CLASSROOM TRAINING COURSES

Accident and Incident Reporting Procedures

- Occupational Injury Reporting
- Accident Prevention
- Fundamental Functions of Accident Prevention
- Accident Classification
  - Injury
  - Near Miss
- Employee's Responsibility
- Supervisor's Responsibility
- OSHA Recordable Accidents
- Catastrophes
- Purpose of Accident Investigation
- UNCG Accident Procedure
- Supervisor's Interview

Asbestos

- Asbestos Hazard Emergency Response Act
- OSHA Standard
- Management Plan
- Operation & Maintenance Coordinator
- What is Asbestos?
- Use of Asbestos in Buildings
- Health Hazards
- Smoking and Asbestos
- What to Do When You See Damaged Asbestos

Bloodborne Pathogens

- Purpose
- Scope
- Definitions
- Required Training Elements
  - Methods of Compliance
  - Use & Limitations of PPE and Other Control Methods
  - Selection Criteria for PPE
  - Regulated Waste
  - Laundry
  - Housekeeping
- Hepatitis B Vaccination Program
  - HBV Benefits
  - Post Exposure and Follow-up Procedures
- Hazard Communication
- HBV Acceptance or Declination
- HIV and HBV Research Laboratories
- Interactive Questions and Answers

*also for Trainers, Information on Record keeping
Coaching the Van Driver Course (HOVs)

Class Description
UNCG employees who are required by their department to drive high occupancy passenger vans must first attend a mandatory training class called Coaching the Van Driver. The class is only offered 2 times each semester. Utilizing the National Safety Council’s curriculum, the 2-hour course addresses the risks associated with operating HOVs and offers employees a hands-on driving experience. If you are required by your employment duties to operate such a vehicle, please sign-up by contacting the Safety Training Coordinator, Donna Spoon at (336) 334-4357.

Directions to Campus Supply Building
Campus Supply Building is located at the corner of Oakland and Forest Streets, parallel to the railroad tracks on the south side of campus. Enter at the stairs by the loading dock. Room 118 is the second door on the left.

Compressed Air and Gas Cylinder Safety

- Properly Labeled
- Cylinder Storage
- Separation
- Securing Cylinders
- Cylinder Valve
- Material Safety Data Sheet
- Compressed Air Used for Cleaning
- Personal Protective Equipment
- Air in the Bloodstream

Electrical Safety

- Types of Electricity
- Electrical Shock
- Electrical Accidents
- General Protective Measures
  - Insulation
  - Guarding
  - Grounding
  - Work Practices
  - Protective Devices
- Personal Protection
  - Personal Protective Equipment
  - Alerting Techniques
  - Proper Electrical Safety Measures
- Qualified and Unqualified Persons
- Deenergized Equipment
- Lockout/Tagout
- Work Practices
  - Overhead Lines
  - Illumination
  - Conductive Materials & Equipment
  - Confined Spaces
  - Portable Ladders
  - Conductive Apparel
  - Housekeeping
  - Interlocks
• Use of Electrical Equipment
  – Grounding
  – Test Instruments
  – Flammable Materials

Ergonomics/Back Lifting

- Carpal Tunnel Syndrome
- Computer Workstation Design, VDT Set-up
- Overall Posture
- Rest Breaks, Exercises
- Proper Lifting
- Workplace Use of Back Braces and Wrist Splints
- Ergonomic Equipment

Fall Protection

- OSHA’s Fall Protection Standard
- Definitions
- Railing
- Stair Rails and Hand Rails
- Portable Ladders
  – Inspections
  – Damaged Ladders Tagged and Removed
  – Placed to Prevent Slipping
- Fixed Ladders
  – Specifications
  – Clearances
  – Cages
- Inspections

Fire Emergency/Fire Extinguisher

- Purpose
- Objective
- Scope
- Fire Statistics
- Fire Prevention
- Fire Protection
  – Fire Alarms
  – Fire Extinguishers (Fire Extinguisher Classifications, How to Use a Fire Extinguisher)
- Fire Emergency Instructions
- The Physics of Fire

Forklift/Electrical Pallet Jack

- Maintenance
- Refueling
- Starting a Forklift
- Traveling
- Loading/Unloading
Transporting Loads & Maneuvering
Safety Tips
Daily Inspection List

