



EH&S RESOURCE CATALOG

Protecting Lives Since 1991





EXCELLENCE RELIABILITY RELATIONSHIPS

Since 1991, Workplace Safety Specialists has been committed to minimizing health and safety exposures by developing real-world solutions to resolve ineffective workplace practices. The regulatory world of environmental health and safety is ever-changing, and we come alongside your team to customize resources and meet those evolving demands.

Our experienced consultants and instructors are Certified Safety Professionals and Industrial Hygienists who come from a variety of industries including municipalities, semiconductor, general industry and construction.

With hands-on training customized to your company's site-specific needs, we utilize your equipment and procedures to create a unique training experience and field exercises that bring classes to life. Because at the end of the day, it doesn't matter how much the instructor knows; it only matters how much the participants retain when leaving—so they can safely return home to their families.



ACCIDENTS..



Accidents do happen.... At Workplace Safety Specialists, we understand this reality and work hard to help our clients minimize health and safety exposures. Our safety professionals and instructors develop real-world training to help employees recognize and change ineffective workplace practices. Our hands-on training and practical applications continue to set us apart from our competitors who simply lecture to the adult learner.

Ever have a bad day and all the things you thought you knew just went out the door because of a safety or compliance issue that went sideways?

We hear this all the time, "We were making progress and then it happened"... an incident or close call occurred out of the blue. Fortunately we understand.

Over the years, we have maintained strong relationships with our clients throughout the country, helping each of them meet the new demands of the ever-changing regulatory world of health and safety.

We pride ourselves on "thinking outside the box" when it comes to finding safety and compliance solutions that meet and exceed customer expectations. We understand the complexities that are involved in meeting regulatory requirements in the workplace. From the internal workings of an organization to the culture of your workforce that may have been pushed to new limits, we know how to strike the balance between creating safety solutions that work short and long-term for you.

Our business is built on trust. Our clients know we don't present them with additional surprises, extra fees or overbooking issues; we strive for service excellence by meeting target dates and allotted budgets for each project. From the detail of our clearly defined proposals to our technical safety professionals, we consistently deliver beyond our customers' expectations.

We look forward to serving your organization soon.

Sincerely

Ron

Ron Sciarro
Founder and President



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Statement of Qualifications

Background

Workplace Safety Specialists has been providing onsite risk management audit consulting services and hands-on safety training since 1991. We are woman-owned, registered, certified, licensed and insured in the State of Arizona. Our corporate offices and training center are located at 1110 S. Greenfield Road, Mesa, AZ 85206. Our telephone number is 480-649-2851 and our website is www.WorkplaceSafety.org.

Workplace Safety Specialists holds numerous municipal contracts: Safety Training and Consulting under State of Arizona Contract # ADSPO18-210221; ADOT Contract T0948D0004, Training: Transportation Industry; ADOT Contract 14-056183 On-the-Job Training; and ADOT Contract 14-00003669 On the Job Training Supportive Services Program Support and Training Services; Maricopa County Contract for Consulting Services Number 12049. Additionally, we are licensed in the State of California (California Corporate Identification Number 2648805). Our list of satisfied clients is extensive and includes both municipal and private agencies of all sizes.

Environmental, Health and Safety Consulting Services

Workplace Safety Specialists experienced Certified Safety Professionals, Certified Industrial Hygienists and Professional Engineers provide a wide variety of risk management audit services. They identify and prioritize issues and provide professional services including site safety assessments; loss control services; site-specific written Standard Operating Procedures; job hazard analyses; industrial hygiene services such as noise and air surveys; and health and safety written program creation and review.

Training Services

Our training courses are continually updated to reflect current regulatory policies and address state and federal requirements, directly helping to reduce and prevent workplace incidents, OSHA violations and costly citations. Workplace Safety Specialists instructors are trained in a variety of safety-related principles from basic emergency first aid to hazardous material handling and safety. They have combined experience in multi-levels of site safety and environmental management expertise. They provide technical training in OSHA, NFPA, EPA, DOT, MSHA and municipal and local codes.

Training Materials

The same training materials our instructors use are available for purchase. We offer a wide range of topics that can become site-specific and customized with your policies and logo. This is a perfect option for clients with employees who have topic knowledge, experience, and a desire to teach, but no time to put together training packages.



General Safety Courses

Course length is determined by client-specific needs and site-specific requirements. Call for details on any course or to request course outlines and cost. Workplace Safety Specialists offers additional services addressing many of these same topics in **Training Kits & Materials**; **Written Programs**; **Environmental, Health & Safety Consulting**; **Inspection Forms & Recordkeeping** and **Safety Equipment**.

Active Shooter Training



This course focuses on the most realistic and up-to-date lifesaving procedures and actions designed to best protect the employee and the workplace. Topics include: an overview of various state and federal law enforcement protection recommendations, workplace security management procedures, management/supervisory responsibilities, and vital emergency management and communication practices.

- “Run, Hide, Fight” techniques
- Appraise Work Practices and Procedures
- Hands-on scenario exercises

Asbestos Cement Pipe Handling



Recommended for Foremen, Pipe-Laying Crews, Engineers and Managers CFR1910.1001(j)(7)(i) The employer shall train each employee who is exposed to airborne concentrations of asbestos at or above the PEL and/or excursion limit in accordance with the requirements of this section.

This course meets the OSHA 1910.1001 and 1926.1101 training requirements for Class II asbestos work.

- Cutting procedures
- Exposure risks
- Industry safety recommendations
- Safe work practices

Bloodborne Pathogens



Required for workers who are occupationally exposed to blood or other potentially infectious materials (OPIM), as defined in the OSHA standard 29cfr 1910.1030

Exposure to bodily fluids can put your employees at risk. This course addresses the requirements for industrial, healthcare and other employees who may be exposed to blood or other potentially harmful bodily fluids at work.

