

# Cal/OSHA

## 30-HOUR OUTREACH TRAINING CLASS

Earn your 30-hour Cal/OSHA completion card with five days of in-depth training that will increase your understanding of workplace safety initiatives and bring you up to speed on all of Cal/OSHA's rules, regulations and guidelines.

### Here's just some of what we'll cover:

- Become familiar with hazard identification, avoidance, control and prevention, as well as critical Cal/OSHA regulations
- Ensure that you are up-to-date with Cal/OSHA's latest rules, regulations and updates
- Know key differences between federal and Cal/OSHA regulations
- Protect your organization from costly fines, penalties and legal action due to Cal/OSHA non-compliance issues
- Gain valuable information to help maintain safety standards, establish company-wide "buy-in" and create effective training programs
- Boost your organization's bottom line — reduce absenteeism, increase productivity, minimize on-the-job injuries and reduce insurance premiums and workers' comp claims
- Prepare for Cal/OSHA inspections — what to expect, how to prepare, abatement procedures
- Learn the necessary elements of drafting a Cal/OSHA mandated Illness and Injury Prevention Programs (IIPP)
- Establish an effective records keeping and retention program

**SEATING  
IS LIMITED!**

Enroll **EARLY**  
to guarantee  
your spot!

### ENROLL TODAY!



**FAX**  
913.967.8849



**ONLINE**  
[www.careertrack.com](http://www.careertrack.com)



**MAIL**  
CareerTrack  
P.O. Box 738002  
Dallas, TX  
75373-8002



**PHONE**  
1.800.556.3009



EXPRESS CODE  
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## Is not being up-to-date with Cal/OSHA Regulations costing your organization?

According to the United States Department of Labor, businesses spend \$170 billion a year on costs associated with work-related injuries and illnesses. This can contribute to decreased employee morale, reduced productivity and higher on-the-job stress, while leading to increased workers' comp claims, higher insurance premiums, retraining costs, absenteeism and lower-quality products and services.

**Workers whose employers take steps to protect their health, fitness and safety on the job are more likely to report job satisfaction, enjoy a higher quality of life, contribute a more optimistic, enthusiastic outlook and interact positively with peers and superiors.**

## This intensive class was created to support Cal/OSHA safety initiatives, enhance Cal/OSHA knowledge and protect employee health and safety

This 30-hour class represents excellence in Cal/OSHA training. Over five days, your trainer will thoroughly explore hazard identification, prevention and mitigation, as well as Cal/OSHA's complex standards, criteria and requirements, delivering easy-to-grasp information. As a result, you'll comprehend more, remember more and be better-equipped to apply what you've learned once you've returned to the workplace. Creating your own safety training and support programs, identifying and eliminating hazards and unhealthy situations, promoting a company-wide culture of safety — everything becomes easier when you are not overwhelmed by too much information in a short time frame. This course is interactive, well-balanced, interesting and most of all — effective.

## Protect your employees from on-the-job hazards and your organization from costly fines and penalties

This training will give you the practical, hands-on experience you need to pinpoint hidden or overlooked safety and health issues, address them and become up-to-date with Cal/OSHA's general industry standards. Your organization will benefit financially as workers become more productive while less time is lost to injury and illness. The likelihood of hefty penalties and fines levied against you for not following workplace safety standards will lessen as well.

# FAQs About This Course:

## How will my company benefit?

Your company will benefit in a number of important ways. A healthier, safer work environment means employees will enjoy their work more, use their time more productively and feel safer and more comfortable while on the job. Lost hours due to illness and injury will diminish, workers will file fewer injury and illness claims and you'll be less likely to incur fines or penalties due to Cal/OSHA violations.

## How do I get a student completion card?

To receive your course completion card, your seminar tuition must be paid in full prior to the start of the seminar and you must attend all sessions. Your trainer will submit your paperwork to the appropriate Cal/OSHA Training Institute Education Center after your five-day course, and you will receive your Cal/OSHA Completion Card in the mail. You will receive a Certificate of Completion at the conclusion of the course.

## What are my trainer's qualifications to teach this class?

In 2010, Cal/OSHA and Federal OSHA established a partnership wherein authorized Federal Outreach Trainers, who fulfill additional eligibility requirements can also teach Federal 10 and 30 Hour courses based on California's Title eight. Your instructor is an experienced Cal/OSHA Authorized Outreach Trainer who has taken the required additional training in order to qualify to teach this course. In addition, your trainer must undergo continuing education and reauthorization. That means your trainer is a true safety professional and is up-to-date on the latest regulations and safety industry trends.

