

FINAL SAFETY TRAINING SCHEDULE 2009/2010

July 15, 2009

Time	Class	Description	Location
8:00am – 10:00am	Backs & Lifting	<p><i>Causes of back injuries</i></p> <p><i>Keys to the prevention of back injuries</i></p> <p><i>Stretches and strengthening exercises to maintain back health</i></p> <p><i>First aid for back injuries</i></p>	Ruidoso Convention Center
10:00am – 12:00pm	Bloodborne Pathogens	<p><i>Universal Precautions</i></p> <p><i>Exposure control plan</i></p>	Ruidoso Convention Center
1:00pm – 3:00 pm		<p><i>Signs and symptoms of HIV and AIDS, Hepatitis B, C, D and other Bloodborne pathogens</i></p> <p><i>Post exposure procedures, follow up and Hepatitis B vaccination</i></p>	
3:00pm - 5:00pm	Ergonomics Awareness	<p><i>OSHA's Ergonomics Regulations</i></p> <p><i>Cumulative Trauma Disorders (CTD) and Repetitive Stress Injuries (RSI)</i></p> <p><i>Keys to the prevention of CTD's and RSI's</i></p> <p><i>First aid for early onset of CTD's and RSI's</i></p>	Ruidoso Convention Center

August 12, 2009

Time	Class	Description	Location	
8:00am – 10:00am	Conflict Resolution for Employees	<p><i>Raises awareness of verbal, versus non-verbal communication</i></p>	Ruidoso Convention Center	
10:00am – 12:00pm		<p><i>The value of personal space</i></p> <p><i>How body posture and motion affect an individual</i></p> <p><i>How we can prevent or minimize confrontation</i></p> <p><i>Provides a pro active safety approach to the front line employee</i></p>		
1:00 – 3:00 p.m.		<p><i>Requirements for wearing eye and face protection</i></p> <p><i>Potential eye and face hazards</i></p> <p><i>Types of eye and face protection available</i></p> <p><i>Information on tinted glasses/goggles, wearing prescription lenses, filtering lenses etc.</i></p>		Ruidoso Convention Center
3:00 - 5:00 p.m.		New Employee Orientation		<p><i>Safety Awareness</i></p> <p><i>Accident/Injury Causes</i></p> <p><i>Company Rules & Regulations</i></p> <p><i>OSHA Requirements</i></p>

FINAL SAFETY TRAINING SCHEDULE 2009/2010

	Time	Class	Description	Location
September 9, 2009	8:00am – 10:00am	Clandestine Labs	<i>What are clandestine labs and where are they found</i> <i>Methamphetamine: History, Symptoms and Stages of the drug</i> <i>Meth Effects on children and the community</i> <i>Warning signs, types of labs and the hazardous wastes it produces</i> <i>New Mexico Statistics</i> <i>Specific to Municipal Employees</i>	Senior Center Bridge Room
	10:00am – 12:00pm	Asbestos Awareness	<i>OSHA, AHERA, EPA Standards and Regulations</i> <i>Types of Asbestos and Health Hazards of Asbestos</i> <i>What Should be done if you suspect asbestos</i>	Senior Center Bridge Room
	1:00pm– 5:00 p.m.	Coaching the Experience Driver	<i>Cushion of safety</i> <i>Motor Vehicle Accident causes</i> <i>Following too closely</i> <i>Intersection safety</i>	Village Hall Council Chambers

	Time	Class	Description	Location
October 14, 2009	8:00am-10:00am	Hazardous Communication	<i>OSHA's Hazard Communication Standard and Right-to-know</i> <i>Hazardous materials</i> <i>Hazard Definitions, Labels and Labeling Requirements</i> <i>Material Safety Data Sheets (MSDS): Types of Information and How to Read the MSDS</i>	Village Hall Council Chambers
	10:00am – 12:00pm	Hazardous Communication		Village Hall Council Chambers
	1:00pm – 3:00pm	Hazardous Communication for Office Personnel	<i>OSHA's Hazard Communication Standard</i> <i>Consumer Use vs. Required Use</i> <i>Hazard Definitions, Labels and Labeling Requirements</i> <i>Material Safety Data Sheets (MSDS): Types of Information and How to Read the MSDS</i>	Village Hall Council Chambers
	3:00pm – 5:00pm	Safety Audit Ruidoso Public Library		Ruidoso Public Library