- Exposure control plan
- Personal protective equipment
- Definitions of bloodborne diseases
- HBV Vaccinations
- Workplace transmissions



Chainsaw Safety



Required for workers who perform logging operations as outlined in OSHA Standard 29cfr 1910.266

At-risk behaviors related to the logging industry are identified and Safe Behaviors are recommended for various logging tasks.

- Felling
- Marking
- Chipping
- Limbing

Chlorine Safety



All employees working in areas where an emergency release of a chemical is possible must receive, at least, awareness training.

This course identifies the safe methods of handling chlorine as well as the hazards involved.

- Properties of chlorine
- Signs and symptoms of exposure
- PPE
- Safe handling techniques

Chlorine Safety & Emergency Response



Recommended for emergency teams who may respond to a chlorine incident

The course covers properties of chlorine, signs and symptoms of exposure, emergency procedures, PPE and safe handling and storage of cylinders. Participants also examine chemical properties and characteristics during an accidental release, of chlorine gas and the appropriate emergency response steps to take at their facility. Students receive the industry standards on the Chlorine Institute's Emergency Response Guidelines for proper methods for evaluating and responding to a chlorine leak. Students have the opportunity to use A, B and C chlorine emergency response kits.

Competent Person Rigging & Competent Signal Person



This course discusses the proper use and inspection of rigging equipment and the use of hitches to move materials. The course teaches specific formulas for lad angles, proper rigging selection and how to avoid the hazards associated with rigging material. Proper hand signaling techniques necessary for many types of popular cranes used in construction are covered.

- Understand basic requirements for rigging loads
- Learn and perform inspections and requirements
- Perform load calculations
- Understand hand signals and their use



Confined Space Entry - Authorized Entrant, Attendant and Supervisor



Required for all confined space entry team members per OSHA 29 CFR 1910.146

Confined Space deaths are the number two cause of death in the workplace. This course meets the regulatory training requirements on permit-required confined spaces.

- Identifying confined spaces
- Roles and responsibilities
- Permits
- Gas testing equipment
- Fall Protection

Confined Space Rescue for General Industry



Recommended for confined space rescue teams – 16 hours

*This course is designed for employees responsible for performing confined space rescue procedures. Participants will practice a confined space rescue scenario while the instructor simulates a confined space emergency. Employees will be instructed on how to safely identify and apply the appropriate confined space emergency response procedures as defined by the employer. The course is available with a focus on **Unconscious Victim** or **Conscious Victim** rescue procedures.*

Prerequisite: Confined Space for Entrants, Attendants & Entry Supervisors

CPR & First Aid Certification



Required for all first responders

Workplace Safety Specialists is an American Heart Association national training center. Our courses meet regulatory standards for workplace emergency response.

- 6 hours CPR & Standard First Aid
- Heartsaver
- Train the Trainer
- BLS Healthcare Provider
- 8 hours Advanced
- 8 hours Wilderness First Aid First Aid

Crane & Rigging



This course discusses how to avoid the hazards of these powerful machines with different types of cranes, proper maintenance, including cleaning, pre-use inspection, operational checklist, hand signals for controlling cranes, awareness of abnormal function and load handling. Hands on training are recommended.

- perform inspections and requirements
- Identify limits of each type of rigging equipment
- Identify the load, weight, center of gravity, lift points
- Perform basic lifting and rigging operations



Crane & Rigging Inspection



Prior to initial use all new and altered cranes must be inspected to ensure compliance. Inspection procedure for cranes in regular service is divided into two general classifications based upon the intervals at which inspection should be performed. The intervals are dependent upon the nature of the critical components of the crane and the degree of their exposure to wear, deterioration, or malfunction. The two classifications are designated as Frequent (Daily to monthly) and Periodic (1-12 month). It is recommended not required. Recommended per OSHA 1910.179.

- Requirements & Procedures
- Rigging Hardware
- Slings

Dog Safety Training



This course covers the basic understanding of dog attacks and how to recognize a hazardous situation, how to protect yourself and steps to take if you are bitten. This class is applicable for those who regularly must be in areas with unfamiliar dogs: Meter Readers, Park Maintenance, Solid Waste employees, any other employee who needs to access a yard or speak to someone at their front door.

- Dog statistics
- Danger signs
- Prevention

De-Escalation Process Training



Students will be given information on how to recognize situations that can cause frustration and seek ways to minimize issues. Avoid using words and behaviors that contribute to stressful situations. Use techniques to help defuse emotions and take control of situations in order to achieve a positive outcome. Recognize how one's own beliefs and expectations can add stress to working with upset or angry people.

- Step-by-Step Process for De-Escalating Anger
- Things that Can Make Matters Worse
- Methods that Make a Huge Difference
- Specific Situations You May Encounter
- Stress Management Tips and Techniques



Defensive Driving



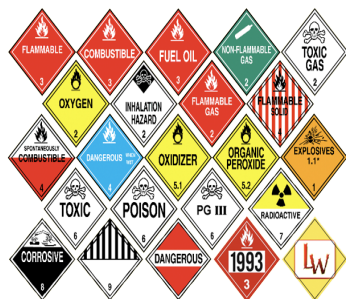
Recommended for all employees who drive company-owned vehicles

This course is designed to help new and experienced drivers become safer drivers and help prevent accidents

- Defensive driving strategies
- Hazardous highway situations
- Driver characteristics
- Driving large vehicles
- Lane management
- Driving conditions

DOT Hazardous Materials Shipping

PLACARDS



Required for all employees handling, shipping, receiving or transporting hazardous materials per 49 CFR 172.704

Employees who deal with hazardous materials need to know the correct handling and labeling information of this material. Government regulations are very specific on labeling and manifesting.

