

## Class Catalog

### Accident Investigation for Supervisors/Managers

- \* Why accidents occur?
- \* Initial investigation (who, what, when, where, why)
- \* Methods of Investigation: Logic analysis, change analysis and JHA analysis
- \* Determining factors and identifying the root cause
- \* Identify prevention methods

Class Length: 4 hours

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

How Often: As Needed

This training is approved for Water Credit.

### Active Shooter

The focus of this class is what to do when mass murder rather than other criminal behavior is occurring. Classroom discussion includes:

- A brief overview of Active Shooter events over the past 30 years
- What to expect in terms of intervention by public safety authorities
- Steps for employees facing such threats are explored
- Employer Preparedness
- Techniques to prevent escalating situations
- Post Critical Incident Debriefing

Class Length: 4 hours

Who Should Attend: Managers/Supervisors/Foremen/Employees (this class is intended for civilians)

How Often:

This training is approved for Water Credit.

### Aerial Lift (Bucket Truck) Qualified Person

- OSHA, ANSI and NEC Standards
- Hazards of Aerial Lift Operations
- Responsibilities of Owners and Operators
- Operators Manual including review of Controls, Buckets, and Load Capacity
- Includes required Hands-on and test

Class Length: 6-8 hours

Who Should Attend: Suggested for Employees who use bucket trucks or aerial lift devices

How Often: As Needed

## Upcoming Courses

03/14/17 - Fire Extinguisher Safety  
w/Hands-On

03/15/17 - OSHA 10 Hour Construction  
1926 - Part 1

03/16/17 - OSHA 10 Hour Construction  
1926 - Part 2

03/17/17 - OSHA 30 Hour Construction  
1926 - Part 2

03/21/17 - CPR/AED and FirstAid (E.M.S.)

03/24/17 - OSHA 30 Hour Construction  
1926 - Part 3

03/31/17 - OSHA 30 Hour Construction  
1926 - Part 4

04/07/17 - CPR/AED and FirstAid (EMS)

04/11/17 - Fire Extinguisher Safety

04/12/17 - OSHA 10 Hour Construction  
1926 - Part 1

04/13/17 - OSHA 10 Hour Construction  
1926 - Part 2

04/17/17 - Forklift Safety Straight Truck -  
Class 1 thru Class 5

04/18/17 - Defensive Driving Course - 4  
hour

04/19/17 - OSHA 10 Hour Construction  
1926 - Part 1 - Spanish

04/20/17 - OSHA 10 Hour Construction  
1926 - Part 2 - Spanish

## Testimonials

“Stahmann Farms, Inc. has experienced exceptional results in the area of safety while working with Safety Counselling over the past few years... We have reduced our losses related to employee accidents as well as our workers compensation experience rating.”

- Raquel Duran - Office Manager  
Stahmann Farms Incorporated

This training is approved for Water Credit.

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

- OSHA regulations on aerial lift/scissor lifts
- Scissor-lift hazards and prevention of those hazards
- Operators manual and routine maintenance
- Design criteria maximum intended load carrying capacity and intended use.
- Hands on included (*client must have a scissor-lift in order to complete hands-on portion*)

Class Length: 2 hours (plus hands-on 15-20 minutes per student)

Who Should Attend: Suggested for all Employees who use Scissor Lifts

How Often: As needed per OSHA Requirements

### **Asbestos Awareness**

- OSHA, AHERA, EPA Standards and Regulations
- Types of Asbestos and Health Hazards of Asbestos
- Permissible Exposure Limit
- What should be done if you suspect asbestos?
- **\*\* Training received in this course will not qualify you to work above the PEL.**

Class Length: 2 hours

Who Should Attend: Suggested for Employees with possible exposure to asbestos

How Often: Annual or as needed

This training is approved for Water Credit.

### **Backs and Lifting / Proper Lifting Techniques**

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

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: Annual or as needed

This training is approved for Water Credit.