## Why a five-day, 30-hour class? Aren't some of the shorter courses sufficient?

By attending this in-depth, week-long class, you are committing to one of the highest levels of occupational safety and health training available. Very few courses offer the depth of critical knowledge, timely information or important skills you'll find here. Few other courses will prepare you as well as this one to fully protect your employees from hazards, and protect your organization from fines, penalties and citations.

## How is Cal/OSHA involved in this training?

Cal/OSHA is not directly involved in this training; however, Cal/OSHA provides trainers authorized to teach this program with a list of designated training topics, a set of program guidelines, plus rules and procedures for conducting the outreach training programs. Cal/OSHA makes teaching aids and other resources available as well. You receive the benefit of all of these tools and resources while attending this vital training.

## Is seating really limited?

Yes, this course has a forty-seat maximum, as set by Cal/OSHA. Once we reach our forty-seat quota, we can no longer accept registrants. For this reason, it is imperative that you register early, and ensure that you lock in your spot!

# Your Cal/OSHA Training Five-Day Program Schedule

## Day One

### WELCOME AND OVERVIEW OF THE WEEK'S TRAINING

- Employers covered by the Cal/OSHA Act
- Exclusions from coverage
- Cal/OSHA Training Institute Introduction to Cal/OSHA. **Note:** This module includes materials mandated by Cal/OSHA
- What this Cal/OSHA training means to you
- Employee's rights under Cal/OSHA
- Employer's responsibilities under Cal/OSHA
- Types of Cal/OSHA standards and how they are organized
- How Cal/OSHA inspections are conducted
- Internal and external resources you can rely on for help

### SAFETY AND HEALTH

- Safety and health programs within the workplace
- Management leadership and employee involvement
- Workplace analysis
- Hazard prevention and control
- Safety and health training
- Job safety analysis
- Ergonomics — definition, risk factors in the employee and the task
- Controlling ergonomic risk factors
- Workplace violence

## Day Two

### RECORD KEEPING AND REPORTING

- Reporting procedures to follow for deaths or multiple hospitalizations
- Exceptions
- Record keeping 29 CFR, part 1904, including:
  - Partial exemptions for employers with 10 or fewer employees
  - Partial exemptions for certain industries
- General recording criteria for:
  - Needlestick and sharps injuries
  - State record-keeping regulations
  - Medical removal cases
  - Occupational hearing loss
  - Tuberculosis
- Records retention and updating
- State record-keeping regulations

### INSPECTIONS, CITATIONS AND PENALTIES

- The inspection process — how it works, Cal/OSHA priorities and inspection results
- Employer options after an Cal/OSHA inspection
- The different types of violations
- Penalties
- Penalty abatement factors
- Posting requirements
- How to contest citations after an inspection
- Follow-up inspections and failure to abate
- Employer discrimination
- Providing false information

### WALKING AND WORKING SURFACES

- Guarding holes as well as floor and wall openings
- Fixed industrial stairs
- Ladders: portable metal, wood and fixed
- Safety requirements for scaffolding
- Manually propelled mobile ladder stands and scaffolds
- Other working surfaces
- Fall Protection in General Industry

## Day Three

### FIRST AID

- Emergency eye washes and showers
- First aid trained first responders

### BLOODBORNE PATHOGENS

- Elements of a successful exposure control plan
- Communication of hazards to employees through signs and labels
- How to determine an employee's exposure
- Needles
- Sharps disposal containers
- Personal Protective Equipment (PPE)
- Universal precautions and general safe work practices
- Housekeeping
- Immunization and post-exposure follow-up program

### PERSONAL PROTECTIVE EQUIPMENT

- Scope, application and definitions
- Protection of eye and face
- Respiratory protection
- Head protection
- Foot protection
- Hand and body protection
- Lifesaving equipment
- Personal fall arrest systems
- Positioning device systems

### MATERIALS HANDLING AND STORAGE

- General materials handling
- Putting together a powered industrial truck training program