- HazMat regulations
- Hazardous materials table
- Manifests
- Labeling
- Storage

Electrical Safety Awareness

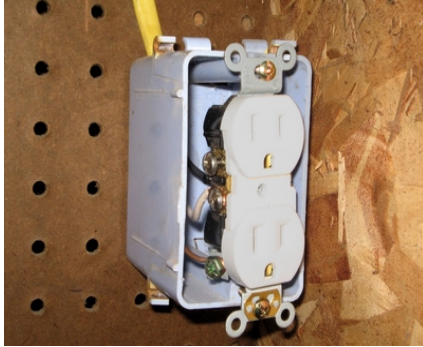


The importance and purpose of safe work practices for performing tasks around potentially hazardous electrical conditions in the workplace are discussed. This course provides students with the knowledge necessary to help avoid or minimize electric shock or electrocution during their work shift through discussion of regulations, industry practice and hazard recognition and understanding of the hazards of electricity. OSHA 29CFR1910, Subpart S.

- Hazards
- PPE
- LOTO



Electrical Safety Awareness for Low Voltage Qualified Course



This course provides a thorough knowledge of the recommended safe behaviors for those who work around electrical hazards. Attendees gain an understanding of the latest guidelines and regulations from NFPA 70E and OSHA. Employees learn key practical information: best work practices in electrical safety and how to apply them in real-world situations.

- Shock Hazards
- Arc Flash Hazards
- Arc Related PPE
- Risk Assessments

Ergonomics in the Workplace



Recommended for employees, including office personnel who perform repetitive tasks per OSHA 1910.901-1910.904

Ergonomic injuries can be very costly. Be confident that your employees are utilizing safe behaviors when doing repetitive tasks.

- Identifying at-risk tasks
- How repetitive movements affect the body
- Ergonomic injury definition
- Workplace assessments

Fall Protection



Required for any employee who might be exposed to Fall Hazards per 1926.503(a)(1)

Of the top ten OSHA violations cited by OSHA, Fall Protection is the second most often cited. Employers with two or more employees who may be exposed to falls must have a written Fall Protection Program and provide training to employees.

- Selecting the correct fall protection equipment
- Inspecting fall protection equipment
- Donning equipment
- Practice exercise



Fire Prevention



Recommended for all employees per OSHA 1910.157(g)(1)

This course teaches employees how they can help reduce the risk of fire and what to do in the event of one.

- *Why workplace fires occur*
- *Storage of flammable liquids*
- *Selection of proper fire extinguishers*
- *Operation of a fire extinguisher*
- *Students may participate in a 'live burn' demonstration*

First Aid

See CPR and First Aid Training

Fit Testing

We use the Quantifit Fit Tester, due to its greater accuracy which results in a better fit and more protection. Quantifit does not just count - it detects a leak point and verifies mask integrity. Quantifit uses the only 5-Step REDON protocol written into the OSHA federal regulation. This means greater interaction with respirator wearers and results that are up to three times faster than Aerosol fit testers.

Hazard Communication (HazCom) & Globally Harmonized System (GHS)



Required for all employees that are exposed to hazardous chemicals per OSHA 1910.1200. In addition, employers shall train employees on the new Globally Harmonized System by December 1, 2013 per OSHA 1910.1200(j)(1).

During an audit, OSHA will request proof of training and they will interview employees to verify their knowledge of hazardous chemicals in their workplace and how to handle those chemicals.

- *Identifying hazardous chemicals*
- *Chemical labels*
- *Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)*
- *Chemical storage*
- *Globally Harmonized System*
- *Pictograms*
- *Personal Protective Equipment*

Hazardous Energy Control

See Lockout/Tagout Training



Hazardous Building Materials



Recommended and/ or required for employees who may be exposed to hazardous building materials

This course is designed to educate employees in the dangers of exposure to hazardous building materials (HBMs): OSHA 29 CFR 1910 Subpart Z Toxic and Hazardous Substances; Asbestos Containing Material (ACM) OSHA 29 CFR 1910.1001 (General Industry) and 1926.1101 (Construction) Lead Based Paint (LBP) OSHA 28 CFR 1910.1025

- Dangers inherent in building materials
-
- How to work safely around building materials

HAZWOPER Classes

HAZWOPER 40-hour



Required for all members of emergency response teams who may be exposed to hazardous substances per OSHA 1910.120(a)(1)(i-v) and 1926.65(a)(1)(i-v) and who respond to releases or potential releases for the purpose of stopping the release.

Ensure your Emergency Team has the correct training to safely and properly respond to hazardous chemical and waste emergencies

- Evaluating hazardous waste incidents
- Organizing a response team
- Recognition of hazardous materials
- Direct reading instruments
- Personal Protective Equipment and Clothing
- Extensive hands-on use of equipment
- ERG and NIOSH books included

HAZWOPER 8-hour Refresher

Required every 12 months to maintain HAZWOPER certification

- Review of the HAZWOPER course
- Globally Harmonized System, including Safety Data Sheets
- Emergency Response
- Personal Protective Equipment and Clothing
- Handling spills and leaks



HAZWOPER 24-hour

Required for personnel who are trained to respond in a defensive mode without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading and prevent exposures. NIOSH and ERG books included.

- *Evaluating hazardous material incidents*
- *Organizing the team*
- *Personal Protective Equipment*
- *Toxicology, chemical terminology*
- *Direct reading instruments*

HAZWOPER First Responder Operations

Required for employees who have a First Responder role per OSHA 29CFR 1910.120(q) and respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive mode without actually trying to stop the release.

