



South Carolina Chapter
National Safety Council



your safety training department



2010 Training Catalog

www.scnsc.org
info@scnsc.org



saving lives

455 St. Andrews Road • Building D, Suite 1 • Columbia SC 29210
Toll Free: 800.733.6185 • Local: 803.732.6778 • Fax: 803.732.6757



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At a Glance Training Calendar

Course	Date(s)	Time	Price (Member/Non-member)	Location	Hours
Emergency Care					
Adult CPR and First Aid	Call for dates		\$50/\$50	Columbia	8
Infant/ Child CPR and First Aid	Call for Dates		\$50/\$50	Columbia	8
Bloodborne Pathogens	Call for Dates		\$30/\$30	Columbia	4
Adult CPR	Call for Dates		\$35/\$35	Columbia	4
Adult First Aid	Call for Dates		\$30/\$30	Columbia	4
First Responder	Call for Dates		\$300/\$360	Columbia	5 days
Emergency Care Instructor FA/CPR/AED	4/20-22 8/3-5 11/30-12/2	9am-5pm	\$300/\$360	Columbia	2.5 days
Defensive Driving					
DDC8 Instructor	2/16-18 6/22-24 10/12-14	9am-5pm	\$355/\$445	Columbia	3 days
DDC4 Instructor	3/10-11 7/14-15 11/16-17	9am-5pm	\$275/\$365	Columbia	2 days
Alive @ 25	See www.scaliveat25.org		\$35/\$35	Columbia	4.5
Alive @ 25 Instructor	TBD	TBD	\$300/\$365	Columbia	3.5 days
OSHA Training Institute Courses					
OSHA 10 Hour General Industry	3/29-3/30 11/8-11/9	8:30-5:00	\$199/\$245	Columbia	1.5 days
OSHA 10 Hour Construction	2/1-2/2	8:30-5:00	\$199-\$245	Columbia	1.5 days
OSHA 30 Hour General Industry	3/29-4/1 11/8-11/11	8:30-5:00	\$599/\$645	Columbia	4 days
OSHA 30 Hour Construction	2/1-2/4	8:30-5:00	\$599/\$645	Columbia	4 days
OSHA 500 Construction (Trainer Course)	2/22-2/25	8:30-4:30	\$820	Columbia	4 days
OSHA 501 General Industry (Trainer Course)	4/19-4/22 10/18-10/21	8:30-4:30	\$820	Columbia	4 days
OSHA 502 Construction (Refresher)	2/23-2/25	8:30-4:30	\$600	Columbia	3 days
OSHA 503 General Industry (Refresher)	4/20-4/22 10/19-10/21	8:30-4:30	\$600	Columbia	3 days
OSHA 510 Construction (Prerequisite for 500)	1/25-1/28	8:30-4:30	\$725	Columbia	4 days
OSHA 511 General Industry (Prerequisite for 501)	3/8-3/11 7/26-7/29	8:30-4:30	\$725	Columbia	4 days
Certificate in OSHA Compliance					
Confined Space Entry	6/8	8:30-12:00	\$99/\$135	Columbia	4
Fork Lift Instructor Course	2/11 5/20 9/16	9:00-5:00	\$499/\$599	Columbia	8
Hazard Communication	3/23	8:30-12:00	\$99/\$135	Columbia	4
Introduction to OSHA	2/9	1:00-5:00	\$99/\$135	Columbia	4
Lockout/Tagout	6/8	1:00-5:00	\$99/\$135	Columbia	4
OSHA Recordkeeping	2/9	8:30-12:00	\$99/\$135	Columbia	4
Advanced Safety Certificate					
Ergonomics: Managing for Results	7/16	8:30-4:00	\$295/\$385	Myrtle Beach	1 day
Fundamentals of Industrial Hygiene	7/12-7/15	8:30-4:00	\$1195/\$1550	Myrtle Beach	4 days
Incident Investigation	6/18	8:30-4:00	\$295/\$385	Myrtle Beach	1 day
Job Safety Analysis	9/21	8:30-4:00	\$295/\$385	Columbia	1 day
Principles of Occupational Safety & Health	8/2-8/5	8:30-4:00	\$1195/\$1550	Myrtle Beach	4 days
Safety Management Techniques	6/14-6/17	8:30-4:00	\$1195/\$1550	Myrtle Beach	4 days
Safety Training Methods	5/10-5/13	8:30-4:00	\$1195/\$1550	Myrtle Beach	4 days
Team Safety	9/22	8:30-4:00	\$295/\$385	Columbia	1 day
General Safety and Health Courses					
Arc Flash/NFPA 70E	5/5	8:30-4:30	\$149/199	Columbia	1 day
Certified Industrial Hygiene Prep	6/21-6/24	8:30-5:00	\$1049/\$1299	Columbia	4 days
Certified Safety Professional Prep	11/15-11/18	8:30-5:00	\$1049/\$1299	Columbia	4 days

ON LOCATION TRAINING

For larger groups, it may be more economical to provide onsite training. Our instructors can come to your facility to perform training or consultation. A list of available topics can be found on our website @ www.scnsc.org, or contact the office at 803-732-6778.

WE HONOR ALL ASSE MEMBERS FOR SCNCS MEMBER DISCOUNTS!!!