### **Bloodborne Pathogens**

- Universal Precautions
- Exposure control plan
- Signs and symptoms of HIV and AIDS, Hepatitis B, C, D and other Bloodborne pathogens
- Post exposure procedures, follow up and Hepatitis B vaccination

Class Length: 2 hours

Who Should Attend: Suggested for Employees who may have an exposure to bloodborne pathogens

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Cell Phone Safety and Distracted Driving**

- Benefits to having cell phones
- Problems related to cell phone usage
- Cell Phone Facts and Fiction
- How to use cell phones effectively for the benefit of your company

Class Length: 2 hours

Who Should Attend: Suggested for Employees who are issued a cell phone for business

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Clandestine Lab Awareness**

- For New Mexico Only
- What are clandestine labs and where are they found
- Methamphetamine: History, Symptoms and Stages of the drug
- Meth Effects on children and the community
- Warning signs, types of labs and the hazardous wastes it produces
- New Mexico Statistics
- *Specific to Municipal Employees*

Class Length: 2 hours

Who Should Attend: Specific to Municipal Employees

How Often: As Needed

**This training is NOT approved for Water Credit.**

---

### **Coaching the Emergency Vehicle Operator – Ambulance**

- Cushion of safety
- Driving with lights and sirens
- Handling blind spots
- Navigating through intersections
- Proper ways to pass and change lanes
- Backing up properly and parking
- Steering clear of hydroplaning
- Avoiding tailgating and improving reaction time
- *additional Practical Driving Course available (as special request)*

- In order to receive a certificate and patch, student must pass exam with an 85% or better.

Class Length: 6 hours

Who Should Attend: Suggested for Ambulance Drivers

How Often: Recommended every 2 years

### **Coaching the Emergency Vehicle Operator – Fire**

- Cushion of safety
- Driving with lights and sirens
- Properly positioning the fire apparatus
- Navigating through intersections
- Passing and changing lanes
- Determining adequate reaction time
- Handling blind spots and backing up
- *additional Practical Driving Course available (as special request)*
- In order to receive a certificate and patch, student must pass exam with an 85% or better.

Class Length: 6 hours

Who Should Attend: Suggested for Firefighters

How Often: Recommended every 2 years

---

### **Coaching the Emergency Vehicle Operator – Police**

- Cushion of safety
- Driving with lights and sirens
- Specific traffic situations
- Special considerations
- Driving analysis
- In order to receive a certificate, student must pass exam with an 85% or better.

Class Length: 6 hours

Who Should Attend: Suggested for Police Officers

How Often: Recommended every 2 years

### **Confined Space – Awareness**

- OSHA Standard 1910.146
- Permit-Required and Non Permit-Required Confined Space
- Examples of Confined Spaces
- Hazards associated with Confined Space

Class Length: 4 hours

Who Should Attend: Suggested for employees with confined space exposure

How Often: As needed per OSHA requirements or every 3 years

This training is approved for Water Credit.

---

### **Confined Space – Qualified Person**

- OSHA Standard 1910.146
- Permit-Required and Non Permit-Required Confined Space
- Examples of Confined Spaces
- Hazards associated with Confined Space
- Atmospheric Testing, Program, PPE, Rescue & Emergency
- *Required "Hands-on". Client needs a direct read air monitor measuring oxygen, Co, H2S and methane. Will also need a mechanical winch, lifeline and tripod. Full body harness in serviceable condition must be available. The client also needs to have a vault or similar confined space available for entry purpose.*

Class Length: 8 hours

Who Should Attend: Suggested for employees with confined space exposure

How Often: RETRAINING RECOMMENDED EVERY 3 YEARS

This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen

This training is approved for Water Credit.

---

### **Conflict Resolution for Employees**

- Raises awareness of verbal, versus non-verbal communication
- The value of personal space
- How body posture and motion affect an individual
- How we can prevent or minimize confrontation
- Provides a pro active safety approach to the front line employee

Class Length: 2 hours

Who Should Attend: Suggested for Employees who work with the public

How Often: As needed

This training is approved for Water Credit.

---

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

- Adult CPR skills
- Techniques to CPR: Airway, Breathing, Circulation
- How to clear blocked airways
- Signs and symptoms of heart attack or stroke
- (As special request we can also provide CPR training through National Safety Council or American Heart Association)

PLEASE NOTE THIS CLASS IS A MAXIMUM OF 16 STUDENTS PER CLASS

Class Length: 4 hours

Who Should Attend: Suggested for all Employees, and beneficial for everyone.

How Often: Every 2 years.

This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen

This training is approved for Water Credit.

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

- Adult CPR skills
- Signs and symptoms of heart attack or stroke
- Adult First Aid skills
- Signs and symptoms of medical emergencies and their treatments
- 

PLEASE NOTE 16 EMPLOYEES MAXIMUM PER CLASS

Class Length: 8 hours

Who Should Attend: Suggested for all Employees, and beneficial for everyone

How Often: Every 2 years

This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen

This training is approved for Water Credit.