- *Basic hazard and risk assessment techniques*
- *Select and use proper personal protective equipment*
- *Perform basic control, containment and/or confinement operations*
- *Implement basic decontamination procedure*

HAZWOPER Incident Commander

Required for those employees who will fill the role of Incident Commander during an emergency response per NFPA 1561 and OSHA 29CFR 1910.120

This course is designed to train supervisors and managers who must fulfill the role of Incident Commander during company or local emergency response incidents. Prerequisite: 40-hour initial HazWOPER course or equivalent first responder HAZMAT course.

- *System implementation*
- *Structure of command*
- *Incident management teams*
- *Emergency operations centers*

Hearing Protection and Conservation



Required for employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels, per OSHA 1910.95(k)(1)

A quality hearing conservation program will help protect your employees from hearing loss. Identification of hearing loss to an employee can result in an OSHA recordable and may become a workers compensation issue.

- *Dangers of chronic noise exposure*
- *Types of hearing protection*
- *Proper use and care of hearing protection*
- *Engineering controls*
- *Record keeping*



Heat Stress Prevention



Recommended for employees who may be exposed to high temperature/ humidity situations

Each year thousands of workers become sick from occupational heat exposure; some even die. Make sure your employees know the safe behaviors to follow when exposed to heat and humidity.

- Identifying heat related symptoms
- How to protect yourself from heat
- Emergency first aid

Hospitality Industry Related Safety



Recommended for Hotel, Resort and Casino industry employees

The hospitality industry has unique risks that put their employees at risk. This training will identify those risks and inform them of the safe behaviors the need to follow to help avoid those risks.

- Slips, trips and falls
- Bloodborne pathogens
- Hazard Communication/ Globally Harmonized System
- Ergonomics

Incident Investigation and Accident Management



Recommended for all Managers and Supervisors who conduct accident investigations and manage injuries after they occur

This course helps prepare the Manager or Supervisor to perform a quality accident investigation. This course also covers the management of an incident after it is reported. Incident Management gives the Manager or Supervisor resources needed to keep minor injuries from escalating to OSHA recordable, restricted work cases and lost time incidents; incident management reduces workers compensation costs.

- Initial response
- Secure the scene
- Interview injured parties
- Interview witnesses
- Identify root cause and at-risk behaviors
- Develop actions plans to correct the root cause

Job Hazard Analysis



This course discusses the importance of the Job Hazard Analysis Process and provides information to develop understanding of the tools and measures used in a JHA plan. Based on the principle that all hazards can be identified for the safety and well-being of employees and the development of jobsite efficiencies through task analyzing.

- Understand the JHA Process
- Identify specific types of hazards on the jobsite
- Documentation strategies
- Control Method Hierarchy



Laboratory Safety - Chemical Hygiene Plan

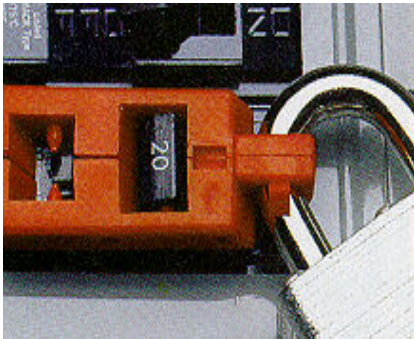


Required for laboratory workers as identified in OSHA29 CFR 1910.1450

Laboratories that use hazardous chemicals are required to have a Chemical Hygiene Plan and are required to train employees on the plan.

- Identifying hazardous chemicals
- Proper chemical storage
- Chemical labeling
- Compressed gas storage
- Ventilation systems
- Personal Protective Equipment

Lockout/Tagout - Hazardous Energy Control



Required for all employees who may service or maintain machinery, including the cleaning of machinery per CFR Part 1910.147 - The Control of Hazardous Energy (Lockout/Tagout)

When Lockout/Tagout is not performed correctly, the consequences can be very serious. This program identifies the safe behaviors required to ensure that equipment is in a zero-energy state.

- Identifying energy sources
- Lock and tag system
- Energy verification
- Procedures

Lone Worker



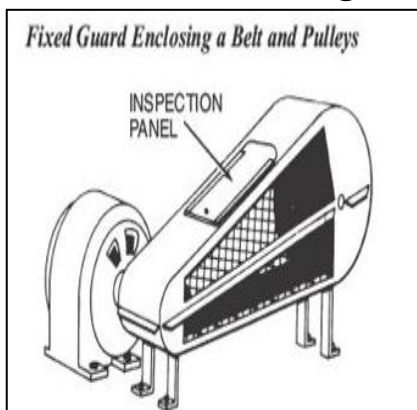
Recommended for those workers whose jobs take them to remote locations and for those who work alone. It is required for workers who work alone in the construction of underground tunnels, shafts, chambers and passageways per OSHA 1926.800.

Employees working alone are at risk, especially if an incident occurs. Make sure that your employees who work alone are trained in the best methods to help keep them safe.

- Communications options
- Options to protect the lone worker
- Job-specific tasks



Machine Guarding

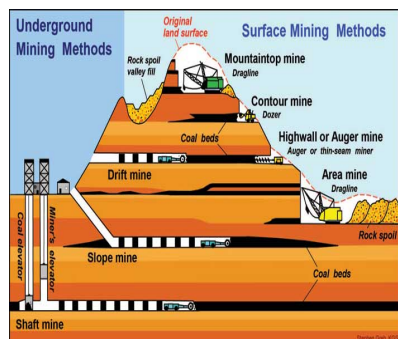


Recommended for all employees who work around machinery that requires guarding. Highly recommended for maintenance personnel who install or repair guarding per 1910 Subpart O - Machinery and Machine Guarding

OSHA will audit machine guarding at a facility that experiences a severe injury that is related to guarding. Ensure your employees understand the importance of guarding and maintenance personnel understand the requirements. Twenty-five states have their own machine guarding regulations.