Hazard Communication

- Introduction
- NC OSHA Standard 1910.1200
  - Objective
  - Scope
  - Key Elements
- Hazardous Chemicals
  - Chemical Physical Hazard Characteristics
  - Chemical Health Hazard Characteristics
- Chemical Inventory
- Container Labeling
  - Departmental Responsibilities
  - Portable or Secondary Containers
  - Steam Plant Vessels or other HVAC Vessels
- Material Safety Data Sheets
  - Format Review
  - Obtaining MSDS's
  - MSDS Program
  - MSDS Program Implementation
- Employee Training and Education
  - New Employees
  - Re-Assigned/Transferred Employees
  - New Hazards
  - Non-Routine Work
- Contractors
- Hazard Communication Annual Review

Hazardous Waste

- Characteristics
- Listed
- Specific Consideration
- Generator
- Generator Requirements
- Marking and Labeling
- Internal Inspections
- Recordkeeping
- Inventory Procedure
- Waste Minimization
- Container
- Contingency Planning
- Emergency Coordinator
- Emergency Response Information
- Security
- Personnel Training
HAZWOPER

- Objectives
- Spill Prevention
- Awareness Items
- First Responder Roles
- Use of Emergency Response Guidebook
- Fire Involvement
- Evacuation
- Incident Command
- Post-Incident Critique

Hearing Conservation

- Effects of Noise on Hearing
- Purposes, Advantages, Disadvantages of Hearing Protection
- Selection, Fitting, Use, and Care of Hearing Protectors
- Audimetric Testing
- Personal Protective Equipment Certification
- 29CFR1910.95 Location of Standard

Lockout/Tagout Energy Isolation Techniques

- Hazards Associated with all Forms of Energy
- OSHA Lockout/Tagout Standard
- Hazardous Energy Sources
- Affected Employees
- Tags
- Retraining Requirement
- Requirement to Establish a Lockout/Tagout Program including Energy Control Procedure & Employee Training
- Equipment Isolating Devices
- Tagout Systems
- Types of Protective Measures and Hardware
- Identification of Lockout/Tagout Device
- Tagout Device Warnings
- Annual Inspections
- Procedure when Locking Out and Tagging Out
  - Preparation
  - Shutdown
  - Isolation
  - Lockout/Tagout
  - Release Stored Energy
  - Verify Isolation
  - Perform the Work
  - Release the Equipment
  - Remove Lockouts/Tagouts
- Notify Affected Employees
- Contractors
- Group Lockout/Tagout
- Shift or Personnel Changes
**Machine Guarding**

- National Electric Code
- Proper Grounding
- Circuit Breakers Identified
- Flexible Cords as Permanently Wiring
- Electrical Lighting
- Machine Guarding
- Extension Cords
- Mixing Flammable or Combustible Materials
- Inspection of Tools
- Securing Non-Portable Equipment
- Anti-Kick Back Features
- Fan Group Openings

**Permit Required Confined Spaces**

- Terms and Definitions
- Authorized Entrant’s Duties
- Attendant’s Duties
- Entry Supervisor’s Duties
- Acceptable Entry Conditions
- Entry Equipment
- Entry Permit
- Review
- Questions and Answers

**Respiratory Protection**

- OSHA’s Respiratory Protection Standard
- Type of Respirators and the Type of Protection Offer
- Examples of Each Type of Respirator Used
- Limitations and Use
- Facial Hair
- Leak Check
- Engineering Controls
- Written Respiratory Protection Program
- Responsibility of Department Heads and UNCG Office of Safety
- Donning the Respirator
  - Demonstrate How to Properly Don
- Demonstrate Positive and Negative Test
- Fit Test Procedure
- SCBA’s Monthly Documented Inspection
- Replacement Parts Specific for Brand and Model of Respirator
- Purpose Safe and Proper Respirator Use
Supervisor: Train-the-Trainer

- Accident/Incident Reporting
- Ergonomics
- Hazard Communications
- Job Safety Analysis & Personal Protective Equipment

Trenching and Excavation Safety

- Definitions
- General Requirements
- Requirements for Protective Systems
  - Protection of Employees
  - Design
  - Materials and Equipment
  - Installation and Removal of Support
  - Shield Systems
- Excavation Checklist
- Excavation Permit
- Soil Classification
  - Type A Soil
  - Type B Soil
  - Type C Soil
- Sloping and Benching
  - Maximum Allowable Slope
  - Configurations
    - Excavations in Type A Soil
    - Excavations in Type B Soil
    - Excavations in Type C Soil
    - Layered Soil
- Timber Shoring for Trenches
- Aluminum as Hydraulic Shoring for Trenches
- Selection of Protective Systems

Welding and Cutting Procedures

- Fire Prevention Precautions
- Personal Protective Equipment
- Hot Work Permits
- Precautionary Labels
- Cylinder Storage and Use
- Ventilation
- Welding in Confined Space
- Welding of Containers