

Greene County Risk Management

SAFETY TRAINING COURSES



Greene County Department of Risk Management:

- The classes described within this catalogue are open to all Greene County Employees and to any Municipal or Public employee as well.

Why do I need Training?

Employers and employees often have questions about training requirements. Regulatory agencies, such as the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA), mandate that safety training be provided to employees involved in certain work-related activities or before employees are exposed to potential workplace hazards.

Greene County jobs are highly diverse, which means the answer to the question of training needs is not a simple one. Because work across the county varies, each department will have different training requirements based upon the types of hazards encountered in the workplace. Certainly, someone working in an office environment faces different types of hazards than someone handling chemicals in Sanitary Engineering.

Greene County Department of Risk Management currently offers training classes on over 30 safety topics, ranging from Office Ergonomics to Confined Space.

Ensuring that everyone meets necessary training requirements is a cooperative effort. Each department at Greene County is responsible for ensuring that employees have completed all safety training requirements. Departments are also responsible for meeting all regulatory requirements, as well as keeping work areas hazard-free.

Supervisors are responsible for providing and documenting the initial and continuing safety training necessary to allow employees to perform their work safely. This must include frequent work observations by the supervisor and prompt correction of unsafe work habits.

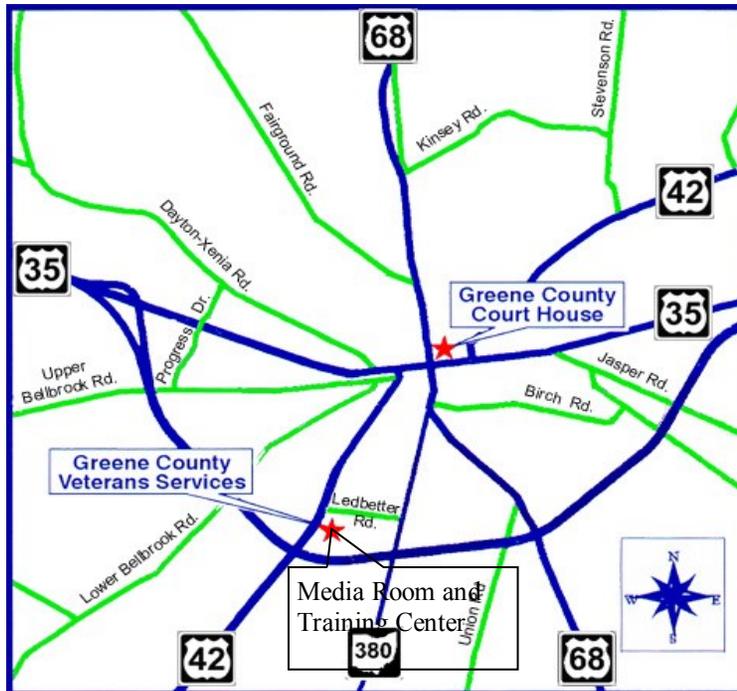
Employees are expected to obey established safety rules and to maintain hazard-free work areas by correcting unsafe conditions or reporting them to their supervisors.

Remember, safety is everyone's responsibility.

Training Center - Unless otherwise noted, all training will be held in Risk Management's Training Center, located at 541 Ledbetter Road, Xenia, Ohio. Please call Stan Wilson at ext. 5235 or Sue Brittingham at ext. 5213 if you need further assistance.

Media Room at Ledbetter Rd— The Media Room is located at 541 Ledbetter Rd., Xenia, Ohio and is part of "Job and Family Services Department". There is plenty of parking and seating at this facility.

If you have any questions regarding where the Training Center or the Media Room are, please call the Department of Risk Management at 562-5235. Thank you.



As in the past, the size of the classes is limited. In order to assure yourself a place in the class, please call and reserve a time as soon as possible.

Please stress to your employees the importance of attending the class for which they have reserved a time or to advise us in advance of the class if they are unable to attend. This will allow us to keep the classes full and to make the most efficient use of our trainers' time. It is equally important to notify Risk Management that you have scheduled your employees for a particular class to ensure the availability of the class as well as seating and materials. So please let us know as soon as possible when you schedule your employees.

