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ISC Safety Training Series Session Overviews

Note Session Titles/Contents may change slightly to bring you the best training.



NSA Program Managed by the Illinois Safety Council



National Safety Administrator Training Recognized by OSHA

ISC 101 X - “Understanding Federal OSHA & Illinois Department of Labor - Organizations/Standards”

7 contact hours

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| 1. Session Introduction and training objectives | 0.5 |
| 2. OSHA /IDOL Organizational/Emphasis Programs Reviewed | 2 |
| 3. Top 10 OSHA / IDOL Citation Violations | 0.5 |
| 4. How to Use OSHA Standards / Letter of Interpretation / Regulatory Resources | 2 |
| 5. Responding to OSHA/IDOL Inspections (Similarities & Differences) | 1.5 |
| 6. Session Summary / Exam / Evaluations | 0.5 |

The purpose of this 8 hour session is to understand the Federal OSHA and the Illinois Department of Labor (IDOL) purpose, responsibilities, rulemaking, jurisdictions, inspections, informal hearings, citations and penalties processes as well as their targeted emphasis programs and the resources both these agencies offer. The top 10 citations/violations issued by Federal and the IDOL will be reviewed. Attendees will learn and know how to find OSHA standards, their applications from the Code of Federal Regulations and letters of interpretation. In this session attendees also learn how both Federal OSHA and IDOL responds to complaints and the proper protocols/ strategies of how to conduct themselves during an onsite OSHA/IDOL inspections. **CFR 1910 WILL BE PART OF THE ISC 101 X CLASS MATERIALS.**

ISC 102 X - “Accident Investigation Techniques & OSHA Record Keeping”

7 contact hours

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| 1. Session Introduction and training objectives | 0.5 |
| 2. The Accident Investigation Process | 1.25 |
| 3. Fact Finding Techniques | 1.25 |
| 4. Root Cause Analysis | 1.5 |
| 5. Corrective Action Assurance | 0.5 |
| 6. Steps to follow for Fatalities with respect to Accident Investigation | 0.5 |
| 7. OSHA Record Keeping | 1.0 |
| 8. Session Summary / Exam / Evaluations | 0.5 |

The purpose of this 8 hour session is to provide the attendees the ability to understand and conduct and accident investigation and provide proper OSHA Recordkeeping. Attendees will be presented with an overview of a complete accident investigation system with related topics and resource’s. It will cover time tested procedures and systems involved in conducting an accident investigation. Participants will learn how to develop quality fact finding methods based on problem solving and root cause analysis techniques through classroom lecture and a case study. A corrective action assurance system will be introduced that attendees are encouraged to implement within their own organizations. A group exercise on how to investigate a fatality investigation that resulted from a catastrophic situation will be used as part of the learning process. Attendees are also presented with an overview of OSHA Recordkeeping rules with examples.

ISC 103 X - “Job Safety Analysis / Conducting Internal Audits & Inspections / Job Instruction training”

7 contact hours

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| 1. Session introduction and training objectives | 0.5 |
| 2. Job Safety Analysis (JSA): Program Development and Process | 3.0 |
| 3. Conducting Audits & Inspections: Program Development and Process | 2.0 |
| 4. Job Instruction Training: Forward communications of JSA/JIT | 1.0 |
| 5. Session Summary / Exam / Evaluations | 0.5 |

The propose of this 8 hour class review three workplace accident prevention strategies to provide to attendees proactive methods to both eliminate accidents and have injury free workplace. The first strategy is on the OSHA required “Job Safety Analysis” (JSA) process. A complete JSA Program will be reviewed that provides: JSA program set-up, who conducts reviews, training reviewers, continuing JSA process with the benefits and pitfalls of JSA’s. The second accident prevention strategy is conducting internal audits and inspections. This will cover setting up inspection teams, scoring audits and using them as a constant improvement process. The third accident prevention method is “Job Instruction Training” or (JIT) is the method you communicate your safety procedures to your employees. JIT is extension of your JSA/Audit programs as a means to augment instructional training with safety procedures. The JIT process is a method to eliminate workplace accidents through communications of your safety procedures.