- Types of guarding
- Regulations per specific industries
- Machine guard requirements
- Point of operation guarding

MSHA - Mine Safety & Health Administration



Regarding training and retraining of miners, MSHA states the following for 24-Hour and 8-Hour classes:

MSHA New Miner 24-Hour

30 CFR § 48.25 - Each new miner shall receive no less than 24 hours of training.

Our three-day class provides 24 hours of training covering specific 30 CFR Part 48.25 required sections according to an MSHA approved training plan.

MSHA Annual Refresher 8-Hour

30 CFR § 48.28 - Each miner shall receive a minimum of 8 hours of annual refresher training.

Our one-day class provides 8 hours of training covering specific 30 CFR Part 48.28 required sections according to an MSHA approved training plan.

OSHA 10 & 30 hour Construction Safety



The 10-hour is recommended for newer employees while the 30-hour class is recommended for more experienced workers.

These provide construction workers with an awareness of safety and health concerns in the construction industry.

- OSHA standards
- General Safety and Health
- Recordkeeping
- Hazard Communication/ Globally Harmonized System
- Personal Protective Equipment
- Scaffolding
- Fall Protection
- Excavation



OSHA 10 & 30 hour General Industry Safety



The 10-hour is recommended for newer employees while the 30-hour class is recommended for more experienced workers.

These courses were developed by the U.S. Department of Labor to provide industry workers, supervisors and other personnel responsible for industry activities with an awareness of specific safety and health concerns in general industry.

- OSHA Standards
- General Safety and Health
- Recordkeeping
- Inspections and Citations
- Personal Protective Equipment
- Scaffolding
- Fall Protection
- Machine Guarding

Respiratory Protection and Fit Testing (See Fit Test)



Required per OSHA CFR 1910.134(k) for employees who will be using any type of respiratory equipment

Ensure that your employees know when and how to utilize respiratory equipment.

- Types of respiratory equipment and when it is required
- Donning and use of various types of respiratory equipment
- Types of filters and cartridges
- Medical surveillance
- Fit testing

Respirable Crystalline Silica



This course is for workers who can be exposed to respirable crystalline silica.

- Recognize Health hazards of exposure
- Describe specific tasks that could result in exposure
- Identify specific measures the employer utilizes to control exposures, including engineering controls, work practice controls, and respirators to be used
- Review the purpose and description of the employer's medical surveillance program (if required)

Slips, Trips, Falls



Recommended for all employees and required per OSHA's Strategic Management Plan Focus Area

Slips, trips, and falls constitute the majority of accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities.

- Most common hazards
- Causes/ at-risk behaviors
- At-risk conditions
- Fall at same level and fall to lower level
- Housekeeping/ walking surfaces
- Footwear



Temporary Traffic Control



Recommended for all employees who may work in traffic areas

This course provides participants with the Department of Transportation duties and responsibilities of flaggers and personnel that must divert traffic around work zones.

- Traffic control plans
- Flagging
- Channeling
- Barricading
- Rural and urban settings

Tool Safety (Hand & Power Tools)



Recommended for all employees who utilize hand and power tools as a part of their job

The purpose of this hands-on course is to help eliminate and reduce injuries involving the use of hand and power tools.

- Types of tools and their hazards
- Guarding
- Safety switches
- Grinders
- Pneumatic-powered tools

Torch Cutting



Recommended for all employees who cut metal using Oxy-Acetylene and Plasma Arc - General Industry OSHA (29 CFR 1910.253)

Comprehensive course focuses on hands-on safe use of equipment at your facility.

- Intro to Compressed Gasses
- Safety
- Storage
- Methods of Cutting
- PPE



Trenching and Excavation Safety for the Competent Person



Required for Competent Person at the trenching or excavation site per CFR 1926.651(k)(1)

This course addresses the regulatory excavation standard through the eyes of the Competent Person.

- *Inspections, Equipment and Trench Protective Systems*
- *Access/Egress*
- *Hazard Recognition*
- *Shoring*
- *Hazardous Atmosphere*

Welding Safety



Recommended for all employees who perform burning or welding tasks

4-hour Welding Level 1

This classroom course covers OSHA 29 CFR 1910.251-254 and 29 CFR 1926.350-354 safety requirements regarding arc welding, MIG welding, oxy/acetylene cutting and plasma cutting.

- *Gas cylinders*
- *Hot work permits*
- *Hazardous fumes*
- *Electrical hazard*

8-hour Welding Level 2

This course combines the 4-hour classroom portion plus four hours of hands-on training using site-specific equipment. Techniques used in set-up of arc and MIG welders, cutting torches and plasma cutters are taught. This course helps prepare participants to safely continue improving on their own.

Workplace Violence Prevention



Recommended for all employees

This course is designed to teach employees to recognize the warning signs and methods of response to workplace violence. Approaches to diffuse potentially hazardous situations are taught.

- *Identifying the warning signs of violence*
- *Defusing techniques*
- *Types of violent incidents*



Heavy Equipment Operator Courses

Aerial Lift Safety



Required for all Platform or Vehicle Mounted Booms operators OSHA CFR 1926.453

This course provides participants with the required regulatory training on boom supported, scissor and articulating aerial lift type devices.