---

### **CPR/AED and First Aid (E.M.S.)**

- What is an AED (Automated External Defibrillator)?
- How to Use and AED? / When to Use and AED?
- The ABCDs of an AED
- Adult CPR skills
- Signs and symptoms of heart attack or stroke
- Adult First Aid skills
- Signs and symptoms of medical emergencies and their treatment

PLEASE NOTE: AED/CPR CLASS IS MAXIMUM OF 16 STUDENTS

Class Length: 8 hours

Who Should Attend: Suggested for all Employees/Supervisors/Foremen

How Often: Every 2 years

This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen

This training is approved for Water Credit.

---

### **Dealing with Angry Customers**

- Forms of Communication
- Self Defensive Against An Angry Customer
- Managing An Angry Customer
- Maintain or Regain Control
- Being Proactive

Class Length: 4 hours

Who needs to attend: Suggested for employees/supervisors/manager/foreman

How Often: As Needed

**This training is NOT approved for Water Credit.**

---

### **Defensive Driving Course – 6 hour or 4 hour**

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

Class Length: 6 hours or 4 hours

Who Should Attend: Suggested for all personal and company drivers

How Often: Recommended every 3 years and 2 years for Municipality employees

**This training is NOT approved for Water Credit.**

### **Developing and Implementing an Effective Safety Program**

- Safety Culture
- Policy and Procedures
- JHA and Safety Audits
- Accident Investigations
- Safety Committee
- Discipline
- Incentives
- Review—Annual and Periodic

This class is designed to help your supervisor or manager to begin the process of developing or editing the safety program for their company with practical examples that will help to achieve a good working program for an effective organization.

Class Length: 4 hours

Who needs to attend: Suggested for Supervisors and Managers

How often: As needed

**This training is approved for Water Credit.**

### **Drug and Alcohol Awareness for D.O.T. employees**

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

Class Length: 2 hours

Who Should Attend: Suggested for Employees with DOT exposure

How Often: As needed per DOT Requirements

**This training is approved for Water Credit.**

---

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

- Effects of Drug and Alcohol Abuse on the Body
- Effects of Drug and Alcohol Abuse in the Workplace
- Drug-Free Workplace Act and other Regulations
- Available help for Drug and Alcohol Substance Abuse

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: As needed

**This training is approved for Water Credit.**

---

### **Drug and Alcohol Prevention for D.O.T. Supervisors/Managers**

- \* Omnibus Transportation Employee Testing Act of 1991 and other Regulations
- \* Drug and Alcohol Prohibitions and Consequences
- \* Tests Required by DOT and the testing process
- \* Substance Abuse Signs and Symptoms
- \* Identifying and Handling Problems: Reasonable Suspicion, Constructive Confrontation etc.

Class Length: 4 hours

Who needs to attend: Suggested for managers/supervisors/foreman and employees with DOT exposure

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Drug and Alcohol Prevention for Supervisors: The Drug-Free Workplace**

- \* Substance Abuse Signs and Symptoms
- \* Types of Drugs and Effects on the Body and in the Workplace
- \* Regulations and Responsibilities
- \* Identifying and handling problems

Class Length: 4 hours

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

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Electrical Safety**

- OSHA Requirements



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

Class Length: 2 hours

Who Should Attend: Suggested for Employees with electrical exposure

How Often: As needed

**This training is approved for Water Credit.**

### **Emergency Action Preparedness (EAP)**

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

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: As needed

**This training is approved for Water Credit.**

### **Ergonomic Awareness for Office Employees**

- OSHA's Ergonomics Regulations
- Ergonomics Risk Factors
- Four Major Anatomical Systems
- Body Mechanics
- Environmental Stressors in the Office Environment
- First aid for early onset of CTD's

Class Length: 2 hours

Who Should Attend: Suggested for Employees in the office environment

How Often: Annual or as needed

---

### **Ergonomics Awareness for Field Employees**

- OSHA's Ergonomics Regulations
- Ergonomics Risk Factors
- Four Major Anatomical Systems
- Body Mechanics
- Environmental Stressors in the Field
- Exercise and Rest
- First aid for early onset of CTD's

Class Length: 2 hours

Who Should Attend: Suggested for Employees in the field environment

How Often: Annual or as needed

---

### **Eye and Face Safety**

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

Class Length: 2 hours

Who Should Attend: Suggested for All Employees with exposure to eye and face hazards