FINAL SAFETY TRAINING SCHEDULE 2009/2010

November 11, 2009	Time	Class	Description	Location
	8:00am – 12:00pm	Coaching the Experience Driver	<i>Cushion of safety</i> <i>Motor Vehicle Accident causes</i> <i>Following too closely</i>	Senior Center Bridge Room
	1:00 - 3:00 p.m. 3:00pm – 5:00pm	Winter Safety & Driving	<i>Intersection safety</i> <i>Causes and symptoms of hypothermia and frostbite</i> <i>How to prevent and treat frostbite and hypothermia</i> <i>How to be prepared (safety checklist, emergency equipment, supplies etc.)</i> <i>Driving Concerns</i> <i>Do's and Don'ts if you are stopped and stranded in the cold</i>	Village Hall Council Chambers

December 9, 2009	Time	Class	Description	Location
	8:00am – 10:00am	Slips, Trips & Falls	<i>OSHA Standards and Requirements</i> <i>Employer and Employee Responsibility</i> <i>Requirements for: Housekeeping, isles, passageways, floor openings, stairways, etc.</i> <i>Types of Hazards and Prevention of those hazards</i>	Ruidoso Convention Center
	10:00am – 12:00pm	Confined Space Awareness	<i>OSHA Standard 1910.146</i> <i>Permit-Required and Non Permit – Required Confined Space</i> <i>Examples of Confined Space and Hazards associated.</i>	Ruidoso Convention Center
1:00pm – 5:00pm	Accident Investigation for Supervisors, Foreman, and Managers	<i>Why accidents occur</i> <i>Initial investigation (who, what, when, where, why)</i> <i>Methods of Investigation</i> <i>Determining factors and identifying the root cause</i>	Ruidoso Convention Center	

January 20, 2010	Time	Class	Description	Location
	8:00am – 1:30pm	Forklift Safety plus hands on training	<i>OSHA Requirements</i> <i>Driving Techniques</i> <i>Inspections/Maintenance</i> <i>Loading and off-loading</i>	Ruidoso Convention Center <i>(Hands on Test will be done at Purchasing)</i>
3:00pm – 5:00 p.m.	Safety Awareness & Hazard Recognition	<i>Unsafe Acts</i> <i>Unsafe Conditions</i> <i>Accidents Causes</i> <i>Prevention Techniques</i>	Village Hall Council Chambers	

FINAL SAFETY TRAINING SCHEDULE 2009/2010

February 17, 2010

Time	Class	Description	Location
8:00am – 10:00am	Hand & Power Tools	<i>Safe use of hand and power tools</i> <i>Hazard Recognition</i> <i>Electrical hazards</i> <i>Personal protection equipment</i>	Ruidoso Convention Center
10:00am – 12:00pm	Job Safety Hazard Analysis (JHA)	<i>Purpose of JHA'S</i> <i>Potential Hazards & Task Analysis of the working environment</i>	Ruidoso Convention Center
1:00pm – 3:00pm	Personal Protective Equipment	<i>Steps of the JHA process</i> <i>OSHA and ANSI Requirements for PPE</i> <i>Employer and Employee Responsibilities</i> <i>Types of PPE: Hand, Eye and Face, Foot, Hearing, Body and Respiratory Protections</i> <i>Inspection and Maintenance</i>	Ruidoso Convention Center
3:00pm – 5:00pm	Stress & Safety	<i>The "fight" or "flight" response</i> <i>Positive versus negative stress</i> <i>Symptoms of stress and physical reactions to stress</i> <i>Steps to controlling stress</i>	Ruidoso Convention Center