- Employee behavior
- Equipment safety devices
- Manufacturer requirements for safe operation
- Application of personnel lift systems and aerial devices
- Site-specific equipment information

Backhoes, Front-end Loaders, Dump Trucks, Skid Loaders



Recommended for all operators

This safety course is designed to teach operators both theory and practical hands-on operations of how to operate heavy equipment safely.

Courses may include backhoe, front-end loader, skid loader, dump truck or other heavy equipment.

- Demonstrate safe operations
- Demonstrate transporting, loading and unloading of equipment
- Load/ unload off trailer
- Operate front-end loaders, fill bucket and load into dump truck
- Operate backhoe, dig and bury trench

Commercial Motor Vehicle CDL Refresher



Recommended for all CDL drivers

This course provides refresher training for experienced CDL drivers. Safe operation of commercial vehicles, including straight truck, tractor-trailer combination (fifth-wheel, pintle hook, etc.) passenger and school bus are available based on the facility's training needs.

- Brake systems
- Pre and post trip inspections
- DOT inspections
- Backing and docking
- Cargo handling
- Attaching and towing



Forklift Operator



Required for all powered industrial truck operators per OSHA CFR 1910.178

The course is specific to the make and model of equipment used at your facility; a variety of forklift equipment, from electric and LP gas-powered units to all-terrain forklifts, order pickers and pallet trucks can be included.

- *Pre-work inspections*
- *Steering*
- *Load handling techniques*
- *How to work around pedestrians*
- *Hazardous floor surfaces*
- *Emergency stopping*
- *Forklift securing*

Overhead Crane and Rigging



This course discusses how to avoid the hazards of these powerful machines. The Occupational Safety and Health Administration issued a final rule extending the deadline for crane operator certification requirements in the Cranes and Derricks in Construction final rule published Aug. 9, 2010 by three years to Nov. 10, 2017. The rule also extends by three years the employer's responsibility to ensure that crane operators are competent to operate a crane safely. The final rule became effective Nov. 9, 2014.

Topics include:

- Types of cranes
- Maintenance
- Inspections
- Operational checklist
- Hand signals for controlling crane



Training Materials & Train-the-Trainer Classes



Workplace Safety Specialists has developed safety training materials that meet regulatory requirements.

Individual down-loadable items for purchase

- *Instructor Manual*
- *Student Manual*
- *PowerPoint*

Train-the-Trainer Class: Candidates should be proficient and qualified in the course topic they are going to teach. They will be instructed on how to teach the course. Included is a CD with the following: *Student Manual, Exam and Answer Key, PowerPoint, Completion Certificate, Wallet Card, and Instructor Manual.*

Please contact Cara Garry at 480-324-6173 for further information.

Train-the-Trainer Courses

<i>Aerial Lift</i>	<i>Ergonomics</i>	<i>Ladder Safety</i>
<i>Back Safety</i>	<i>Fall Protection</i>	<i>Lockout Tagout</i>
<i>Bloodborne Pathogens</i>	<i>Forklift</i>	<i>Personal Protective Equipment</i>
<i>Chlorine Safety</i>	<i>Hazard Communication - GHS</i>	<i>Respiratory Protection</i>
<i>Confined Space</i>	<i>HAZWOPER 24-Hour</i>	<i>Temporary Traffic Control</i>
<i>CPR and First Aid*</i>	<i>HAZWOPER Refresher</i>	<i>Trench & Excavation</i>
<i>Defensive Driving</i>	<i>Hearing Conservation</i>	<i>Workplace Violence Prevention</i>
<i>Electrical Safety</i>	<i>Heat Stress Prevention</i>	
<i>*HeartSaver</i> <i>BLS</i> <i>Wilderness First Aid & CPR</i>		



Assessments and Consultation

Confined Space Assessment

Employers are responsible for evaluating their workplace to determine if any spaces are permit-required confined spaces.

- *Provide a site evaluation as defined by OSHA standards.*
- *Determine the level (potential) of hazards by presenting a risk assessment and evaluating the risk by performing a quantitative logarithm.*
- *Photographs, assessments and definitions are included with this service. **29 CFR 1910.146***

Electrical Safety Consulting

Workplace Safety Specialists can assist companies in many areas of electrical consulting including the following:

- *Create and maintain electrical safety programs including, but not limited to 2015 NFPA 70e Updates*
-

Emergency Management & Homeland Security

Workplace Safety Specialists (WSS) emergency management consultation services can assist your Workplace by creating or updating a personalized workplace. Additional options may include a homeland security readiness review, overall emergency management response review, or an after-action and better practices workplace analysis.

Comprehensive Emergency Action Plan (Intended for large corporations with multiple buildings)

This comprehensive emergency action plan deals with those issues specific to your entire worksite. We will complete workplace evaluations and describe how employees can effectively respond to all types of emergencies. This process includes taking into account your specific worksite layout, structural features, and overall Emergency systems. WSS will work closely to meet with your representatives (management and designated employees) in this planning process in order to appropriately allocate critical development tasks. Meets [29 CFR 1910.38].

This Plan further Includes:

- *Evacuation procedures and emergency escape route assignments*
- *Procedures for employees who remain to operate critical site/plant operations*
- *Rescue and medical duties for designated employees*
- *A description of the alarm system(s) to be used to notify employees (including disabled employees) to evacuate and/or take other actions*
- *Functional and Hazard Assessments /Appendices*

Building Emergency Action Plans (BEAP) (Similar to the Comprehensive Emergency Action Plan, but meant for smaller one-building types of organizations). Meets OSHA standards [29 CFR 1910.38(a)].