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Fall Protection Awareness**

- OSHA 1926.500-503 and ANSI Z359 Standards
- Duty to have Fall Protection
- Types of fall hazards and prevention of hazards
- Review of Fall Protection equipment and related PPE

Class Length: 4 hours

Who Should Attend: Suggested for Employees with Fall Protection exposure

How Often: As needed per OSHA requirements or every 3 years

**This training is approved for Water Credit.**

---

### **Fall Protection Qualified Person**

- OSHA 1926.500-503 and ANSI Z359 Standards
- Duty to have Fall Protection
- Types of fall hazards and prevention of hazards
- Fall protection equipment and related PPE (fall arrest/fall restraint)
- Fall protection rescue
- *Required Hands-On: Clients need all fall protection equipment, including a full body harness, lanyards, self-retracting lifelines, anchor straps. The client must supply either a rooftop or tower or similar structure to climb in order to complete the hands-on*

Class Length: 8 hours

Who Should Attend: Suggested for Employees with Fall Protection Exposure

**How Often: RETRAINING RECOMMENDED EVERY 3 YEARS**

**This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen**

**This training is approved for Water Credit.**

---

### **Fire Extinguisher Safety**

- Classes and causes of fires
- Fire prevention
- OSHA Requirements on Access and Egress
- Fire extinguisher identification and use
- *Hands on training available upon request.*

Class Length: 2 hours

Who Should Attend: Suggested for all Employees and beneficial for everyone

How Often: Annual

**This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen**

**This training is approved for Water Credit.**

### **Fire Prevention: On and Off the Job**

- Escape Routes: OSHA Requirements on Access and Egress
- Fire Elements and Anatomy of a Fire Extinguisher
- Fire Prevention in the home
- Exit Drills in the Home

Class Length: 2 hours

Who Should Attend: Suggested for all Employees, and beneficial for everyone

How Often: As Needed

**This training is approved for Water Credit.**

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

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

Class Length: 4 hours

Who Should Attend: Suggested for all Employees, and beneficial for everyone

How Often: Every 2 years

Maximum of 16 students per class

**This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen**

**This training is approved for Water Credit.**

---

### **Flagger Training**

- Types of barricades and functions
- Zones
- Flagging and Forms of Traffic control

- Flagger Requirements

Class Length: 8 hours

Who Should Attend: Suggested for Employees with traffic control hazards

How Often: Every 3 years

**This training is approved for Water Credit.**

---

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

- OSHA Requirements
- Driving Techniques
- Inspections/Maintenance
- Loading and Off-loading
- Specific All terrain requirements
- Hands on/practical operation. *Client must provide serviceable equipment and outside/inside area suitable for hands-on driving course.*

Class Length: 8 hours including hands-on

Who Should Attend: Suggested for Employees driving All-terrain Forklifts

How Often: Every 3 years

---

### **Forklift Safety Straight Truck – Class 1 thru Class 5**

- OSHA Requirements
- Driving Techniques
- Inspections/Maintenance
- Loading and Off-loading
- Hands on/practical operation. *Client must provide serviceable equipment and outside/inside area suitable for hands-on driving course.*

Class Length: 4 hours plus hands on (approx. 15-20 minutes per student)

Who Should Attend: Suggested for Employees driving Straight Forklifts

How Often: Every 3 years

**This training is approved for Water Credit.**

---

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

- Safe use of hand and power tools
- Hazard Recognition
- Electrical hazards
- Personal protection equipment

Class Length: 2 hours

Who Should Attend: Suggested for Employees using hand and power tools

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Hazard Communication for Office Personnel**

- The intent of the Hazard Communication Standard
- Requirements of the new Globally Harmonized System (GHS) and its' impact on the OSHA Hazard Communication Standard
- Responsibilities of employers and employees
- Hazard definitions, labeling information and new GHS labeling requirements
- Requirements for storage of hazardous chemicals
- New Safety Data Sheet (SDS) requirements
- Review of information found on the new GHS compliant SDS
- Difference between the GHS hazard rating and the NFPA hazard rating system
- Consumer Use vs. Required Use

Class Length: 2 hours

Who Should Attend: Suggested for Office Employees with a potential for chemical exposure

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Hazard Communication: GHS**

- The intent of the Hazard Communication Standard
- Requirements of the new Globally Harmonized System (GHS) and its' impact on the OSHA Hazard Communication Standard
- Responsibilities of employers and employees
- Hazard definitions, labeling information and new GHS labeling requirements
- Requirements for storage of hazardous chemicals
- New Safety Data Sheet (SDS) requirements
- Review of information found on the new GHS compliant SDS
- Difference between the GHS hazard rating and the NFPA hazard rating system

Class Length: 2 hours

Who Should Attend: Suggested for Employees with a potential for chemical exposure

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Hazard Recognition and Safety Awareness**

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

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: Annual or as needed

This training is approved for Water Credit.