### PERMIT-REQUIRED CONFINED SPACES

- Non-permit spaces
- Permit-required spaces
- General requirements
- Required forms of warning
- Written entry permit program
- Pre-entry atmospheric testing
- Required ventilation
- Safe permit space entry operations

## Day Four

### LOCKOUT/TAGOUT

- Purpose, scope and application of a lockout/tagout program
- Materials and hardware: lockout/tagout devices, requirements and criteria
- Application of energy control devices
- Basic steps in controlling energy
- Preparing for shutdown
- Shutting down machinery and equipment
- Applying and removing lockout/tagout devices
- Verifying machinery or equipment isolation
- Basic steps for release from lockout/tagout
- Inspection of machinery and equipment
- Positions affected and other workers
- Remove lockout/tagout devices
- Release after long-term shutdown
- Contractors, group lockout/tagout and shift changes
- Employee training and communication
- Evaluating written energy-control procedures
- Reviewing lockout and tagout procedures

### MACHINE GUARDING

- General requirements for all machines
- Abrasive wheel machinery
- Mechanical power presses
- Hand and portable powered tools and other hand-held equipment
- Welding, cutting and brazing
- Oxygen-fuel gas welding and cutting, arc welding and resistance welding

### HEARING CONSERVATION

- Required monitoring of occupational noise exposure
- Required audiometric testing
- Required hearing protection
- Exposure and testing records retention
- Accident and incident investigation
- Types of investigations, investigative techniques and investigative procedures

## Day Five

### HAZARDOUS MATERIALS

- Flammable and combustible liquids
- Compressed gases
- Safety management of highly hazardous chemicals
- Hazardous waste operations and emergency response

### EXIT ROUTES, EMERGENCY ACTION PLANS, FIRE PREVENTION PLANS AND FIRE PROTECTION

- Fire prevention plans and detection systems
- Employee alarm systems
- Fire Brigades
- Portable fire extinguishers
- Standpipe and hose systems
- The minimum elements of an emergency action plan
- Exit routes

### ELECTRICAL

- Electric utilization systems
- General requirements
- Wiring design and protection
- Wiring methods, components and equipment
- Specific purpose equipment and installations
- Hazardous (classified) locations
- Special systems
- Selection and use of work practices
- Use of equipment
- Safeguards for personnel protection

### HAZARD COMMUNICATION

- Purpose of the standard
- Hazard assessment
- Elements and accessibility of the written plan
- Hazardous chemical inventory listing
- Safety Data Sheets (SDS)
- Labeling
- Training
- Hazard assessment for non-routine tasks
- Work performed by outside contractors
- Non-labeled pipes
- Records retention

# Enroll Now to Keep Your Business and Your Employees Healthy and Thriving!

Once you've attended this class, you'll gain peace of mind knowing you have the information, knowledge and experience needed to protect your employees from all types of workplace hazards — and your business from incurring costly fines and penalties. By creating a healthy, safe work environment, you are generating the good will that results in long-term commitment to your organization.

If you are serious about this training, act now and call or visit us on the Web today! By waiting, you could get shut out. With limited seating available, we're operating strictly on a first come, first served basis. When the spots are gone, they're gone!

## Who will benefit most?

This intensive training is perfect for those professionals responsible for occupational health and safety initiatives, Cal/OSHA safety standards and Cal/OSHA records and retention, including:

**BUILDING AND FACILITY MANAGERS**

**HEALTH AND SAFETY MANAGERS**

**HUMAN RESOURCES PERSONNEL**

**BUSINESS OWNERS**

**MANAGERS AND SUPERVISORS**

**WAREHOUSE MANAGERS**

**TEAM LEADERS**

**LEGAL COUNSEL**

**INSURANCE PROFESSIONALS**

**WORKERS' COMPENSATION  
ADMINISTRATORS**

**MAINTENANCE PROFESSIONALS**

## Superior results, guaranteed training!

We feel our training is the best in the business, and we stand behind every one of our workshops and seminars. Like all our programs, the *Cal/OSHA 30-Hour Outreach Training Class* is **100% GUARANTEED**. If you do not feel this seminar delivered as promised, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

## Multimedia format is stimulating, exciting and definitely not boring!

Five days of Cal/OSHA training may sound daunting ... but this course is anything but dull or tedious! The material is presented in an engaging, informative style and the training environment is positive and upbeat. Each fast-paced module features a stimulating mix of lecture, group exercises and experiential activities. Students learn through written materials, PowerPoint® presentations, videos and more. Quizzes and "debriefing" sessions ensure that information is being absorbed, and hand-outs, fact sheets and other written materials supplement each day's training.