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CEUs

Continuing Education Units (CEUs) are awarded under guidelines established by the International Association for Continuing Education and Training. The Continuing Education Unit is intended to serve all interests in noncredit education and training whether public or private, individual, institutional, organizational, governmental, or societal. **One CEU is awarded for every 10 hours of instruction (.1 for one hour).**

Determining the number of contact hours is done by counting the hours in the program, subtracting refreshment breaks, lunches and other activities not directly part of the instructional experience. It is the responsibility of the course participant to check with their respective professional association to determine course applicability for their continuing education requirements. The Council maintains a complete record of your company training. Certificates are mailed after verification of attendance and payment in full.

REGISTRATION & CANCELLATION POLICY

Payment is required before the course date. You will not be guaranteed a spot in the course until payment is received. There will be no refunds for cancellations and no-shows, but you may change the participants name or transfer to another course date at no additional charge. Registration is requested two weeks prior to the beginning of the course. Late registrations will be accepted if space is available, however late registrants may incur a 25% surcharge. SCNSC reserves the right to cancel courses with insufficient enrollment. Cancellation notifications will be made within 7 days prior to the course.

CERTIFICATE PROGRAMS

The National Safety Council offers 3 certificate programs that can take you from zero to Safety in no time! Begin with the **NEW Certificate of OSHA Compliance**, designed to quickly provide you with the knowledge you need to be an effective Safety Representative, whether you've got some safety background or none at all!

Continue your Safety education when you complete the **Certificate in Principles of Safety** Certificate, taking you to the next step in your Safety Career. Finally, round out your Safety Professional Knowledge with the National Safety Council's **Advanced Safety Certificate**.

Earning a National Safety Council Certificate is not only a badge of personal and professional accomplishment, it is a recognized way to be effective back at your workplace! Eliminating workplace incidents and related costs begins with knowledge. The National Safety Council's Occupational Safety and Health Certificate Training Programs help you gain that knowledge, so you can decrease your company's risks - and costs!

Each Certificate program is flexible enough to provide practical knowledge for everyone from the front line workers to top executives while allowing you to complete the programs at your own pace—as your schedule allows!



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CONSULTING SERVICES

Custom Solutions That Boost Your Bottom Line!

We tailor our services to meet your company's specific needs with proven solutions. We offer a broad range of services to meet all your safety needs and our consultants are Certified Safety Professionals and Certified Industrial Hygienists.

Our Consulting Services include:

Regulatory Compliance Audits (“Mock OSHA Inspection”)

Obtain an objective examination of your workplace and written programs to identify potential problem areas before OSHA does. Our safety professionals assess your current level of compliance and provide a detailed action plan to meet OSHA requirements.

Program Evaluation Services

We can review your current programs for OSHA compliance as well as real world effectiveness and develop new programs that you may need. In addition, we can provide customized onsite training for employees and management.

Industrial Hygiene Services

Our experienced Certified Industrial Hygienists can conduct employee exposure monitoring for chemicals and noise, and indoor air quality testing for mold, moisture intrusion, carbon dioxide, formaldehyde, and volatile organic compounds that may affect employee comfort in the workplace.

Ergonomic Assessments

Improve efficiency and comfort by letting us assess the workplace for ergonomic hazards. Our safety and health professionals can perform an ergonomics assessment of your facility, help you implement an ergonomics program and train your employees to manage the program.

Off-site Safety Director

A must have for small employers without a full time safety director on staff! We can help you manage your safety program by providing support staff on a monthly or quarterly basis to help you implement and manage your safety program. Industrial hygiene sampling can also be provided as part of this service.

CUSTOM ONSITE TRAINING:

Ultimate Flexibility, Off-the-shelf pricing

The Council, through its vast array of nationwide resources, can custom deliver training on any topic you choose. Whether your need is for a course we do not list in our catalog, the desire to have our trainers use your safety manual (with your company's unique language), or a need to customize an existing class offered in our catalog (to meet the specific needs of your company). **We can do it!** All of our trainings can be offered on-site at your location or at the National Safety Council's location in Columbia, SC.

Call Colleen Eubanks, OSH Program Director at 803-260-3202 for more information on our consulting and onsite training services.



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CERTIFICATE IN PRINCIPLES OF SAFETY

The Certificate in Principles of Safety is earned by successfully completing the Principles of Occupational Safety and Health Course (POSH).

PRINCIPALS OF OCCUPATIONAL SAFETY & HEALTH (POSH) 4 Days, 2.6 CEUs/2.6 COCs

This course will provide you with a solid knowledge of safety practices, principles, and terminology. You'll get the confidence you need to implement a comprehensive safety process in your organization.

You will cover 19 current Occupational Safety and Health issues:

- ◇ Hazard Recognition, Evaluation and Control
- ◇ Incident Reporting and Investigation
- ◇ Job Safety Analysis
- ◇ Hazard Communication Standard
- ◇ Safety Inspections
- ◇ Recordkeeping
- ◇ PPE
- ◇ Ergonomics

You will learn to:

- ◇ Prepare for incident investigation
- ◇ Complete a job safety analysis
- ◇ Create an effective safety team and facilitate productive safety meetings
- ◇ Anticipate, recognize, evaluate and control industrial hygiene hazards
- ◇ Recognize key elements of OSHA's Hazard Communication Standard
- ◇ Assess Ergonomic risk factors and recommend corrective actions
- ◇ Develop an emergency action plan
- ◇ Develop action plans for safety and health need/problems in your facility
- ◇ Identify uses and benefits of recordkeeping to prevent injuries and illnesses, and meet OSHA requirements

As an added benefit, each participant receives a resource CD with more than 75 valuable reference documents including Self Inspection Checklist, Job Safety Analysis Form, Causal Factors Checklist, and a variety of OSHA tools and fact sheets. You will also receive Accident Prevention Manual (12th Ed.), Administration & Programs as well as Accident Prevention Manual (12th Ed.), Engineering & Technology.