We are very flexible with training courses, if you need a class to be given at a specific location or at a specific time, please call and we can discuss the details.

The following is a list of class descriptions and dates they are offered. If there are any questions concerning who needs training and how often, please feel free to contact me at 562-5235. Thank you.

NOTE

One month each quarter, the following classes will be held in the Media Room located at the Ledbetter Road facility in Xenia:

Defensive Driving Course
Hazard Communications
Fire Prevention and Safety
Defensive Driving Refresher
CPR/AED
First Aid and CPR/AED

Classes marked in **Bold Face** in the course guide are held in the Media Room unless otherwise listed, these classes will be held in the Risk Management Training Center at 541 Ledbetter Rd. Xenia, Ohio.

To schedule on line go to the Greene County Web site at <http://www.co.greene.oh.us/riskmgt>

Step 1—To enroll click the “enroll” link on the right of the class you want to schedule and proceed

Important: Safety Training classes described herein are available to employees of Greene County, Ohio and properly designated municipalities and organizations.

Step 2—Enrollment can only be performed by managers and supervisors who have been assigned that clearance from their department director.

Step 3—To enroll in a class, enter the name(s) of the employees that will be attending the class.

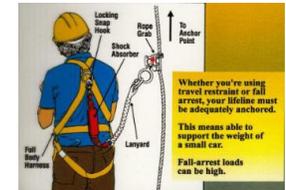
Step 4—Enter your work email address as the Password.

Step 5—Click the “Submit” button.

NOTE: Risk Management must first enter your valid work email address into the data base in order for your enrollment to be processed. If your password is correct, the request will be sent to Risk Management.

FALL PROTECTION

This class is required by OSHA for anyone who works 6 feet or more above another surface. 29CFR 1926 Subpart M. **No Cost.**



HAZWOPER AWARENESS

This class is a requirement for law enforcement personnel who may be the first responder on a scene of a Haz-Mat spill. 29CFR 1910.120. **No Cost.**



ELECTRICAL SAFETY

This class is required by OSHA for anyone who works electricity above 50 volts. 29CFR 1910 Subpart S and 29CFR 1926 Subpart K. **No Cost.**



EXCAVATION AND TRENCHING REVIEW

This class is a review of the OSHA's Excavation and Trenching Standard 29CFR 1926 Subpart P. Participants should have experience in working in a trench or excavations. **No Cost.**

**EMERGENCY RESPONSE TO TERRORISM— AWARENESS**

This is a one day class given to those who want a better understanding of emergency response to a possible terrorist event. This class is geared toward police, fire, public works, city and county administrators. This course is funded by Department of Homeland Security. **No Cost.**

**EMERGENCY RESPONSE TO TERRORISM— BASIC CONCEPTS**

This is a two day class given to those who need a working understanding of emergency response to a possible terrorist event. This class is geared toward police, fire, public works, city and county administrators. This course is funded by Department of Homeland Security. **No Cost.**

**POWERED INDUSTRIAL TRUCK**

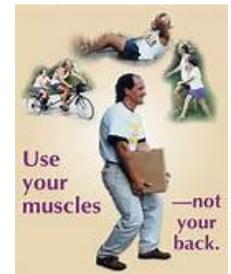
This class is required by OSHA for anyone who operates a powered industrial truck (forklifts, gators, golf carts, etc...) This is a two part class, one part is class room, the second is hands on. **No Cost.**

PERSONAL PROTECTIVE EQUIPMENT

This class is for all County employees that must use personal protective equipment such as; hard hats, safety glasses, gloves, face protection, or foot protection. This class is an OSHA requirement. To be in compliance, all employees are to be informed of the use and limitations of the personal protective equipment that they may use while performing their job. **No Cost.**

**BACK SAFETY**

This class should be required for any employee who does any lifting of any kind. From lifting file boxes to using a shovel, this class could save you from any injury that could cause a lifetime of pain. **No Cost.**

