



# New ISC 24 Safety Series - CEU's Applied For

“Complete the “24” in 6 months to earn the OSHA 10 Hour Card.” - David McIntosh, ISC

**Understanding Federal and State OSHA Regulations and Standards (ISC-101A):** Reviews the history of the safety movement and adoption of the Federal law creating OSHA in 1970. Discussions include the organizational structure, services offered, jurisdiction, code number systems and topics and Internet access to both Federal and State OSHA resources. (1/2 day)

**Accident Prevention Program Requirements and Preparation (ISC-101B):** Describes Federal and State legal requirements for an Accident Prevention Program, as well as the elements of an effective total safety and health program. Participants are presented with the reasons for a safety and health program, the costs of accidents and the responsibilities of the organization. Program elements discussed include written plans, training, safety committees, etc. (1/2 day)

**Job Safety Analysis (JSA) (ISC-102A):** Whether performing a simple task or a complex technique, the purpose of Job Safety Analysis (JSA) is to make the work task safer and more efficient. The analysis is designed to review job procedures using a JSA form that, once completed, can be used to outline a training program for employees. Other analysis methods such as fault-tree analysis and failure mode and effect are also discussed. (1/2 day)

**Job Instruction Training (JIT) (ISC-102B):** Fed OSHA Guidelines and the Washington Industrial Safety and Health Act (WISHA) require that appropriate Job Instruction Training (JIT) be given to employees when hired or placed in a new position. This program presents a method for creating a logical, easy to follow approach so information can be conveniently transferred to the employees. (1/2 day)

**Safety as an Integrated Part of Management & Supervision (ISC-103X):** Effective supervision begins with training that provides understanding and tools for achieving the desired results. This one-day session addresses statistical facts about accidents and losses, the trends in safety management and the elements of a successful management and safety program. The presentation includes discussion on supervisory and employee responsibilities and how they should be administered. (Full day)

**Elements of a Security Program (ISC-104A):** This course explores the need for and elements of an effective security program for any organization. Focus is placed on the relationship between the safety office and security office, accomplishing a realistic needs assessment and developing a security program to meet those needs. The course will cover employee protection, protection of facilities, information security, asset loss prevention, background investigations, security contract services and disaster management. Special attention will be paid to terrorist activities. (1/2 day)

**Violence as a Workplace Issue (ISC-104B):** This course is designed to raise your awareness of violence as a workplace issue. Participants will learn to recognize early warning signs of potential violence, how to handle escalating violent behavior, and provides guide to developing an workplace violence plan. (1/2 day)

**Presentation Skills for Effective Safety Communications (ISC-105X):** This workshop prepares the participant to become a more effective speaker and presenter of information in either a stand-up or round-table environment. The basic principles for effective presentations are covered, including exercises for presenting and critiquing presentation effectiveness and style. Class size is limited to allow for group participation, so register early. (Full day)

**Making Safety Committee Effective (ISC-106A):** Details requirements, guidelines and procedures for establishing a safety committee as mandated by State regulation. Upon completion of the course, you are able to prepare an organization's plan for the establishment and conduct of safety committees, including record keeping and documentation. (1/2 day)

**Planning and Conducting Safety Meetings (ISC-106B):** Learn the requirements for conducting safety meetings (which are separate from safety committee requirements), their frequency, documentation and record keeping. This session will prepare you to outline and conduct safety meetings for an organization that meet requirements and are of value to the employees. (1/2 day)

**Occupational Accident/Incident Investigation (ISC-107A):** Provides basic understanding regarding procedure, methodology, documentation and interviewing to complete an adequate accident or incident investigation on which a later determination on preventability can be judged. You learn the basic tools and sequence of steps to gain factual information and verify accuracy. (1/2 day)

**Conducting and Responding to Safety Inspections & Audits (ISC-107B):** Learn the approach, checklist and documentation for conducting inspections with special emphasis regarding their purpose and objectives. You will recognize the importance of inspections, who should conduct them and what records should be maintained. Understanding the method of regulatory agency inspections and a positive approach for achieving the best agency response or rating are addressed. (1/2 day)

