

# INITIAL SAFETY TRAINING SCHEDULE 2010/2011

July 14, 2010	Time	Class	Description	Location
	8:00-10:00 am	Workplace Violence Prevention for Employees	Statistics and types of Violence Risk Factors: Are you at risk in your profession? Workplace Violence Prevention and Program Elements including Emergency Action Planning Warning Signs and "Tips" for Prevention of Violence	Ruidoso Convention Center
	10:00-12:00 pm	Workplace Violence Prevention for Employees	Statistics and types of Violence Risk Factors: Are you at risk in your profession? Workplace Violence Prevention and Program Elements including Emergency Action Planning Warning Signs and "Tips" for Prevention of Violence	Ruidoso Convention Center
	1:00-5:00 pm	Workplace Violence Prevention for Supervisors and Managers	Statistics and types of Violence Risk Factors: Are you at risk in your profession? Workplace Violence Prevention and Program Elements including Emergency Action Planning Warning Signs and "Tips" for Prevention of Violence for Supervisors	Ruidoso Convention Center

August 11, 2010	Time	Class	Description	Location
	8:00-10:00 am	Office Safety	Prevention of cumulative trauma disorders Workstation set-up and filing cabinet safety Safe work practices Fire Prevention Evacuation	Village Hall Council Chambers
	10:00-12:00 pm	Cell Phones and Safety	Benefits to having cell phones Problems related to cell phone usage Cell Phone Facts and Fiction How to use cell phones effectively for the benefit of your company	Village Hall Council Chambers
	1:00-5:00 pm	Coaching the Experienced Driver (4+2)	Cushion of safety Motor Vehicle Accident causes Following too closely Intersection safety	Village Hall Council Chambers

# INITIAL SAFETY TRAINING SCHEDULE 2010/2011

	Time	Class	Description	Location
<b>September 8, 2010</b>	8:00-5:00 pm	Confined Space Qualified Person (includes hands-on)	OSHA Standard 1910.146 Permit-Required and Non Permit-Required Confined Space Hazards associated with Confined Space Atmospheric Testing, Program, PPE, Rescue & Emergency	Ruidoso Convention Center

	Time	Class	Description	Location
<b>October 13, 2010</b>	8:00-10:00 am	Ladder Safety	OSHA Standards Types of Hazards and prevention of those hazards Ladder Classifications and how to choose a ladder Inspection, safe climbing procedures and storage	Ruidoso Convention Center
	10:00-12:00 pm	Pre-Task Planning	Pre-task planning definition Accident / Injury causes Supervisor and employee responsibilities Benefits of pre-task planning Hazard recognition and mitigation Implementation of the pre-task plan Changing work conditions Secondary hazards Case studies and class discussion Wrap up and questions	Ruidoso Convention Center
	1:00-3:00 pm	Sexual Harassment Prevention in the Workplace for Employees		Ruidoso Convention Center
	3:00-5:00 pm	Respiratory Protection	OSHA requirements Identification of respiratory hazards Respirator types Canisters and filters, use and inspection Cleaning, inspection and storage	Ruidoso Convention Center

# INITIAL SAFETY TRAINING SCHEDULE 2010/2011

**November 10, 2010**

Time	Class	Description	Location
8:00-10:00 am	Uniform Traffic Control Awareness	Basic traffic guidelines and the fundamental principles Work area planning Signs and Barricades Flagging and Forms of Traffic control	Village Hall Council Chambers
10:00-12:00 pm	Heavy Equipment Safety Awareness	Types of Heavy Equipment OSHA Standards for Heavy Equipment Purpose and Use of the Equipment Manual Do's and Don'ts for Heavy Machinery/Equipment Usage	Village Hall Council Chambers
1:00-3:00 pm	Winter Safety & Driving	Causes and symptoms of hypothermia and frostbite How to prevent and treat frostbite and hypothermia How to be prepared (safety checklist, emergency equipment, supplies etc.) Driving Concerns Do's and Don'ts if you are stopped and stranded in the cold	Village Hall Council Chambers
3:00-5:00 pm	Blood Borne Pathogens	Universal Precautions Exposure control plan Signs and symptoms of HIV and AIDS, Hepatitis B, C, D and other Bloodborne pathogens Post exposure procedures, follow up and Hepatitis B vaccination	Village Hall Council Chambers