ISC 104 X - “On-Site Emergency Response Planning / On-Site Security Program Elements”

7 contact hours

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| 1. Session introduction and training objectives | 0.5 |
| 2. Review OSHA Regulatory Emergency Compliance Requirements | 1.0 |
| 3. Review use of the “ISC Emergency Response Planning Guide for Business & Industry” | 3.0 |
| 4. Elements of Implementing a On-site Security Program | 2.0 |
| 5. Session Summary / Exam / Evaluations | 0.5 |

This 8 hour class will provide attendees information on OSHA required emergency response planning for facilities having 10 or more employees. OSHA regulations pertaining to fire fighting levels of training, emergency exit routes, alarms, safe evacuation areas as well as pre-planning with local fire departments/LEPC, state, federal responsibilities and resources will also be highlighted. On the specifics of the emergency planning process the “ISC Emergency Response Planning Guide for Business and Industry” will be part of the sessions training materials and attendees will be given time to have a through understanding of how to use this planning tool. An overview of a model “Security Program” will be reviewed that will include elements that every security plan should have: hiring, screening, drug and alcohol programs, surveillance, cameras and theft protection to physical security and levels of security, critical information and trade secret theft prevention. **The “ISC Emergency Response Planning Guide for Business & Industry” is part this sessions materials.**

ISC 105 X - “Personal Protection Equipment (PPE) & Material Handling/Storage Issues”

7 contact hours

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| 1. Session introduction and training objectives | 0.5 |
| 2. OSHA Compliance for PPE: Hazard Assessments, Selection, Training and Use | 2.0 |
| 3. Forklift - OSHA Compliance Requirements | 2.0 |
| 4. OSHA Walking Working Surfaces/ Powered Trucks / Material Storage Considerations | 2.0 |
| 5. Session Summary / Exam / Evaluations | 0.5 |

This 8 hour class will focus on three related workplace safety issues. The first issue covered will be the requirements of the OSHA PPE standard. Attendees will gain the knowledge to create written OSHA compliant PPE programs, how to conduct hazard assessments, selection of PPE, training in PPE use and limitations, enforcement strategies. Also covered will be strategies to gain employee commitment to wearing PPE. The second topic is an overview of the OSHA Powered Industrial Truck Standard. Topics such as a written program, program elements, safe driving rules, conducting forklift training, conducting forklift evaluations, and methods of achieving commitment to safe driving will be covered. The third issue covered are the OSHA regulations on walking working surfaces regulations and safety considerations in material storage and warehousing.

ISC 106 X - “Accident Prevention Programs/Preparation/ Insurance/Compensation”

7 contact hours

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| • Session introduction and training objectives | 0.5 |
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- Achieving Accident Prevention through Safety Awareness 1.0
- Employee Safety Orientations 0.5
- Safety Briefing Programs: How Often /Topics /Documentation 0.5
- Employee Recognition, Incentive and Motivational Programs 1.5
- Understanding Industrial Insurance 1.5
- Workers' Compensation Administration 1.5
- Session Summary / Exam / Evaluations 0.5

This 8 hour class will focus on how to raise employee safety awareness for the new employee and your long standing employees. Learn to incorporate safety awareness into your employee orientations (do it right the first time) use of weekly briefings, other communications, posters, safety days and general safety training will be discussed. The success and pitfalls of employee recognition, incentive and other forms of motivating employees to establish a positive safety cultures are reviewed. The session will also overview worker's compensation as it applies to industrial accidents. Topics will include, terms, how WC works, strategies for reducing costs, return to work programs, spotting fraud, dealing with fraud.