ADVANCED SAFETY CERTIFICATE

The National Safety Council's most prestigious certificate, this is the credential most sought after by Safety Professionals nationwide! Step out in front and maximize your effectiveness as a safety manager and leader! This Certificate gives you a solid foundation of knowledge to meet all your safety challenges. This certificate program offers the safety professional the ultimate in flexibility, allowing you to take these courses anywhere they are offered in the country over a three year period. How you'll earn it:

1. Complete the *Principles of Occupational Safety and Health Course* (this course is a pre-requisite to all Advanced Safety Certificate Courses).
2. Then, take a minimum of 5.4 Continuing Educational Units (CEUs) from the following courses:
 - ◇ Fundamentals of Industrial Hygiene
 - ◇ Safety Management Techniques
 - ◇ Safety Training Methods



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ERGONOMICS: MANAGING FOR RESULTS (1 DAY)

0.6 NSC CEUS/0.6 COCS/1.0 IH CMS (APPROVAL #03-2805)

Repetitive motion and overexertion are the biggest risk factors facing American workers today. We'll show you how to reduce the number and severity of musculoskeletal injuries in your workplace with a practical and effective ergonomics program.

What you will learn:

- ◇ Learn the basic concepts relating of ergonomics in the workplace.
- ◇ Gain skills to recognize ergonomic risk factors related to Musculoskeletal Disorders (MSDs).
- ◇ Determine how to conduct an ergonomic worksite analysis, and evaluate and rank hazards.
- ◇ Assess various control methods, and select the method best suited to the level of risk.
- ◇ Identify steps to implementing a successful ergonomics program at your workplace.

FUNDAMENTALS OF INDUSTRIAL HYGIENE (FIH) (4 DAYS), 3 CEUS, 3 COCS

This course is essential if you are concerned about the safety, health and general well-being of your coworkers and hazards that could affect them. Develop your understanding of industrial hygiene terminology, principles and practices by examining four key processes in an effective industrial hygiene effort – anticipation, recognition, evaluation, and control. Discussions on when to use a qualified industrial hygienist are held throughout the course. What you'll cover:

- ◇ Air sampling
- ◇ Indoor air quality (Sick Building Syndrome)
- ◇ Ergonomics
- ◇ Anatomy/Physiology/Toxicology
- ◇ Mold/Asbestos
- ◇ Biological and chemical hazards
- ◇ Physical hazards
- ◇ PPE/Respiratory protection
- ◇ Ventilation
- ◇ Government standards and voluntary guidelines
- ◇ Walk-through surveys

Upon Completion of the course, you'll be able to:

- ◇ Recognize and evaluate potential and existing chemical, physical, ergonomic, and biological hazards
- ◇ Employ general engineering and administrative controls
- ◇ Conduct an industrial hygiene walk-through survey

INCIDENT INVESTIGATION (1 DAY) 0.6 NSC CEUS/0.6 COCS/1.0 SAFETY CMS (APPROVAL #03-2807)

Learn to focus on techniques for gathering complete, accurate and objective accident data used to arrive at true root causes and determine corrective action. Learn to further examine and analyze data as a means of preventing injuries, property damage and financial losses. Participants will examine:

- ◇ Incidents to investigate.
- ◇ On-site investigation process.
- ◇ Data to include in investigation reports.
- ◇ Witness interview techniques.
- ◇ Post action: hazard control measures and follow-up.



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JOB SAFETY ANALYSIS (1 DAY) 0.6 NSC CEUS/0.6 COCS/1.0 IH CMS (APPROVAL #03-2809)

Job Safety Analysis (JSA) is a proven process for controlling operating hazards and costs. Get a step-by-step overview of the process, and define your role in making it effective. Through lecture, demonstrations, and workshops, you'll learn how to develop and manage a JSA program in your workplace. You'll also learn how to enlist participation from line employees, supervisors, and upper management. **The result:** Better processes make a safer workplace - and that means improved production and higher profits. You will learn to:

- ◇ Recognize and use important safety and health terminology.
- ◇ Understand JSA's relation to continuous improvement in your organization.
- ◇ Identify and communicate the safety and financial benefits of using JSA.
- ◇ Gain support for and participation in the process from line employees, and management.
- ◇ Identify the key requirements for a successful JSA.
- ◇ Recognize the hazards inherent in task performance.
- ◇ Develop appropriate solutions and hazard controls.
- ◇ Complete a JSA form correctly.
- ◇ Use JSA to develop efficient procedures that reduce personal injuries and operating costs

SAFETY MANAGEMENT TECHNIQUES (SMT) 4 DAYS, 2.6 CEUS, 2.6 COCS

Enhance your safety management skills and maximize your influence on your organization's safety and health efforts. This course takes a balanced approach to safety management, addressing administrative, technical and cultural elements. What you will do:

- ◇ Develop effective management skills
- ◇ Determine how and when to delegate safety authority
- ◇ Start a multi-year safety and health management plan
- ◇ Improve your interviewing and consulting techniques
- ◇ Address individual and organizational dynamics
- ◇ Learn how to conduct safety audits
- ◇ Influencing and managing change
- ◇ Learn how to effectively work with your safety and health committee
- ◇ Learn how to budget for safety and health