---

### **Hearing Conservation Awareness**

- What is hazardous noise and how to know if you are in a hazardous noise environment, and its affects on hearing?
- The structure of the ear and the mechanics of hearing.
- When a hearing conservation program must be in place
- Monitoring of noise and employee notification.
- The purpose and procedures of audio metric testing.
- The purpose of hearing protection, the advantages, disadvantages and attenuation of various types and the selection, fitting, use and care of hearing protection.
- Record keeping and access to the standard 1910.95 and training materials.

Class Length: 2 hours

Who need to attend: Suggested for Employees with exposure to loud noises

How Often: Annual or as needed

This training is approved for Water Credit.

---

### **Heat Stress and Safety**

- Heat emergencies and related illnesses
- What environmental factors cause heat stress
- First aid treatment for related symptoms
- How to avoid heat stress

Class Length: 2 hours

Who Should Attend: Suggested for All Employees with exposure to heat

How Often: Annual or as needed

This training is approved for Water Credit.

---

### **Heavy Equipment Safety Awareness**

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

Class Length: 2 hours

Who Should Attend: Suggested for Employees using heavy equipment/machinery

How Often: Annual or as needed

This training is approved for Water Credit.

---

### **Insects of the South West**

- Bites, Stings, and Worse

- How to Treat
- How to Avoid Bites

Class Length: 2 hours

Who needs to attend: Suggested for all employees

How Often: Annual or as needed

**This training is NOT approved for Water Credit.**

### **Job Safety Hazard Analysis for Employees**

- Purpose of JHA's
- Potential Hazards and Task Analysis of the working environment
- Steps of the JHA Process
- How to effectively use the JHA

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

Who Should Attend: Suggested for all employees

How Often: As needed

**This training is approved for Water Credit.**

### **Kitchen Safety**

- Kitchen hazards: electrical, slip and fall, etc.
- Hazard Communication; storage of chemicals
- Fire hazards, how to prevent accidents
- Health hazards and types of Personal Protective Equipment

Class Length: 2 hours

Who Should Attend: Suggested for Restaurant / Kitchen Employees

How Often: Annual or as needed

**This training is NOT approved for Water Credit.**

### **Ladder Safety**

- OSHA Standards
- Types of Hazards and prevention of those hazards
- Ladder Classifications and how to choose a ladder
- Inspection, safe climbing procedures and storage

Class Length: 2 hours

Who Should Attend: Suggested for Employees who use ladders

How Often: Annual or as needed

**This training is approved for Water Credit.**

### **Lead Exposure Awareness**

- Introduction to the OSHA Lead Construction Standard

- Where lead can be found in construction and degrees of exposure in different jobs
- How the worker is exposed
- Symptoms of exposure and health effects

Class Length: 2 hours

Who Should Attend: Suggested for Employees with lead exposure

How Often: Annual or as needed

---

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

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

Class Length: 2 hours

Who Should Attend: Suggested for Employees exposed to hazardous energies

How Often: Annual or as needed

This training is approved for Water Credit.

### **Management Styles and Techniques**

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

Class Length: 4 hours

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

How Often: As Needed

This training is approved for Water Credit.

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

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

Class Length: 4 hours

Who needs to attend: Suggested for managers, supervisors and foreman in the Construction Industry

How Often: As Needed

---

### **New Employee Orientation**



- Safety Awareness
- Accident/Injury causes
- Company Rules and Regulations
- OSHA Requirements

Class Length: 4 hours

Who Should Attend: Suggested for New Employees (Specific toward company requirements)

How Often: As needed

**This training is approved for Water Credit.**

### **Office Safety**

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

Class Length: 2 hours

Who Should Attend: Suggested for Employees in the office environment

How Often: Annual or as needed

**This training is NOT approved for Water Credit.**

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

OSHA 10 hour Construction Industry Training Program includes:

- Introduction to OSHA – REQUIRED
- OSHA Focus Four Hazards including: Fall Protection, Electrical, Struck By, Caught in/between – REQUIRED
- Personal Protective and Lifesaving Equipment – REQUIRED
- Health Hazards in Construction including: Hazard Communication and Silica – REQUIRED

ELECTIVE TOPICS:

- Materials Handling, Storage, Use and Disposal
- Tools – Hand and Power
- Scaffolds
- Cranes, Derricks, Hoists, Elevators and Conveyors
- Excavations
- Stairways and Ladders
- Fire Protection and Prevention
- Lockout/Tagout
- Welding and Cutting
- Confined Space Entry

- Includes DOL/OSHA card for completion – allow 6-8 weeks for card to be delivered

Class Length: 10 hours – minimum of 2 days

Who Should Attend: Suggested for employees/supervisors/managers/foreman in the Construction Industry

How Often: As needed per OSHA Guidelines.