March 17, 2010

Time	Class	Description	Location
8:00am – 10:00am	Trenching and Excavation Awareness	<i>OSHA regulations</i> <i>Trench vs Excavation</i> <i>Identify trenching hazards</i> <i>Competent Person Duties and Trench Inspections</i>	Village Hall Council Chambers
10:00am – 11:00am	Safety Audit Street Department		Street Department
11:00am – 12:00pm	Safety Audit Solid Waste Department		Solid Waste Department
1:00 – 5:00 p.m.	Fall Protection Awareness	<i>Duty to have fall protection</i> <i>Types of fall hazards and prevention of hazards</i> <i>Review of Fall Protection Equipment and related PPE</i>	Village Hall Council Chambers

FINAL SAFETY TRAINING SCHEDULE 2009/2010

April 14, 2010	Time	Class	Description	Location
	8:00am – 10:00am	Heat Stress and Safety	<i>Heat emergencies and related illnesses</i> <i>What environmental factors cause heat stress</i> <i>First aid treatment for related symptoms</i> <i>How to avoid heat stress</i>	Senior Center Bridge Room
	10:00am – 12:00pm	Heat Stress and Safety	<i>Heat emergencies and related illnesses</i> <i>What environmental factors cause heat stress</i> <i>First aid treatment for related symptoms</i> <i>How to avoid heat stress</i>	Senior Center Bridge Room
	1:00pm - 3:00 p.m.	New Employee Orientation	<i>Safety Awareness</i> <i>Accident/Injury Causes</i> <i>Company Rules & Regulations</i> <i>OSHA Requirements</i>	Village Hall Council Chambers
	3:00pm – 5:00pm	Safety Audit Village Hall		Village Hall

May 12, 2010	Time	Class	Description	Location
	8:00am – 10:00am	Tree Trimming & Chainsaw Safety	<i>Chainsaw basics</i> <i>Operational procedures and safety devices</i> <i>PPE</i> <i>Trimming, felling, and operational techniques</i>	Ruidoso Convention Center
	10:00am – 12:00pm	Safety Awareness & Hazard Recognition	<i>Unsafe Acts</i> <i>Unsafe Conditions</i> <i>Accidents Causes</i> <i>Prevention Techniques</i>	Ruidoso Convention Center
	1:00pm - 5:00 p.m.	Coaching the Experience Driver	<i>Cushion of safety</i> <i>Motor Vehicle Accident causes</i> <i>Following too closely</i> <i>Intersection safety</i>	Ruidoso Convention Center

FINAL SAFETY TRAINING SCHEDULE 2009/2010

June 16, 2010

Time	Class	Description	Location
8:00am – 10:00am	Bloodborne Pathogens	<i>Universal Precautions</i> <i>Exposure control plan</i> <i>Signs and symptoms of HIV and AIDS, Hepatitis B, C, D and other Bloodborne pathogens</i> <i>Post exposure procedures, follow up and Hepatitis B vaccination</i>	Ruidoso Convention Center
10:00am – 12:00pm	Electrical Safety	<i>OSHA Requirements</i> <i>NFPA Requirements</i> <i>Grounding, Resistance, Amperage and Testing</i> <i>Hazards associated with electricity and prevention of those hazards</i>	Ruidoso Convention Center
1:00pm – 3:00pm	Backs & Lifting	<i>Causes of back injuries</i> <i>Keys to the prevention of back injuries</i> <i>Stretches and strengthening exercises to maintain back health</i> <i>First aid for back injuries</i>	Ruidoso Convention Center
3:00pm - 5:00pm	Eye and Face Safety	<i>Requirements for wearing eye and face protection</i> <i>Potential eye and face hazards</i> <i>Types of eye and face protection available</i> <i>Information on tinted glasses/goggles, wearing prescription lenses, filtering lenses etc.</i>	Ruidoso Convention Center