SAFETY TRAINING METHODS (STM) 4 DAYS, 3 CEUS, 3 COCS, 4.5 IH CMS

This four day course is designed to help you improve the safety performance of your workforce to achieve your organizations safety and business goals. Key topics include:

- ◇ Adult learning needs
- ◇ Needs analysis
- ◇ Instructional strategies and methods
- ◇ Basic facilitation skills
- ◇ Project planning
- ◇ Media design and utilization
- ◇ Evaluation of learning

You'll learn how to:

Create, select and deliver training that engages employees and improves your organization's safety performance

- ◇ Address different learning styles
- ◇ Identify training and non-training solutions for safety and health issues
- ◇ Calculate direct and indirect training costs for more effective budgeting
- ◇ Find ways to measure the success of your safety training program



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TEAM SAFETY 1 DAY 0.6 NSC CEUS/0.6 COCS/1.0 IH CMS (APPROVAL #03-2808)

Team Safety shows you how to make group safety efforts work for your organization. You'll learn how to build an effective safety team, or get the most from the team you've already got. The course includes a self-assessment of your level of understanding, and interactive exercises for an opportunity to use your newly learned concepts. **The result:** The more effective your safety team, the more measurable improvements for your organization.

What you will be able to do:

- ◇ Recognize and use key safety and health terminology, as well as team safety concepts and techniques.
- ◇ Plan for and create an effective safety team.
- ◇ Identify training and development needs of team members.
- ◇ Practice your communication skills to conduct productive meetings with your team.
- ◇ Learn how to help your team influence your organization.
- ◇ Build stronger meeting management skills.
- ◇ Give your team the tools to make a positive impact on your organization's safety culture.

OSHA 10-HOUR FOR GENERAL INDUSTRY

This course waives the "Introduction to OSHA" course requirement for the National Safety Council Certificate in OSHA Compliance. Every Employer is required to meet minimum federal workplace safety standards. Let our OSHA Outreach

Instructors provide you and your workers with the knowledge, skills and tools to help meet OSHA's requirements.

WHO SHOULD ATTEND?

Safety personnel, instructors, managers, supervisors, or anyone having responsibility for OSHA compliance in an industrial setting.

Topics covered include:

- ◇ OSH Act and General Duty
- ◇ Machine Guarding
- ◇ Hazard Communication
- ◇ Inspections, citations and general duty clause penalties
- ◇ Walking/working surfaces
- ◇ Hazardous materials
- ◇ Personal Protective Equipment
- ◇ Recordkeeping
- ◇ And more!

Upon completion you will gain working knowledge of Fundamental OSHA standards for general industry and OSHA's policies and procedures. All participants will receive a completion card from OSHA.



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OSHA 10-HOUR FOR CONSTRUCTION INDUSTRY

This course waives the "Introduction to OSHA" course requirement for the National Safety Council Certificate in OSHA Compliance. Every Employer is required to meet minimum federal workplace safety standards. Let our OSHA Outreach Instructors provide you and your workers with the knowledge, skills and tools to help meet OSHA's requirements. Topics covered include:

- ◇ Introduction to OSHA and the OSHA Act
- ◇ Electrical
- ◇ Fall Protection
- ◇ Materials Handling
- ◇ Scaffolding
- ◇ Excavation and Trenching, and More!

Upon completion of the OSHA Construction 10-hour course, you'll be able to:

- ◇ Identify OSHA regulatory requirements for construction sites
- ◇ Work knowledgeably within OSHA's construction standards

OSHA 30 HOUR COURSE (GENERAL INDUSTRY)

General industry safety professionals at every level will benefit from this comprehensive introductory course as they learn about the scope and application of OSHA standards to workplace safety and health. Special emphasis is placed on using the 29 CFR Part 1910 general industry standards to identify and recommend abatement for the greatest safety and health hazards. Participants have an opportunity to increase hazard awareness and avoidance using OSHA standards as a guideline. Participants who successfully complete this course will earn an OSHA 30 Hour Card for General Industry.

OSHA 30 HOUR COURSE (CONSTRUCTION INDUSTRY)

Construction industry safety professionals at every level will benefit from this comprehensive introductory course as they learn about the scope and application of OSHA standards to workplace safety and health. Special emphasis is placed on using the 29 CFR Part 1926 construction industry standards to identify and recommend abatement for the greatest safety and health hazards. Participants have an opportunity to increase hazard awareness and avoidance using OSHA standards as a guideline. Participants who successfully complete this course will earn an OSHA 30 Hour Card for the Construction Industry.

OSHA 500 COURSE (TRAINER COURSE FOR CONSTRUCTION)

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour construction safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour construction safety and health course and to issue cards to participants verifying course completion.

NOTE: Students in Course #500 who wish to participate as authorized trainers in the Outreach Program must successfully pass a written exam at the end of the course. Outreach trainers are required to attend Course #502 at least once every four years to maintain their trainer status.

Prerequisites: Course #510 and five years of construction safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substituted for two years of experience.



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OSHA 501 COURSE (TRAINER COURSE FOR GENERAL INDUSTRY)

This course is designed for personnel in the private sector interested in teaching the 10- and 30-hour general industry safety and health outreach program to their employees and other interested groups. Special emphasis is placed on those topics that are required in the 10- and 30-hour programs as well as on those that are the most hazardous, using OSHA standards as a guide. Course participants are briefed on effective instructional approaches and the effective use of visual aids and handouts. This course allows the student to become a trainer in the Outreach Program and to conduct both a 10- and 30-hour general industry safety and health course and to issue cards to participants verifying course completion.