# INITIAL SAFETY TRAINING SCHEDULE 2010/2011

December 8, 2010	Time	Class	Description	Location
	8:00-10:00 am	Safety Awareness: On and Off the Job Safety	Unsafe Acts and Conditions Safety Culture and At Risk Behavior Prevention Techniques Exit Drills in the Home	Ruidoso Convention Center
	10:00-12:00 pm	Hearing Conservation Awareness	OSHA's Standard on Hearing Conservation When hearing protection is required: Exposure Limits Testing, evaluations and types of hearing equipment available Employer and Employee Requirements	Ruidoso Convention Center
	1:00-5:00 pm	Forklift Safety Straight Truck	OSHA Requirements Driving Techniques Inspections/Maintenance Loading and Offloading Hands on/practical operation	Ruidoso Convention Center

January 19, 2011	Time	Class	Description	Location
		Drug and Alcohol Prevention for Supervisors	????????????????????????????	Ruidoso Convention Center
	Drug and Alcohol Awareness for Employees	????????????????????????????	Ruidoso Convention Center	

# INITIAL SAFETY TRAINING SCHEDULE 2010/2011

February 16, 2011	Time	Class	Description	Location
	8:00-12:00 pm	New Employee Orientation	Safety Awareness Accident/Injury causes Company Rules & Regulations OSHA Requirements	Ruidoso Convention Center
	1:00-3:00 pm	Workplace Violence	Statistics and types of Violence Risk Factors: Are you at risk in your profession? Workplace Violence Prevention and Program Elements including Emergency Action Planning Warning Signs and "Tips" for Prevention of Violence	Ruidoso Convention Center
	3:00-5:00 pm	OSHA Inspection Procedures for Employees	What to do for an OSHA compliance inspection Your rights for representation What information is needed for OSHA inspections What safety information must be maintained on work sites	Ruidoso Convention Center

March 16, 2011	Time	Class	Description	Location
	8:00-10:00 am	Bloodborne Pathogens	Universal Precautions Exposure control plan Signs and symptoms of HIV and AIDS, Hepatitis B, C, D and other Bloodborne pathogens Post exposure procedures, follow up and Hepatitis B vaccination	
	10:00-12:00 pm	Lockout/ Tagout/ Control of Hazardous Energies	Authorized person Affected person LOTO procedures Energy sources OSHA Requirements	
	1:00-5:00 pm	Public Liability for Supervisors and Managers	Public Exposure Policies and Procedures Controlling Access to Work Zones Incident Reporting Procedures Potential Litigation Issues	

# INITIAL SAFETY TRAINING SCHEDULE 2010/2011

April 13, 2011	Time	Class	Description	Location
	8:00-12:00 pm	Workplace Violence Prevention for Supervisors and Managers	Statistics and types of Violence Risk Factors: Are you at risk in your profession? Workplace Violence Prevention and Program Elements including Emergency Action Planning Warning Signs and "Tips" for Prevention of Violence for Supervisors	Ruidoso Convention Center
	1:00-3:00 pm	Hazardous Communications	OSHA's Hazard Communication Standard and Right-to-know Hazardous materials Hazard Definitions, Labels and Labeling Requirements Material Safety Data Sheets (MSDS): Types of Information and How to Read the MSDS	Ruidoso Convention Center
	3:00-5:00 pm	Hazard Communication for Office Personnel	OSHA's Hazard Communication Standard Consumer Use vs. Required Use Hazard Definitions, Labels and Labeling Requirements Material Safety Data Sheets (MSDS): Types of Information and How to Read the MSDS	Ruidoso Convention Center

May 11, 2011	Time	Class	Description	Location
	8:00-12:00 pm	Coaching the Experienced Driver (4+2)	Cushion of safety Motor Vehicle Accident causes Following too closely Intersection safety	Ruidoso Convention Center
	1:00-3:00 pm	Personal Protective Equipment	OSHA and ANSI Requirements for PPE Employer and Employee Responsibilities Types of PPE: Hand, Eye and Face, Foot, Hearing, Body and Respiratory Protections Inspection and Maintenance	Ruidoso Convention Center
	3:00-5:00 pm	Stress And Safety	The "fight" or "flight" response Positive versus negative stress Symptoms of stress and physical reactions to stress Steps to controlling stress	Ruidoso Convention Center

# INITIAL SAFETY TRAINING SCHEDULE 2010/2011

June 15, 2011

Time	Class	Description	Location
8:00-10:00 am	Blood borne Pathogens	Universal Precautions Exposure control plan Signs and symptoms of HIV and AIDS, Hepatitis B, C, D and other Bloodborne pathogens Post exposure procedures, follow up and Hepatitis B vaccination	
	Accident Investigation for Supervisors/ Owners/ Foremen	????????????????????	
	Backs & Lifting	????????????????????	
	Eye and Face Safety	????????????????????	