**This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen**

**This training is approved for Water Credit.**

---

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

- OSHA 10 hour General Industry Training Program
- Introduction to OSHA – REQUIRED
- Walking and Working Surfaces – REQUIRED
- Exit Routes, Emergency Action Plans, Fire Prevention Plans and Fire Protection – REQUIRED
- Electrical – REQUIRED
- Personal Protective Equipment – REQUIRED
- Hazard Communication – REQUIRED

#### **ELECTIVE TOPICS:**

- Hazardous Materials (Flammable and Combustible Liquids)
- Materials Handling
- Machine Guarding
- Introduction to Industrial Hygiene
- Bloodborne Pathogens
- Ergonomics
- Safety and Health Programs
- Fall Protection
- Includes DOL/OSHA card for completion – allow 6 to 8 weeks for card to be delivered

Class Length: 10 hours – minimum of 2 days

Who Should Attend: Suggested for Employees/Managers/Supervisors in General Industry.

How Often: As Needed per OSHA Guidelines

**This training is approved for Water Credit.**

---

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

- Introduction to OSHA, OSH Act, General Duty Clause, General Safety and Health Provisions, Competent Person
- Record keeping basics
- Health Hazards in Construction
- Material Handling, Storage, Use and Disposal
- Fall Protection
- Excavations
- Hazard Communication
- Personal Protective and Lifesaving Equipment
- Signs, Signals and Barricades

- Sanitation
- Lockout/Tagout/Control of Hazardous Energies
- Stairways and Ladders
- Fire Protection and Prevention
- Tools – Hand and Power
- Confined Space Entry

- Includes DOL/OSHA card for completion of exam and class
- *This class gives a more "in-depth" explanation of the OSHA CFR 1926 Regulation*

Class Length: 30 hours minimum of 4 days

Who Should Attend: Suggested for supervisors/managers/foreman in Construction industry

How Often: As Needed per OSHA Guidelines

### **OSHA 30 Hour General Industry 1910**

- OSHA 30 hour General Industry Training Program
- Introduction to OSHA – REQUIRED
- Walking and Working Surfaces- REQUIRED
- Exit Routes, Emergency Action Plans, Fire Prevention Plans Fire Protection – REQUIRED
- Electrical – REQUIRED
- Personal Protective Equipment – REQUIRED
- Materials Handling – REQUIRED
- Hazard Communication – REQUIRED

#### **ELECTIVE TOPICS:**

- Hazardous Materials (Flammable and Combustible Liquids)
- Permit-Required Confined Spaces
- Lockout / Tagout
- Machine Guarding
- Welding, Cutting and Brazing
- Introduction to Industrial Hygiene
- Bloodborne Pathogens
- Ergonomics
- Fall Protection
- Safety and Health Programs
- Powered Industrial Vehicles
- Includes DOL/OSHA card for completion – please allow 6-8 for card to be delivered
- *This class gives a more "indepth" explanation of the OSHA CFR 1910 Regulation*

Class Length: 30 hours – minimum of 4 days

Who Should Attend: Suggested for supervisors/managers/foreman in Manufacturing and General Industry

How Often: As Needed per OSHA Guidelines

**This training is approved for Water Credit.**

## **OSHA 300 Record Keeping**

- \* OSHA Forms 300, 300A and 301
- \* Who is affected: NAICS Codes, SIC Codes and Establishments
- \* Record Retention, Confidentiality and Posting
- \* Recordable vs. Non-recordable
- \* Recording Criteria: Is it work-related? What is first aid? Medical Treatment?