**LADDER SAFETY**

This class is for all County employees that may be required to work with ladders of any type during the performance of their duties. This class is an OSHA requirement (29CFR 1926.1060). To be in compliance, all affected employees are to be informed of the standard and to recognize potential hazards that may be present. **No Cost.**

**RESPIRATORY PROTECTION**

This class is for all county employees that may use a respirator during the course of their work. This is an OSHA requirement (29CFR 1910.134). To be in compliance, all affected employees are to be informed of the use and limitations of a respirator that they may use while performing their job. **No Cost.**



**FIRST AID / CPR/ AED**

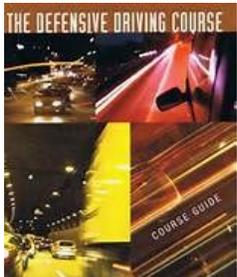
This class is open to all County Employees and will train them in the uses and applications of First Aid/CPR/AED. This class can also re-certify prior First Aid training (required every 3 years). Dress comfortably.

Price: \$15.00

**CPR / AED RECERTIFICATION**

This training is for individuals who have been trained in CPR in the last year and only need CPR / AED recertification (required every 2 years) Dress comfortably.

Price: \$10.00

**DEFENSIVE DRIVING COURSE**

This training is required for any individual who may drive a County or personal vehicle, even occasionally as a part of his/her job functions. A refresher class is required every 3 years.

Price: \$6.00

**DEFENSIVE DRIVING REFRESHER**

This training is required for any individual who has taken the initial Defensive Driving Course no longer than 3 years ago. A refresher class is required every 3 years. There is **no** cost for this class.

10 HOUR OSHA CONSTRUCTION SAFETY

This fast paced course introduces you to OSHA construction safety standards and polices. Designed to be quick but thorough. This course is designed for construction workers and anyone involved in the construction industry. Upon successful completion of the course, participants will receive an OSHA construction 10 hour course completion card. **No Cost.**

**30 HOUR OSHA CONSTRUCTION SAFETY**

This fast paced course introduces you to OSHA construction safety standards and polices. Designed to be quick but thorough. This course is designed for construction foreman, supervisors and management. Upon successful completion of the course, participants will receive an OSHA construction 30 hour course completion card. **No Cost.**

**8 HOUR HAZWOPER REFRESHER COURSE**

This one day course is designed to comply with 29CFR 1910.120 requirements regarding annual refresher training for hazardous waste site worker or emergency response personnel. **No Cost.**

**ASBESTOS AWARENESS**

The goal of the training is to inform employees about the potential hazards associated with the presence of asbestos containing materials in a building. The major objectives of the class is gain the ability to identify the presence and location of ACM at a facility and how to safely perform task without disturbing ACM through proper methods, who to contact when asbestos related concerns or emergencies arise. **No Cost.**





HEAT STRESS

This class is for all county employees that may be required to work in hot environments during the performance of their duties. This class is an OSHA requirement. To be in compliance, all affected employees are to be informed of the standard and to recognize potential hazards that maybe present. **No Cost.**



RIGGING SAFETY

This training is required for any employee who uses hoists, cranes, derricks or other means to lift and move objects. Information such as calculating load weight, kinds of hitches, reading load rating tables, and the safe use and inspection of slings and hardware will be covered in detail. **No Cost.**



INCIDENT MANAGEMENT SYSTEM (IMS)

This 2 hour course introduces students to the principles associated with the Incident Management System (IMS). This is also an excellent course for Law Enforcement, Community leaders and/or individuals who may be assigned to work in Emergency Operation Centers (EOC). It covers organization, facilities, resource terminology and assignments. **No Cost.**



NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

This 2 hour course introduces students to the next level of emergency management as mandated by the Federal Government (HSPD-5). This class will demonstrate how to take the Incident Management System (IMS) and incorporate an Unified Command System to manage a large incident. This class is good for law enforcement, elected officials, and public works departments. **No Cost.**

