help
- Activating EMS system
- Providing basic first aid care

#### **OSHA 10/30 CONSTRUCTION**

The 10-Hour & 30-Hour OSHA Construction Industry Outreach Training Program is intended to provide an entry-level construction worker with a general awareness to recognize and prevent hazards on a construction site.

Online Only

#### **MSHA**

- 24 Hour New Miner (Metal/Non-Metal)
- 8 Hour Annual Refresher Course
- 4 Hour Experienced Miner Course
- 32 Hour New/Inexperienced Underground

#### **HAZWOPER**

Meet the requirements for certification of 29 CFR 1910.120 and other applicable regulations for certification to the HAZWOPER 40, 24, 16, and 8 hour duties

## Classroom Course Listing

### Training



<b>HAZARD IDENTIFICATION</b>  Useful for employees & employers who do site inspections in fixed or mobile locations <ul style="list-style-type: none"> <li>• Types of hazards</li> <li>• Exposure</li> <li>• Probability and severity</li> <li>• Hazard control hierarchy</li> </ul>	<b>BLOODBORNE PATHOGENS</b> <ul style="list-style-type: none"> <li>• What are bloodborne pathogens (BBPs)?</li> <li>• Why are they harmful?</li> <li>• How can I protect myself?</li> <li>• What is our Exposure Control Plan?</li> </ul>
<b>RESPIRATOR PROTECTION</b> <ul style="list-style-type: none"> <li>• When respirators are needed</li> <li>• Types of respirators and their limitations</li> <li>• What you must do when respirators are required</li> <li>• What you must do when respirators are optional (worn voluntarily)</li> </ul>	<b>PORTABLE FIRE EXTINGUISHERS</b> <ul style="list-style-type: none"> <li>• The fire triangle</li> <li>• Types of fires &amp; classes of fire extinguishers</li> <li>• Rules for fighting fire</li> <li>• Fire extinguisher use</li> <li>• Fire extinguisher inspection / maintenance</li> </ul>
<b>HEARING CONSERVATION</b> <ul style="list-style-type: none"> <li>• The effects of noise on hearing</li> <li>• Hearing protection – their purpose, types and use</li> <li>• The purpose of audiometric testing and how it works</li> <li>• Your right to see noise measurement records and hearing test results</li> </ul>	<b>PERSONAL PROTECTIVE EQUIPMENT</b> <ul style="list-style-type: none"> <li>• When PPE is required to protect an employee, who is responsible for payment for personal protective equipment?</li> <li>• When is the employer required to implement a personal protection program?</li> <li>• The 7 categories of PPE</li> <li>• Proper selection of PPE</li> </ul>
<b>FALL PROTECTION</b> <ul style="list-style-type: none"> <li>• When do you need fall protection</li> <li>• Types of fall protection</li> <li>• Requirements of the Fall Protection Standard</li> <li>• Fall arrest systems</li> <li>• Written fall protection plan</li> </ul>	<b>SCAFFOLD SAFETY</b> <ul style="list-style-type: none"> <li>• OSHA standard</li> <li>• Requirements</li> <li>• Inspections</li> <li>• Fall hazards</li> <li>• Access</li> <li>• Struck by falling objects</li> <li>• What is a competent person?</li> <li>• What is a qualified person?</li> </ul>

## Classroom Course Listing

### Training *(continued)*



<b>CONFINED SPACE</b> <ul style="list-style-type: none"> <li>• How to identify a confined space</li> <li>• Confined space hazards</li> <li>• How to control or eliminate the hazards</li> <li>• Confined space entry procedures</li> <li>• Confined space permits</li> <li>• Employee training needs</li> <li>• Confined space worker duties</li> <li>• Emergency and rescue services</li> </ul>	<b>LOCK OUT/TAG OUT—HAZARDOUS ENERGY CONTROL</b> <ul style="list-style-type: none"> <li>• What is lockout/tagout</li> <li>• Training of lockout/tagout procedures</li> <li>• Authorized employees</li> <li>• Affected employees</li> <li>• Standards for locks and tags</li> <li>• Procedures for lockout/tagout</li> <li>• Procedures before locks and tags removed</li> <li>• Procedures for special lockout/tagout occasions</li> </ul>
<b>CUSTOM SITE SPECIFIC TRAINING</b>  Matched to your company's needs.	<b>DEFENSIVE DRIVING</b> <ul style="list-style-type: none"> <li>• Importance of driving safely</li> <li>• Preparing to drive</li> <li>• Driving on the freeway</li> <li>• Driving on city streets</li> <li>• Speeding</li> <li>• Drinking and driving</li> <li>• Parking</li> <li>• Cell phone use</li> </ul>
<b>ELECTRICAL SAFETY</b> <ul style="list-style-type: none"> <li>• How electricity works</li> <li>• Definitions</li> <li>• Grounding</li> <li>• Electrical shock</li> <li>• Injuries from electrical shock</li> <li>• Safety rules</li> <li>• Personal Protective Equipment</li> <li>• Lockout/Tagout</li> <li>• Arc Flash</li> </ul>	<b>HAZCOM (EMPLOYEE RIGHT TO KNOW)</b> <ul style="list-style-type: none"> <li>• Contents of the OSHA Standard</li> <li>• To whom the standard applies</li> <li>• Understanding chemicals:</li> <li>• Physical and health hazards</li> <li>• Routes of exposure</li> <li>• Acute or chronic effects</li> <li>• SDS and chemical labels</li> <li>• Personal Protective Equipment</li> <li>• Exposure to hazardous chemicals</li> <li>• Leaks and spills</li> </ul>

## Classroom Course Listing

### Training *(continued)*



#### **H2S AWARENESS**

- Properties & characteristics
- Working safely with H2S
- Contingency plan
- Employee protection
- Detection
- Emergency response

#### **ACCIDENT INVESTIGATION**

- The goals of an accident investigation
- Securing an accident scene
- "Root-cause" analysis
- The importance of investigative interviews
- Assisting in an accident investigation
- Reporting the "near misses"
- The role of policies, equipment and training on accident prevention

#### **EXCAVATION & TRENCHING**

- Hazards
- Competent person
- Soil analysis
- Protective systems
- Safety precautions
- Access & egress
- Excavated materials (spoil)
- Mobile equipment
- Surface crossings

#### **SUBSTANCE SPECIFIC OSHA (CrVI, Pb, Benzene, etc)**

- Review of OSHA substance specific standards
- Exposure limits
- Regulated areas
- Exposure monitoring
- Methods of compliance
- Respiratory protection
- Medical surveillance
- Communication of hazards

### **Benefits of Membership**

- 4 hours of no-charge consultation during each membership year
- Discount fees for seminars and programs
- Bi-Monthly newsletter
- Testing services
- Reference library and training videos
- Hotline service