**There are a limited number of spots available for this event. To secure your seat, register early — don't risk missing out!**



## Onsite Training Solutions

### GET THE RESULTS YOU'RE LOOKING FOR!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

### CHOOSE FROM OVER 150 COURSES!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

### TAILOR THE TRAINING TO MEET YOUR SPECIFIC NEEDS!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

### MAXIMIZE YOUR TRAINING BUDGET!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough work-place challenges head-on, realize their full potential and perform at their peak.

For a free consultation,  
visit us online at  
**careertrack.com/onsite**  
or call us at  
**1-800-944-8503**

## Registration Information

**Enroll Today!** Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

**Quick Confirmation!** To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

## Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

### Please Note

- You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- Walk-in registrations will be accepted as space allows.
- For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- You will receive a Certificate of Attendance at the end of the program.

## Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 4 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.

## Tax Deduction

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

## Continuing Education Units (CEUs)

CareerTrack offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

## Completion & Continuing Education Certificates

To obtain a certificate documenting your completion and/or CEU credits, please visit [www.careertrack.com/certificate](http://www.careertrack.com/certificate). Certificates will be available 10 days after your event has ended.

# Cal/OSHA

## 30-HOUR OUTREACH TRAINING CLASS



CAREERTRACK®

P.O. Box 738002  
Dallas, TX 75373-8002

a division of Pryor Learning

To update your contact information, see page 7

### LEARN HOW TO:

- Recognize, prevent and mitigate workplace hazards
- Ensure you are up-to-date with Cal/OSHA regulations
- Protect your organization from costly fines, penalties and legal action
- Maintain safety standards, establish company-wide buy-in and create effective training programs
- Increase productivity, minimize on-the-job injuries and reduce insurance premiums and workers' comp claims
- Learn what to expect during an Cal/OSHA inspection
- Draft required written safety plans
- Establish an effective record-keeping and destruction program

### Enroll Today!



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913.967.8849



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**PHONE**  
1.800.556.3009

## Your VIP# is WINQ



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**917807**

- **Online** careertrack.com
- **Call** 1-800-556-3009
- **Fax** to 913-967-8849
- **Mail** your registration form!



**YES!** Please register me for the **Cal/OSHA 30-Hour Outreach Training Class**. Group discounts available.

SEMINAR  
**1**

Seminar City: \_\_\_\_\_  
Seminar Date: \_\_\_\_\_ City Event #: \_\_\_\_\_

YOUR ORGANIZATION  
**2**

Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ St: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Tele: \_\_\_\_\_ Fax: \_\_\_\_\_  
Approving Mgr's Name:  Mr.  Ms. \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email Address: \_\_\_\_\_  Business  Home  
 **Quick Confirmation** Please  email or  fax my confirmation to me within 48 hours.

WHO WILL BE ATTENDING  
**3**

Mr.  Ms. \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email (required): \_\_\_\_\_  Business  Home  
 Mr.  Ms. \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email (required): \_\_\_\_\_  Business  Home  
**Please list additional names on a separate sheet.**

METHOD OF PAYMENT  
**4**

**Important: Send your payment now. Tuition is due before the workshop.** Please make checks payable to CareerTrack and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).  
Please add applicable state and local tax to your payment for programs held in Hawaii (4.166%; plus applicable county surcharge), South Dakota (6.5%) and West Virginia (6%; plus applicable local tax).  
**Please check one of the following:**  
1.  Registration fee enclosed. Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_  
2.  Our Purchase Order is attached. P.O. # \_\_\_\_\_  
3.  Bill my organization. Attention: \_\_\_\_\_  
4.  Charge to:  AmEx  Discover  MC  Visa Exp. Date: \_\_\_\_\_  
Acct. #: \_\_\_\_\_  
Card Holder's Name: \_\_\_\_\_  
Tax-Exempt #: \_\_\_\_\_  
*Please attach a copy of your Tax-Exempt Certificate for payment processing.*

**Note:** If you've already registered by phone, by fax or online, please do not return this form.

**REGISTRATION FORM — Cal/OSHA 30-Hour Outreach Training Class**