NOTE: Students in Course #501 who wish to participate as authorized trainers in the Outreach Program must successfully pass a written exam at the end of the course. Outreach trainers are required to attend Course #503 at least once every four years to maintain their trainer status.

Prerequisites: Course #511 and five years of general industry safety experience. A college degree in occupational safety and health, a Certified Safety Professional (CSP), or Certified Industrial Hygienist (CIH) designation, in the applicable training area may be substituted for two years of experience.

OSHA 502 COURSE (CONSTRUCTION REFERESHER COURSE)

This course is a valuable refresher for active trainers in the construction outreach program. Trainers are required to take this course every four years to stay current with OSHA standards and safety initiatives. Participants have the opportunity to:

- ◇ Learn about the latest OSHA construction standards, policies, and regulations.
- ◇ Analyze interpretation letters that affect the construction industry.
- ◇ Improve training techniques
- ◇ Renew their outreach trainer card.
- ◇ Receive updates to the Part 1926 standards and selected topics discussed in OSHA Course 500

Upon successful course completion, participants are authorized to conduct and issue OSHA course completion cards for 10 - and 30-hour construction safety and health outreach courses.

Prerequisite: OSHA 500

OSHA 503 COURSE (GENERAL INDUSTRY REFERESHER COURSE)

This course is a valuable refresher for active trainers in the general industry outreach program. Trainers are required to take this course every four years to stay current with OSHA standards and safety initiatives. Participants have the opportunity to:

- ◇ Learn about the latest OSHA standards, policies, and regulations.
- ◇ Analyze interpretation letters that affect general industry
- ◇ Improve training techniques
- ◇ Renew their outreach trainer card
- ◇ Receive updates to the Part 1910 standards and selected topics discussed in OSHA Course 501

Upon successful course completion, participants are authorized to conduct and issue OSHA course completion cards for 10- and 30-hour general industry safety and health outreach courses.

Prerequisite: OSHA 501



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OSHA 510 (OSHA 500 CLASS PREREQUISITE)

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.

OSHA 511 (OSHA 501 CLASS PREREQUISITE)

This course for private sector personnel covers OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide.

CERTIFICATE IN OSHA COMPLIANCE

The first step towards a safe workplace is compliance with OSHA 29 CFR general industry standards. Successfully complete the *Introduction to OSHA* Seminar and any five elective seminars over a three-year period, in any order you choose (it is best if you can begin with *Introduction to OSHA*, but not required). If you have previously completed a 1910 or 1926 OSHA 10- or 30- course, the *Introduction to OSHA* course requirement is waived. Choose your electives from more than a dozen titles so that you can target your specific needs. Each seminar is approximately 4 hours in length, easily fitting into your busy schedule!

CONFINED SPACE

This seminar covers OSHA Permit-Required Confined Space regulation. Learn how to identify, evaluate, and control hazards and establish an effective program for your company. You will also learn all about proper protective equipment and rescue procedures. Through discussion and activities, our professional facilitator will break down the regulation into terms you can understand. In just four hours, you'll learn practices and procedures that will keep you in compliance and, best of all, protect your employees. The seminar covers:

- ◇ Key elements of the OSHA Permit-Required Confined Spaces Regulation (29 CFR 1910.146)
- ◇ Confined spaces concepts and terminology
- ◇ The difference between confined spaces and permit-required confined spaces
- ◇ How to identify and evaluate hazards: atmospheric, mechanical, chemical
- ◇ Procedures for controlling hazards
- ◇ Proper protective equipment for confined spaces
- ◇ Duties of the entry supervisor, entrant, and attendant
- ◇ Procedures for self-rescue, non-entry rescue, entry rescue
- ◇ Completing the entry process

HAZARD COMMUNICATION

More than 32 million workers are exposed to 650,000 hazardous chemicals in more than 3 million workplaces. And, hundreds of new chemical products are introduced every year, each with its own particular health and physical hazards. OSHA implemented the Hazard Communication Standard (HCS) to help employers and employees protect themselves from chemical hazards, and reduce the incidence of related illness and injuries. Learn:

- ◇ How to determine if hazardous chemicals are present in your workplace
- ◇ Steps for setting up an effective hazard communication program
- ◇ Guidelines for labeling hazardous chemicals
- ◇ Using Material Safety Data Sheets (MSDS) to evaluate hazardous chemical exposures
- ◇ Promoting responsibility for initial and ongoing hazard communication activities
- ◇ Assessing gaps between the HCS and your workplace program, and identifying key actions for closing the gaps



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INTRODUCTION TO OSHA

Want to learn more about how OSHA operates? This course covers how OSHA is structured; its responsibilities, and the general scope of the 1910 standards for the General Industry. It is preferred that you take this course before the rest of the electives to earn your certificate, but you may take this course at any time if scheduling dictates.

- ◇ What is OSHA, and what do they do?
- ◇ Why the need for OSHA standards?
- ◇ What has OSHA accomplished?
- ◇ Who's covered by the OSH Act?
- ◇ And what does it mean for my business?

Introduction to OSHA answers these questions and many more. The National Safety Council created this course as part of our new Certificate in OSHA Compliance training program.