Class Length: 2 hours

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

How Often: As Needed

**This training is approved for Water Credit.**

## **OSHA Inspection Procedures**

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

Class Length: 2 hours

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

How Often: As Needed

**This training is approved for Water Credit.**

## **Personal Protective Equipment**

- OSHA and ANSI Requirements for PPE
- Employer and Employee Responsibilities
- Types of PPE: Hand, Eye and Face, Foot, Hearing, Body and Respiratory Protections
- Inspection and Maintenance

Class Length: 2 hours

Who Should Attend: Suggested for all Employees, especially those who use protective equipment

How Often: Annual or as needed

**This training is approved for Water Credit.**

## **Personal Protective Equipment (PPE) for Police Officers**

- For New Mexico Only
- How does OSHA relate to Police Officers
- OSHA Requirements for employers and employees
- Types of PPE: Protective Gloves, Body Armor and Vests etc.
- Job Assessments and choosing the right PPE

• *Specific to Police Officers*

Class Length: 2 hours

Who Should Attend: Municipal Police Officers

How Often: As Needed

**This training is approved for Water Credit.**

### **Pre-Task Planning**

- Pre-task planning definition
- Accident / Injury causes
- Supervisor and employee responsibilities
- Benefits of pre-task planning
- Hazard recognition and mitigation
- Implementation of the pre-task plan
- Changing work conditions
- Secondary hazards

Class Length: 2 hours

Who need to attend: Suggested for all employees

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Public Liability for Employees**

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

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

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

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

Class Length: 4 hours

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

How Often: Annual or as need

**This training is approved for Water Credit.**

---

## **Radio Frequency Emissions Awareness**

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

Class Length: 2 hours

Who Should Attend: Suggested for Employees in the tower communications industry

How Often: As needed

---

## **Respirator Fit Test**

- How to put on the respirator
- How it should be positioned on the face
- How to set strap tension
- How to position the respirator
- Negative and positive seal checks
- Wearing the respirator while being exposed to a testing agent
- **\*\*Before a respirator fit-test will be done, the employee must have a medical evaluation completed by his/her physician\*\***

Fit Test Length: est. 10-15 minutes per person

Who needs to attend: Every employee using a respirator except a dusk mask

How often: Yearly

---

## **Respiratory Protection**

- OSHA requirements
- Identification of respiratory hazards
- Respirator types
- Canisters and filters, use and inspection
- Cleaning, inspection and storage
- *Additional Fit Test Available Upon Request*

Class Length: 2 hours

Who Should Attend: Suggested for Employees who use respirators and have exposure to respiratory hazards

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

## **Rigging Safety and Signal Person**

- What is overhead lifting?
- Definition of "working load limit"
- Rigging Standards

- Rigging Equipment
- Operating Practices
- OSHA Standards
- ASME Standards
- OSHA General Requirements
- Types of Signals
- New "signals"
- Exceptions
- Exclusions
- Ground Conditions

Class Length: 4 hours

Who Should Attend: Suggested for all Employees/Managers/Supervisors

**How Often: RETRAINING RECOMMENDED EVERY 3 YEARS**

This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen

---

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

- Unsafe Acts and Conditions
- Safety Culture and At Risk Behavior
- Prevention Techniques
- Exit Drills in the Home

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Scaffold Awareness**

- OSHA regulations
- Types of Scaffolds
- Scaffold Hazards and Unsafe Acts
- Load Ratings, Stability and Intended use

Class Length: 4 hours

Who Should Attend: Suggested for Employees who use scaffolds

How Often: As Needed per OSHA Requirements

### **Scaffold Training – Competent Person**

- OSHA Regulations
- Types of scaffolds
- Scaffold hazards and prevention of those hazards
- Load Ratings, Stability and Intended use
- Correct procedures for erecting, maintaining and disassembly of scaffolding
- Design criteria maximum intended load carrying capacity and intended use

Class Length: 8 hours

Who Should Attend: Suggested for Employees who use scaffolds

How Often: As needed per OSHA requirements or every 5 years

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

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

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: Annual or as needed

**This training is NOT approved for Water Credit.**

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

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

Class Length: 4 hours

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

How Often: Annual or as need

**This training is NOT approved for Water Credit.**

### **Site Inspection Procedures for Supervisors/Managers**

- Benefits for audit process
- Roles of management, managers, supervisors and employees
- Tools to develop implement and maintain workplace audits
- Audit Procedures: General vs. Specific
- Identifying hazards
- How to develop your own checklist
- Recognizing and Correcting Unsafe Acts and Conditions

Class Length: 4 hours

Who needs to attend: Suggested for supervisors/manager/foreman

How Often: As Needed

**This training is approved for Water Credit.**

### **Slips, Trips, and Falls (STF)**



- OSHA Standards and Requirements
- Employer and Employee Responsibility
- Requirements for: Housekeeping, isles, passageways, floor openings, stairways, etc.
- Types of Hazards and Prevention of those hazards

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Steel Erection Qualified Person**

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

Class Length: 8 hours

Who Should Attend: Suggested for Employees who have steel erection and fall protection exposures.