**THIS CLASS WILL INCLUDE A COPY OF 1) THE ILLINOIS INDUSTRIAL COMMISSION'S HANDBOOK
2) ISC SAFETY BRIEFING KIT 3) ISC GUIDE FOR IMPLEMENTING AN EMPLOYEE RECOGNITION PROGRAM**

ISC 107 X - "Principles of Building an Effective Safety Committee"

7 contact hours

- Session introduction and training objectives .50
- Set-Up & Outline of a Safety Committee 1.0
- Member Selection/ Length of Terms 1.0
- Management and Chairman Responsibilities 1.0
- Employee Members Responsibilities .50
- Purpose, Mission and Operating Rules 1.0
- Sample of Agendas/Minutes/Follow-Up Procedure 1.0
- Keeping Safety Committees Focused & Effective .50
- Session Summary / Exam / Evaluations .50

This 8 hour class provides the needed principles to those with existing committees an insight to improve them and those forming a new committee who are management or hourly employees the skills to implement a safety committee for their organization. It discusses the importance and criteria of committee selection, participation and procedures for deciding what is a safety item, the process bringing items forward to the committee, item dispositions and documentation . This session will also provide helpful ideas and how to keep a committee fresh, productive and evolving. **MANY FORMS AND SUGGESTED FORMATS ARE INCLUDED IN THE ATTENDEE WORK BOOK.**

ISC 108 X - "Workplace Hazardous Materials Requirements"

7 contact hours

- Session introduction and training objectives .50
- Introduction to Hazardous Materials 1.0
- Hazardous Chemicals Awareness and DOT Regulations 1.5
- Hazard Communication Overview 1.25
- DOT Materials and Transportation Requirements 1.25
- Awareness and Applicability of Standards 1.0
- Session Summary / Exam / Evaluations 0.5

This 8 hour class will feature an introduction to hazardous materials, followed by covering two major OSHA regulations hazardous chemicals/materials and DOT regulations applications common to most industries. Reviewed will be terms, definitions, types of hazards, consequences of hazards and degrees of risk. The Hazwoper Standard will be overviewed. Highlights covered are when Hazard Response teams are required as well as Program, hazard identification, inventory and location monitoring and control, MSDS, labels, training and shipping standards for DOT hazardous materials. Attendees will learn the applicability of the standards when they apply and what is required, **A COPY OF THE FEDERAL EMERGENCY RESPONSE GUIDEBOOK WILL BE INCLUDED WITH THIS CLASS AS WELL AS USING IT.**

ISC 109 X - “OSHA Essential Workplace Safety Procedures & Programs”

7 Contact Hours

- Session introduction and training objectives 0.5
- Responding to OSHA/IDOL Inspections .50
- Workplace Safety Fundamentals 5.5
 1. Ergonomic Safety Basics
 2. Machine Guarding
 3. Confined Space Entry (Permit/Non-Permit and Entry /Non-entry Rescue)
 4. Lockout/Tagout procedures
 5. Electrical Safety Awareness
 6. On-site Contractors – What you need to ask and know before they start.
- Session Summary / Exam / Evaluations 0.5

This 8 hour class will have a brief overview of OSHA/IDOL Inspections then focus on how to set up internal inspection programs, items/procedures to list, frequencies and suggestions for making inspection programs effective. The Workplace Safety Fundamentals portion will cover basics for ergonomics, machine guarding, confined space entry, lockout/tagout procedures and electrical safety. This session will also overview contractor selection and safety issues awareness.

ISC 110 X - “Facility, Office, & Fleet Safety Programs / Fundamentals of Industrial Hygiene”

7 contact hours

- Session introduction and training objectives 0.5
- Workplace Safety Fundamentals 4.0
 1. PPE Selection / Training
 2. Manufacturing Facilities /Service Industry
 3. Office Operations Safety
 4. Fleet /Diving Safety
- Industrial Hygiene Basics 2.0
- Session Summary / Exam / Evaluations 0.5

This 8 hour class will overview several of the main areas of the of the workplace: Facilities, Office and Fleet. This segment will provide to attendees the needed awareness to round out their learning experience to become a National Safety Administrator in areas they may or may not work in. Also covered is an overview to industrial hygiene; terms, equipment, principles, practices, sampling strategies and related OSHA/NIOSH/ACGIH standards. **COPY OF THE CD “NIOSH POCKET GUIDE TO CHEMICALS” WILL BE INCLUDED WITH THIS CLASS INCLUDED WITH THIS CLASS**