LOCKOUT TAGOUT

Lockout/Tagout is one of OSHA's Top 10 "Most Serious Violations" and Top 10 "Most Often Cited Violations." Our facilitators are safety experts who will break down the regulation and answer your site specific questions. National Safety Council safety experts will guide you through interactive discussions and pair activities relating to the OSHA lockout/tagout regulation. This seminar will help you:

- ◇ Establish the purpose for lockout/tagout.
- ◇ Identify the key components of an energy control program.
- ◇ Identify the six main elements that should be contained in lockout/tagout procedures.
- ◇ Identify key elements of a periodic inspection of the energy control device to restore energy
- ◇ Understand group lockout/tagout.
- ◇ Recognize the importance of "best practices" for the most effective lockout/tagout program

OSHA RECORDKEEPING

This course covers OSHA's recording and reporting of occupational injuries and illnesses standard, record retention and access, petitions for recordkeeping exceptions, and much more!

Effective recordkeeping is just as important as safety training and PPE when it comes to avoiding workplace injuries and illnesses. It gives you a solid foundation for a successful, well-managed safety program.

The seminar covers:

- ◇ The purpose and scope of OSHA's Recordkeeping Standard
- ◇ Which industries and companies need to comply, and what types of incidents they need to report
- ◇ The required OSHA Recordkeeping forms and how to fill them out correctly
- ◇ Who's responsible for filling out the forms

POWERED INDUSTRIAL TRUCKS

OSHA regulates Forklifts and other powered industrial trucks in 29 CFR 1910.178. This four hour seminar teaches you the standard, and covers basic safety precautions, hazardous locations, employee training, and maintenance checks. The four-hour seminar covers:

- ◇ Details of the OSHA 29 CFR 1910.178 Powered Industrial Trucks standard
- ◇ Basic safety precautions for operators and those working in the vicinity
- ◇ Operating fork lifts and other powered industrial trucks in hazardous locations
- ◇ Training requirements for operators
- ◇ Maintenance, including safe fuel handling and storage

At the end of the seminar, you'll understand:

- ◇ The key elements of the regulations and how to comply
- ◇ Proper operating and maintenance techniques that prevent injuries
- ◇ What kind of training you need to provide, and for whom



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POWERED INDUSTRIAL TRUCKS INSTRUCTOR COURSE

Learn how to meet OSHA's Powered Industrial Truck Standard (CFR1910.178) using the National Safety Council's Coaching the Lift Truck Operator™ training program. Understand the new OSHA standard and what you must do to fully comply.

Recognize the skills and techniques required for safe operation and maintenance of powered industrial trucks. Develop a complete in-house training program, and design exercises to evaluate actual hands-on performance by your operators. Educate non-operators on how to work safely around powered industrial trucks. Additional attendees from the same organization may attend at a reduced fee of \$150/each and receive only the leader's guide and one operator response book. This is an eight hour course.

ARC FLASH/NFPA 70 E

Companies can no longer afford to disregard possible arc hazards or post arc events. Proactive companies evaluate electrical systems and equipment and develop processes to minimize and/or eliminate arc hazards before an incident occurs. Processes include, as a minimum, engineering controls, development of safe work practices and PPE (personal protective equipment). This session will review current arc flash regulations and give some basic methodology to ensure arc flash hazards are minimized and/or eliminated.

CREATING A WORLD CLASS SAFETY CULTURE

Make safety the shared value of every employee. Put safety behind every strategy, every decision, every operation, every action. This one day course addresses practical approaches to forming strategies for a safety culture, leading in a safety culture, gaining employee involvement through safety contact and observation, and measuring the success of safety initiatives. All of this is done in the context of continuous improvement.

Build a positive safety culture by using the tips, techniques, and tools acquired in the training program.

What you'll learn

- ◇ The Strategies for creating a safety culture
- ◇ Leadership and safety culture
- ◇ Employee involvement through safety contact and observation
- ◇ Measuring program success
- ◇ Continuous improvement and the safety culture
- ◇ How to use program materials in your business

FLAGGER INSTRUCTOR

In the Flagger Training Instructor Course, you'll learn to teach work zone crews standard flagging procedures and how to provide safe passage in and around work areas. Controlling traffic through work zones is one of the most important and dangerous operations in road construction and maintenance.

The National Safety Council's 2-day Instructor Course for the Flagger Training Program will train you to teach standardized flagging procedures. Upon completion of the course you will be able to apply the resources and information learned to protect your own crew and the public.

Certification for a Flagger Instructor is contingent upon completion of the Flagger Training Instructor Course, affiliation with an organization maintaining current status as an approved Flagger Training Center and successfully teaching two supervised probationary classes. An organization may become an approved Flagger Training Center by signing a Training Center Agreement.



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HM 172

IATA/49CFR training is required for any employee involved in Hazardous Material transportation. This includes employees involved in loading/unloading and handling hazardous materials, preparing hazardous materials for shipment, completion of shipping documents, or operating a vehicle used to transport hazardous materials. The class is based on the IATA Dangerous Goods Regulations and 49 CFR requirements and covers: the HazMat tables, classification of DG, marking/labeling, safety/security, packing/packaging, training requirements, and modal specific operations. The course is conducted during a two-day presentation either at your facility or in a centralized location. Each student must have a copy of the IATA Dangerous Goods Regulations and 49CFR as reference material. A completion certificate is issued to each attendee upon successfully completing the class.