How Often: As needed per OSHA requirements or every 3 years

---

### **Stress and Safety**

- The "fight" or "flight" response
- Positive versus negative stress
- Symptoms of stress and physical reactions to stress
- Steps to controlling stress

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

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

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

Class Length: 4 hours

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

How Often: As Needed

**This training is NOT approved for Water Credit.**

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

- Chain Saw Basics
- Operational procedures and safety devices
- Personal Protective Equipment
- Trimming, felling and operational techniques

Class Length: 2 hours

Who Should Attend: Suggested for Employees who use chain saws

How Often: Annual or as needed

**This training is approved for Water Credit.**

## **Trenching and Excavation Awareness**

- OSHA regulations
- Trench vs. Excavation
- Identify trenching hazards
- Competent Person Duties and Trench Inspections

Class Length: 4 hours

Who Should Attend: Suggested for Employees with trenching and excavation exposures

How Often: As needed per OSHA regulations or every 3 years

**This training is approved for Water Credit.**

## **Trenching and Excavation Qualified Person**

- OSHA Regulations
- Soil classification
- Identify trenching hazards
- Hazardous Atmosphere and Protective Systems
- Competent Person Duties and Trench Inspections

Class Length: 8 hours including Hands-On

Who Should Attend: Suggested for all Employees/Supervisors/Foremen with trenching and excavation exposure

How Often: As needed per OSHA requirements or every 3 years

**This class is approved for CEU credit for Electrical Journeymen & Mechanical Journeymen**

**RETRAINING RECOMMENDED EVERY 3 YEARS**

**This training is approved for Water Credit.**

## **Uniform Traffic Control Awareness (UTC)**

- Basic traffic guidelines and the fundamental principles
- Work area planning

- Signs and Barricades
- Flagging and Forms of Traffic control

Class Length: 2 hours

Who Should Attend: Suggested for Employees with traffic control hazards

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Weapons of Mass Destruction**

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

Class Length: 2 hours

Who Should Attend: Suggested for all Employees

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

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

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

Class Length: 8 hours

Who Should Attend: EMS/Medical Providers

How Often: Annual or as needed

---

### **Weapons of Mass Destruction for Responders**

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

Class Length: 4 hours

Who Should Attend: Suggested for Police, Fire Depts., and First Respondents

How Often: Annual or as needed

**This training is approved for Water Credit.**

---

### **Welding Safety**

- Types of Welding
- Proper use of regulators, gauges, and hoses
- Welding Hazards and prevention of those hazards
- Personal Protective Equipment and Permits

Class Length: 2 hours

Who Should Attend: Suggested for Employees with welding exposures

How Often: Annual or as needed

**This training is approved for Water Credit.**

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

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

Class Length: 2 hours

Who Should Attend: Suggested for Employees with exposure to cold temperatures

How Often: Annual or as needed

**This training is approved for Water Credit.**

### **Worker's Compensation Basics for Employees**

- What is workers compensation?
- How does it affect employees, and employers?
- Importance of reporting all incidents
- Rights and Rules in New Mexico for employees and employers

Class Length: 2 hours

Who Should Attend: Suggested for Employees

How Often: As needed

**This training is NOT approved for Water Credit.**

### **Worker's Compensation for Supervisors/Managers**

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

Class Length: 4 hours

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

How Often: As Needed

**This training is NOT approved for Water Credit.**

### **Workplace Violence Prevention for Employees**

- Statistics and types of Violence
- Risk Factors: Are you at risk in your profession?
- Workplace Violence Prevention and Program Elements including Emergency Action Planning
- Warning Signs and "Tips" for Prevention of Violence

**Class Length:** 2 hours

**Who Should Attend:** Suggested for all Employees

**How Often:** Annual or as needed

**This training is approved for Water Credit.**

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

- \* Statistics and types of Violence
- \* Risk Factors: Are you at risk in your profession?
- \* Workplace Violence Prevention and Program Elements including Emergency Action Planning
- \* Warning Signs and "Tips" for Prevention of Violence for Supervisors

**Class Length:** 4 hours

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

**How Often:** Annual or as needed

---