Our subject matter experts can help you establish a Building Emergency Action Plan, a document designed to assist building occupants with their emergency planning and response efforts, by tailoring a BEAP that includes the following:

- *Specific emergency communication systems*
- *Emergency management*
- *Specialized assignments, training and exercises*
- *Evacuation/shelter-in-place/lockdown procedures*
- *Operations documentation for various types of emergency situations*



Business Continuity

WSS Business Continuity Planning consultants work closely with the client organization's staff and business processes to develop a comprehensive all-hazards readiness approach and recovery plan. Thorough business impact assessments will help your workplace prepare for the worst emergency when it matters most.

Homeland Security & Site Protection

WSS consulting proudly specializes in implementing homeland security measures that will help make your workplace safer than ever before, while also helping to ensure workplace emergency management compliance to meet your workplace safety and security mandates. Our extensive law enforcement expertise will assist you by managing and executing various programs through:

- Threat and Hazard Identification and Risk Assessments (THIRA)

Homeland Security Exercise and Evaluation Programs (HSEEP)

Operations Guidance

WSS is pleased to offer guidance and planning for your Emergency Operation Center (EOC), Incident Command System operations and Emergency Response Team formations. Organizational operations command structure charts and staff action guides can also be fashioned specifically to meet your needs. Our certified emergency management consultants and subject matter experts are prepared to assist you in a moment's notice with whatever you may need to be ready for any type of emergency. Please don't settle for generalized emergency management consultation that doesn't meet your specialized organizational needs

Ergonomic Assessment

Currently, there is no specific standard regarding ergonomics in the workplace. However, the legal basis for conducting an ergonomic assessment is found within the Occupational Safety and Health Act, Duties (General Duty Clause Section 5). This section requires an employer to provide a work environment free of recognized hazards. WSS can conduct an Ergonomic Assessment of a single workstation or a complete facility. Ergonomic assessments are designed to determine those risk factors which may cause musculoskeletal system injury. The assessments also examine the means to reduce or eliminate those risks by making the job accommodate the worker, rather than have the worker adapt to the work. **OSHA – General Duty 5 A 1**

Fleet Safety Inspection

WSS can perform safety inspections on various types of vehicles to help ensure safe condition for usage on the roads and highways. Inspections can include the condition of tires, brake/air systems, lighting, required safety equipment, and other items pertinent to the safe operation of the vehicle.

Hazardous Energy Control (Lockout/Tagout) Inspection

Employers shall establish a program consisting of energy control procedures, employee training and periodic inspections at least annually to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative. WSS can develop site specific Energy Control Procedures to address OSHA standards. WSS can also conduct third-party annual inspections of your Energy Control Procedures. **29 CFR 1910.147**

Job Hazard Analysis (JHA)/ Job Safety Analysis (JSA)

The objective of a JHA/ JSA is to find a better and safer way to do a job. These documents are also excellent training tools. WSS has general JHAs available for immediate purchase or we can create a JHA specific to your facility, tasks or operations. Please call for complete list, options and cost.



General Purpose: These prepared documents provide a basic framework that provides a good starting point in your hazard analysis and can be customized by your organization to fit site-specific applications.

Site-Specific: To develop these documents for your facility, WSS safety professionals can examine the tasks completed in your individual jobs to identify hazards and actions to take to help protect employees from the hazards. Site specific photographs can be used.

Machine Guarding Assessment

WSS can perform a site assessment of your machinery to determine which have a grinding, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action in which an employee may come within the danger zone. Recommendations are provided to address the point of operation in one or a combination of the ways. **29 CFR 1910.211- 219, Subpart O – Machinery and Machine Guarding**

Safety and Health Facility Compliance Audit

WSS' onsite safety and health compliance audits can give a "snapshot in time" of facility compliance. A report will present findings in a "Needs Assessment" approach with recommendations and solutions provided on a priority basis to help achieve and maintain compliance. A WSS safety consultant can perform a walk-through inspection to observe workplace conditions and employee work practices. Site photos may be used. Recommendations such as regulations, company requirements or best practices for correction will also be provided. WSS can provide this service on a regular, fixed schedule or on a one-time or as-needed basis.

Safety Program Audits & Inspections

Many written programs have mandatory regulatory requirements for periodic inspections, audits or reviews of the content, application or other components of the programs. WSS is experienced in conducting these program reviews and offers comprehensive guidelines and checklists to management, safety managers and supervisors to conduct these inspections in-house.

Safety Program Annual Audit
Lock Out/ Tag Out Annual Audit
Fall Protection Program Audit
Confined Space Program Audit

Respiratory Program Annual Audit
HAZCOM Program Audit
Emergency Action Plan Review
Bloodborne Pathogens Program Review

Third-Party Incident Investigation

WSS can provide professional third-party incident investigation services to assist clients in determining real causes to help prevent recurrences. Experienced safety consultants conduct site observations, records review and personal interviews to collect information; the data is then consolidated to identify potential root causes.

Workplace Hazard Assessment

Employers are required to assess their workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment. The employer shall verify that the required workplace hazard assessment has been performed through a written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment and; which identifies the document as a certification of hazard assessment. A Job Safety Analysis can be used to accomplish this hazard assessment on specific jobs. WSS can conduct this assessment and create the written certification for your facility. See Job Safety Analysis for additional information. **29 CFR 1910.132**



Written Programs

OSHA requires several different safety, health and environmental written programs to be developed and maintained. These written programs must be updated when there are changes to policies, procedures, equipment or site issues affecting an employee's job. Additional training is required when there are changes to policies, procedures, types of equipment or site issues affecting an employee's job.