INDOOR AIR QUALITY AND MOLD

This one day seminar will review IAQ issues with an emphasis on mold contamination, assessment and remediation. Students will use case studies to apply the information presented in the class to help them understand how to conduct a mold assessment, prepare a mold remediation procedure, and interpret post-remediation sampling results. Upon completion of the course, students will be able to:

- ◇ Conduct a basic IAQ/mold investigation
- ◇ Determine when mold remediation should be conducted
- ◇ Prepare a mold remediation procedure
- ◇ Interpret post mold remediation sample results
- ◇ Describe various IAQ/mold sampling methods

NOVICE FLAGGER

The National Safety Council's Flagger Training Course is a comprehensive skill-building session that meets federal industry guidelines: the Manual on Uniform Traffic Control Devices (MUTCD) guidelines and the ANSI standard ISEA-107-1999. The Office of Highway Safety, the Federal Highway Administration, and several state Departments of Transportation have reviewed this program.

The primary objectives of the program are to train flaggers to provide safe passage of traffic through and around work areas and to minimize confusion by bringing standard flagging procedures to our nation's highways. This course is a must for novice construction work zone flaggers in both one- and two-person flagging operations. Experienced flaggers can attend this course as a refresher.

TRENCHING AND EXCAVATION

Trenching and excavating are recognized as one of the most hazardous construction activities. The primary hazard of trenching and excavation is employee injury from collapse. Soil analysis is important in order to determine appropriate sloping, benching, and shoring. Additional hazards include working with heavy machinery; manual handling of materials; working in proximity to traffic; electrical hazards from overhead and underground power-lines; and underground utilities, such as natural gas.

This full-day course is designed to educate construction supervisors, their workers, and those designated as the "competent person" to the requirements as outlined in OSHA regulation 29 CFR 1926, Subpart P. Participants will learn excavation hazards, role of the competent person, OSHA soil test requirements, classification of soils, trench rescues and mechanics of cave-ins.



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CIH REVIEW COURSE

Would you like to earn your CIH? This course is designed to prepare participants to successfully take the Certified Industrial Hygienist (CIH) exam and earn their certification. This course has no prerequisites, however, the American Board of Industrial Hygiene (ABIH) does have certain requirements for individuals that would like to become certified in industrial hygiene. To determine your eligibility to sit for the exam, please visit their website: <http://www.abih.org>. The exam is tough. We help you prepare for the exam with a thorough review of the fundamental issues in each subject. When you are prepared to answer the fundamental questions quickly, you can devote more time to the advanced questions. The course contains 16 modules with homework problems designed to help you pass the exam. Note: This class is presented by Bowen EHS, Inc.

ASP/CSP REVIEW COURSE

Would you like to earn your CSP? This course is designed to prepare participants to successfully take the Certified Safety Professional (CSP) exam and earn their certification. This course has no prerequisites, however, the Board of Certified Safety Professionals (BCSP) does have certain requirements for individuals that would like to become certified in safety. To determine your eligibility to sit for the exam, please visit their website: <http://www.bcsp.org/The> exam is tough. We help you prepare for the exam with a thorough review of the fundamental issues in each subject. When you are prepared to answer the fundamental questions quickly, you can devote more time to the advanced questions. The course contains 16 modules with homework problems designed to help you pass the exam. Note: This class is presented by Bowen EHS, Inc.

ADULT CPR/FIRST AID

This brand-new course offers 16-40 hours worth of curriculum, making it an ideal college-level course. Students will learn how to recognize an emergency, act appropriately, and sustain life until professional help arrives. Content includes:

- ◇ Basic life support for breathing and cardiac emergencies
- ◇ Controlling bleeding and managing shock
- ◇ Caring for injuries and medical emergencies

Special situations, including behavioral emergencies, pregnancy and childbirth, and remote location first aid.

ADULT CPR

Our CPR and AED program teaches the principles of basic life support for adults. It gives you the latest guidelines for CPR and emergency cardiac care, starting with how to assess the scene of an emergency and take stock of the victim's condition. The course details how to perform one-rescuer CPR and rescue breathing, and how to manage choking in a conscious person. It also addresses infection control. In addition you will learn how to care for bleeding emergencies, shock and minor injuries. This course meets OSHA standards for emergency care in the workplace.

BLOODBORNE PATHOGENS

First responders, dentists and dental hygienists, lab workers, police, EMT's and paramedics face significant health risks from exposure to bloodborne pathogens in blood and other potentially infectious materials (OPIM). Bloodborne pathogens commonly found in the U.S. include hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV). The National Safety Council's Bloodborne Pathogens course helps reduce those risks by focusing on how to protect oneself from blood and airborne pathogens and what to do if an exposure occurs. This course covers:

- Introduction to bloodborne pathogens
- Bloodborne pathogens, including hepatitis viruses and HIV
- Preventing infection from bloodborne pathogens



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EMERGENCY CARE INSTRUCTOR

Knowing how to respond to a first aid or CPR emergency is one of the most important skills a person can possess. The Standard First Aid and CPR course meets the OSHA requirements and is your tool for training employees or the general public on the latest skills, techniques and expertise in life-saving procedures. The practice and feedback of using related skills in a realistic situation is integrated into the actual teaching experience.

During this course you will learn new methods that involve, influence and facilitate adult learning while refining your teaching skills. The course covers a proven, standardized method of teaching first aid and CPR with high effectiveness, and you will be provided with the reasons and dynamics behind each topic or visual presentation.

The Standard First Aid and CPR course topics include: Breathing and cardiac emergencies in adults, infants and children, identifying and caring for bleeding, sudden illnesses and injuries, preventing disease transmission, and an introduction to Automatic External Defibrillators (AEDs).