**Safety Training, Organization and Development (ISC-108A):** Begins with why we must train and addresses the administration, how to develop the training session, delivery of the training, the need for evaluations and the necessary documentation, record-keeping and the elements of a written training plan. (1/2 day)

**Safety Communications, Orientations, and Recognition Programs (ISC-108B):** Addresses effective communication between employer and employee to assure support and commitment for safety and health policies, procedures and practices. Explains compliance with requirements for employee safety orientation to help the worker understand and comply with the rules and guidelines. Recognition programs are discussed addressing both positive and negative aspects. (1/2 day)

**Personal Protection Equipment (PPE) (ISC-109A):** The right equipment and protection is important when working in environments handling different materials, liquids, objects and storage arrangements. Gear and equipment are displayed and demonstrated along with presentations on the limits and most appropriate uses. You will learn the types of gear required and the necessary training. (1/2 day)

**Material Handling & Storage Issues (ISC-109B):** Addresses two topics related to maintaining a high-quality, safe and productive workplace. Given proper attention, these two elements of typical industrial operation enhance company image and morale while reducing risk and cost of injury or loss. (1/2 day)

**Comprehensive Overview of Hazardous Materials Requirements (ISC-110X):** Hazardous material terms, effects, exposure limits and safe handling are presented. The course provides an overview of current hazardous material regulations and U.S. DOT classes of hazardous materials. Emphasis is placed on developing and implementing a Hazard Communication Program (Employee Right-to-Know). A discussion of hazardous materials emergency response planning is also provided. (Full day)

**Practical Workplace Ergonomics (ISC-111X):** The four components of an ergonomic program as outlined by the Fed OSHA publication “Ergonomics Program Management” are addressed. This session includes how to conduct a worksite analysis to identify stress factors, prevention and control, medical management and developing the necessary teamwork to have a successful program. Learn how ergonomics can be very effective without being complicated or expensive. (Full day)

**Introduction to Industrial Hygiene (ISC-112X):** This course introduces the participant to the broad field of industrial hygiene: it's application in the workplace and what issues and measures are important in maintaining a healthy work environment. You will understand the role of industrial hygiene in the workplace, how to access professionals to assist with taking measurements, testing exposures and assessing risks that can affect employee health and performance in the workplace. (Full day)

**Understanding Industrial Insurance and Workers' Compensation (ISC-113X):** This one-day session gives a general overview of how this important insurance program works and self-insurance concepts. You learn how to communicate and understand various functions and components related to the cost of workers' compensation and managing claims. While this might not be a direct responsibility of a person's safety assignment, the performance and quality of the safety job is frequently represented in the industrial insurance worker's compensation costs. (Full day)

**Fire Safety (ISC-114A):** Covers basic fire protection issues such as fire hazards, fire extinguishers, emergency planning and evacuation. At the completion of this course, you will be able to review the fire protection and evacuation program of an organization or facility using a prepared fire safety checklist. (1/2 day)

**Emergency Planning, Protection and Response (ISC-114B):** Covers various types of emergencies, plan of action considerations, protection from personal attack and finding and arranging for outside assistance. You will learn what kind of plan you need and the types of emergencies that typically affect the workplace, with checklist and guidelines for preparing and responding to these situations. (1/2 day)

**Transportation Safety Program (ISC-115A):** Presents the elements of creating a plan with major emphasis on driving safety. Motor vehicle crashes are the primary cause of work accidents. Discussing the causes of and solutions to motor vehicle accidents are an important safety program component even for organizations without fleet vehicles. (1/2 day)

**Facilities and Office Safety (ISC-115B):** Addresses the most frequent accidents and injuries occurring in the office and presents information about making work areas safer and more functional. Emphasis is on understanding the unexpectedly high risk and injury rate experienced in both industrial and office environments. (1/2 day)