Bloodborne Pathogens Exposure Control Plan

Employers that have employees with occupational exposure to bodily fluids as defined in the regulation shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.1030

Confined Space Program

Employers shall evaluate the workplace to determine if any spaces are permit-required confined spaces. "Permit-required Confined Space Program" means the employer's overall program for controlling and, where appropriate, for protecting employees from permit-required space hazards and for regulating employee entry into permit spaces.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.146

Chemical Hygiene Plan

Employers who potentially expose workers to hazardous chemicals in a laboratory are required to have a written Chemical Hygiene Plan to protect employees who work with hazardous chemicals.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.1450

Electrical Safety Program

Employers shall develop a written Electrical Safety Program that incorporates forty programs and procedures.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29CFR1910

Emergency Action Plan

Employers shall develop a written Emergency Action Plan that covers designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.38

Fall Protection Plan

At all construction operations when it can be shown that the use of conventional fall protection is impractical or creates a greater hazard, a written Fall Protection Plan shall be prepared by a qualified person and developed specifically for the site where the construction work is being performed

- Site-specific written program – call for more information



Current written program updated – call for more information **29 CFR 1926.502**

Fire Prevention Plan

Employers shall develop a written Fire Prevention Plan that includes potential fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, the type of fire protection equipment or systems that can control a fire involving them, and housekeeping procedures.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.39

Hazard Communication Program/ Globally Harmonized System

Recent requirements to the OSHA Hazardous Communication program (HAZCOM) address the addition of the Globally Harmonized System (GHS). The GHS program improves HAZCOM by ensuring that all chemical information is in a format that is consistent throughout the world. Employers are required to develop, implement and maintain at each workplace a written hazard communication program.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.1200

Hazardous Energy Control (Lockout/ Tagout)

OSHA and State OSHA plans require employers that have employees who service or maintain equipment to develop an Energy Control Program that contains specific procedural steps to control hazardous energy, specific training requirements and specific procedures for periodic inspections where the unexpected energizing, startup or release of stored energy could occur and cause injury.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.147

Hearing Conservation Program

Employers shall administer a continuing, effective hearing conservation program whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level of 85 decibels measured on the A-scale (slow response) or, equivalently, a dose of fifty percent.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.95

Hot Work Permit Program

A Hot Work Permit Program is the employer's written procedure for preparing and issuing Hot Work Permits

- Site-specific written program, current written program update or general purpose written program. Call for pricing.

29 CFR 1910.252(a)(2)(iv) 29 CFR 1926 Subpart J

Illness and Injury Prevention Program (IIPP)

The CA Department of Industrial Regulations states, "The Injury and Illness Prevention Program (IIPP) is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP. An effective IIPP improves the safety and health in your workplace and reduces costs by good management and employee involvement."

- Site-specific written program – call for more information
- Current written program updated – call for more information



Title 8 of the California Code of Regulations (T8CCR) section 3203

Respiratory Protection Program

Employers are required to evaluate respiratory hazards in the workplace, identify relevant workplace and user factors, and base respirator selection on these factors.

- Site-specific written program – call for more information
- Current written program updated – call for more information

29 CFR 1910.134

Workplace Violence Prevention Program

Although there are currently no specific OSHA standards to address these problems, the Federal Occupational Safety and Health Act (OSH Act), in Section 5(a)(1), provides that "each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

- Site-specific written program – call for more information
- Current written program updated – call for more information

OSHA – No requirement



Page intentionally left blank for notes. Contact us with any questions and to schedule services.

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Industrial Hygiene Services

Hazardous Substance Monitoring

To determine if engineered controls are working to maintain acceptable levels of exposure in the workplace or to establish the need for administrative controls or to determine the appropriate personal protective equipment, hazardous substances must be monitored and quantified by a qualified party. Examples include:

- | | | |
|---------------|-----------------------------|-----------------------|
| ▪ Lead | ▪ Cotton Dust | ▪ Hexavalent Chromium |
| ▪ Silica Dust | ▪ Solvents and Cutting Oils | ▪ Asbestos |
| ▪ Radiation | ▪ Formaldehyde | ▪ Benzene |

Noise Exposure Assessment

When employees are subjected to sound exceeding established levels, feasible administrative or engineering controls shall be utilized. If such controls fail to reduce exposure within the established levels, personal protective equipment shall be provided and used to reduce employee exposure. **29 CFR 1910.95**

Respiratory Hazard Exposure Assessment

WSS can perform an onsite assessment including a walk through at the facility to determine routine job tasks that may have potential respiratory hazards above the Permissible Exposure Limits or other published levels of concern. **29 CFR 1910.32**

Ventilation Survey

WSS can perform ventilation surveys on existing systems or assist in the development of a proper ventilation program for your facility and provide a concept design and specifications for mechanical ventilation.

29 CFR 1910.94

Additional Consultative Service

Performed by CIH and P.E.

- Assistance in the appeal of OSHA citations
- Expert witness services in legal cases
- Predictive physical-chemical modeling to estimate air contaminant exposure levels
- Management of Radiation Safety Program
- Structural strength analysis of load bearing capacity of working surfaces and material handling devices
- Structural strength analysis of proposed fall protection anchor points **29 CFR 1926.502**
- Proof testing of proposed "in house" fall protection anchor devices **29 CFR 1926.502**
- PE Certification of Oil Spill Prevention Control and Countermeasures plans **EPA 40 CFR, Subchapter D, Part 112**
- Development of municipal Sewer System Management Plan for control of sewer system overflows and other purposes **California State Water Resources Control Board Order No. 2006-0003-DWQ**
- PE Certification of hazardous waste storage systems **EPA 40 CFR 265, Subpart J**
- Development of written plans for the Process Safety Management of Highly Hazardous Chemicals (PSM) **29 CFR 1910.119**
- Development of written plans for Chemical Accident Prevention Provisions (Risk Management Plan) **EPA 40 CFR 68**



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