HAZARD COMMUNICATIONS/GHS

This class is required for all County employees and is an OSHA requirement (29CFR 1910.1200). All employees must be informed of the hazards of the chemicals they may come in contact while performing their duties. This class will inform the employee how to obtain and understand the information on how to safety work with, handle and store specific chemicals. This class shall be taken and/or scheduled by all new employees within 30 day of employment. **No Cost.**



FIRE SAFETY AND EMERGENCY PREPAREDNESS

This class is required for all County employees and is an OSHA requirement (29CFR 1910.157). Employees will be instructed on fire prevention as well as the hazards of fire and the use of a portable fire extinguisher. OSHA requires this class to be taken annually. This class shall be taken or scheduled by all new employees within 30 days of employment. **No Cost.**



BLOODBORNE PATHOGENS

This class is for all County employees that may have a high-risk exposure to bloodborne pathogens in their work area. This class is an OSHA requirement (29CFR 1910.1030), which requires annual training. To be in compliance, all effected employees are to be informed of the standard and to know how to recognize and protect themselves from bloodborne pathogens. **No Cost.**

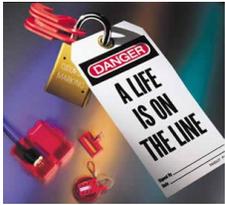


COMMUNITY EMERGENCY RESPONSE TEAM

This class is for all County employees who wish to know more about post-disaster preparedness while waiting for Paramedics and/or other emergency personnel to arrive. This training is also helpful when you are at home, you can become a member of your community's CERT Team.

No Cost.





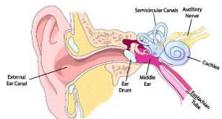
LOCKOUT / TAGOUT

This class is for all employees that may be required to work on energized equipment, such as equipment that is either electrical, mechanical, hydraulic, pneumatic, or any other stored energy piece of equipment. This is an OSHA requirement (29CFR 1910.146). To be in compliance, all affected employees are to be informed of the use and polices of the Lockout/tagout program that they may use while performing their job. **No Cost.**



OFFICE SAFETY & ERGONOMICS

This class is for all County employees that may be exposed to the daily hazards that maybe present in the office setting. This class is an OSHA requirement (General Duty Clause). To be in compliance, all affected employees are to be informed of the standard and be able to recognize potential hazards in their work area. **No Cost.**



HEARING CONSERVATION

This class is for all County employees that may be exposed to excessive noise at or above 85 dBa / TWA. This class is an OSHA requirement (29CFR 1910.95), and requires **annual** training. To be in compliance, all effected employees are to be informed of the standard and to know how to recognize and protect themselves from the harmful affects of being exposed to excessive noise. **No Cost.**



FLAGGING & WORK ZONE SAFETY

This class is for all County employees that may be exposed to vehicle traffic or pedestrian traffic as well. This class is an OSHA requirement (29CFR 1926.201, 202). To be in compliance, all effected employees are to be informed of the standard and to know how to recognize and protect themselves and the public from hazardous situations. **No Cost.**

CONFINED SPACE

This class is for all County employees that may be required to work in confined spaces during the performance of their duties. This class is an OSHA requirement. To be in compliance, all effected employees are to be informed of the standard and to recognize potential hazard areas that maybe confined spaces. **No Cost.**



HAND AND POWER TOOLS

This class is for all County employees that may be required to work with hand and power tools during the performance of their duties. This class is an OSHA requirement. To be in compliance, all effected employees are to be informed of the standard and to recognize potential hazards that maybe present. **No Cost.**



CRANE AND HOIST SAFETY

This training is required for any employee that operates or works around overhead hoists. The class will cover the different types of overhead cranes and hoists as well as safe operating and inspection procedures. **No Cost.**



COLD STRESS

This class is for all County employees that may be required to work in cold environments during the performance of their duties. This class is an OSHA requirement. To be in compliance, all effected employees are to be informed of the standard and to recognize potential hazards that may be present. **No Cost.**