Upon successful completion, you will become certified to teach this course and receive the complete instructor certification package with the Standard First Aid and CPR Instructor Resource Manuals, student manuals and instructor guide.

FIRST RESPONDER

Completely revised and updated! First Responder is the training of choice for emergency response teams; safety personnel; fire, police and ambulance personnel; EMS; health care providers and athletic trainers. We've designed the text for easy comprehension, with concise paragraphs and bulleted lists; and included numerous illustrations and photos.

The text also gives you realistic scenarios, key terms, exercises and review questions, activities, and much more. Course

Content includes:

- ◇ Introduction to the EMS system
- ◇ Legal and ethical issues
- ◇ Lifting and moving patients
- ◇ Patient assessment
- ◇ Airway maintenance and breathing emergencies
- ◇ Cardiac emergencies, CPR and AED
- ◇ Responding to medical emergencies, bleeding and shock
- ◇ Managing injuries to muscles, bones, head and spine
- ◇ Assisting with childbirth
- ◇ Treating infants and children
- ◇ Mass casualty incidents and triage

INFANT/CHILD FIRST AID/CPR

No matter how careful you are, kids get hurt. We can help you handle the usual bumps and bruises, as well as more serious injuries and sudden illnesses. The National Safety Council's Pediatric CPR programs cover the latest techniques for emergency care, plus practical safety tips for preventing injuries. In addition you will learn how to care for bleeding emergencies, poison emergencies and minor injuries when dealing with small children. Our programs also address important issues such as caring for children with medical conditions (asthma, diabetes, HIV), and dealing with signs of abuse and neglect. Our pediatric programs were the first to focus exclusively on how injuries affect babies and young children. Child care professionals praise them. And, they meet the first aid and CPR certification standards of all 50 states.



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DDC 4 HOUR INSTRUCTOR

DDC-4 can help your organization increase your profitability by reducing the number of insurance claims, time away from work due to injuries and the cost of vehicle repairs. Let our experienced trainers provide you with the tools and knowledge to become an excellent trainer for your organization. During this 2-day course, you'll gain the confidence to be an effective trainer for our basic defensive driving course. This course is intended for safety managers, fleet supervisors, HR managers, and driving school instructors.

DDC-4 is a cost-effective way to ensure all your drivers develop safe, defensive driving habits and attitudes. When you do not have eight hours to teach a driver training program or a refresher course, our 4-hour condensed defensive driving course is the answer. All core concepts are included.

DDC 8 HOUR INSTRUCTOR

During this 3-day course, you'll gain the confidence and knowledge to be an effective trainer for our most popular defensive driving course. Driver error causes 62% of all motor vehicle crashes. Research shows that learning critical defensive driving techniques can significantly reduce accidents and save lives. DDC 8 is affordable, costing as little as \$5 per driver. The modular format offers flexibility to your training schedule and makes it easy to use. This is the course that should be part of every experienced driver's education. Including it in your driver training program can significantly reduce the number of collisions and citations your drivers experience.

ALIVE @ 25

Alive at 25 is a survival course developed by the National Safety Council and is designed to prevent the #1 killer of teens, automobile crashes. Alive at 25 is taught by off-duty Deputy Sheriffs and Municipal Police Officers. The course is delivered in one 4.5 hour program which focuses on the behaviors and decision-making paradigms that young drivers and passengers display behind the wheel.

Instructors hold candid conversations with students about what can happen if they practice risky behavior or make other poor decisions in an automobile.

These behaviors and their implications are explored in-depth through a combination of subject discussions and interactive teaching tools including:

- Risk identification
- Interactive video participation
- Experience sharing with peers
- Role-playing in various driving situations
- Driving law review-local and traffic



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ALIVE @ 25 INSTRUCTOR COURSE

Only certified law enforcement officers can become instructors of this program.

This 3½-day course will train you to work with the largest group of at-risk drivers using materials and topics they identify with.

Why should you attend?

Young drivers between the ages of 16 and 24 represent the largest group of problem drivers on the road. Motor vehicle collisions are the number one cause of death for young adults. We need to go beyond basic driver's education and teach critical defensive driving techniques to young drivers once they have received their license and feel confident and "experienced". Providing this additional training is a must in order to make our nation's highways safer now and in the future.

Topics covered in the instructor course include:

- ◇ How to use course materials
- ◇ How to get students involved in group discussions
- ◇ Administrative responsibilities
- ◇ Adult learning needs
- ◇ Developing effective teaching skills
- ◇ Top six violations of these drivers and how to overcome them
- ◇ Speed and stopping distances
- ◇ Fatigue and what it causes
- ◇ Why young drivers underestimate risk
- ◇ Techniques to maintain control in driving situations
- ◇ How to handle peer pressure
- ◇ How to stay "cool" with friends
- ◇ Updated drug information
- ◇ Work zone driving rules
- ◇ Special considerations for special vehicles and much more.

Preferred Qualifications for Alive at 25 Instructor:

- ◇ Minimum of three years experience
- ◇ Consistent above average evaluations
- ◇ Demonstrate desire to instruct

Selection process:

- ◇ Applicants complete and submit the Alive at 25 registrations form to SCNSC.
- ◇ SCNSC Executive Director and Alive @ 25 sub-committee will review applications for enrollment into the course.
- ◇ Applicants will be notified by SCNSC.

Please note that the course is a Pass/Fail Course, it is extremely intense and requires you to truly invest your time and energy!