

OSHA

30-HOUR OUTREACH TRAINING CLASS

Earn your 30-hour 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 OSHA's rules, regulations and guidelines.

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

- Ensure you are up-to-date with OSHA's latest rules, regulations and updates
- Protect your organization from costly fines, penalties and legal action due to OSHA non-compliance issues
- Identify and eliminate hazards, address health concerns and create a safer environment for your employees
- 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
- OSHA inspections — what to expect, how to prepare, abatement procedures
- Establish an effective record-keeping and retention program

**SEATING
IS LIMITED!**

**Enroll EARLY
to guarantee
your spot!**

Enroll Today!



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Is not being up-to-date with 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 OSHA safety initiatives, enhance OSHA knowledge and protect employee health and safety

This 30-hour class represents excellence in OSHA training. Over five days, your trainer will thoroughly explore hazard identification, prevention and mitigation, as well as 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 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 OSHA violations.

How do I get a student completion card?

To receive your course completion card, your 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 OSHA Training Institute Education Center after your five-day course has been completed. You will receive your OSHA Completion Card in the mail within eight to 10 weeks. You will also receive a Certificate of Completion after the seminar.

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

Your instructor is an OSHA Authorized Outreach Trainer. In order to teach this course, your trainer must have completed OSHA's Trainer Course in Occupational Safety and Health Standards for General Industry. Prerequisites for this course are five years of general industry safety experience and completion of OSHA's course #511, Occupational Safety and Health Standards for General Industry.

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. This class will prepare you to fully protect your employees from hazards and protect your organization from fines, penalties and citations.

How is OSHA involved in this training?

OSHA provides trainers authorized to teach this program with a list of designated training topics, a set of program guidelines and rules and procedures for conducting the outreach training programs.

Is seating really limited?

Yes. Due to OSHA regulations regarding attendee to facilitator ratio, this course has limited seating. Once we reach our quota we can no longer accept registrants. It is imperative that you register early to lock in your spot!

Your OSHA Training Five-Day Program Schedule

Day One

WELCOME AND OVERVIEW OF THE WEEK'S TRAINING

- Employers covered by the OSHA Act
- Exclusions from coverage
- OSHA Training Institute Introduction to OSHA. **Note:** This module includes materials mandated by OSHA
- What this OSHA training means to you
- Employee's rights under OSHA
- Employer's responsibilities under OSHA
- Types of OSHA standards and how they are organized
- How 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, OSHA priorities and inspection results
- Employer options after an 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 goodwill 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, OSHA safety standards and 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 **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 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. Attendees learn through written materials, PowerPoint® presentations and more. Quizzes and “debriefing” sessions ensure information is 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. Certificates will be available 10 days after your event has ended.

OSHA

30-HOUR OUTREACH TRAINING CLASS



CAREERTRACK.

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

a division of Pryor Learning

LEARN HOW TO:

- Recognize, prevent and mitigate workplace hazards
- Ensure you are up-to-date with 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 OSHA inspection
- Draft required written safety plans
- Establish an effective record-keeping and destruction program

Enroll Today!



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To update your contact information, see page 7.

YOUR VIP# IS: WINQ



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- **Online** pryor.com
- **Call** 1-800-556-2998
- **Fax** to 913-967-8849
- **Mail** your registration form!

YES!

Please register me for the **OSHA 30-Hour Outreach Training Class**. Group discounts available; see page 7 for details.

SEMINAR

1

Seminar City: _____
Seminar Date: _____ City Event #: **2** | **2** | **6** | | |

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 Pryor Learning 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 _____
Card Holder's Name: _____
Acct. #: _____
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 – OSHA 30-Hour Outreach Training Class