



On-Demand 508 ACCESSIBLE Learning Library Catalog

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508DOT: Transportation Requirements for Shippers

This course is designed to educate shippers of hazardous materials in the regulations and requirements they must follow. Aside from obtaining a general understanding of shipping hazardous materials, learners will also come to recognize the parts of the hazardous materials table as well as recognize whether a material is a "hazardous material."

Objectives:

- Recognize the basic requirements of the Hazardous Materials Regulations
- Recognize the basic training requirements
- Identify the parts of the hazardous materials table
- Identify hazard classes and divisions
- Recognize whether a material is a "hazardous material"
- Recognize the required HAZMAT shipping paperwork
- Recognize HAZMAT packaging requirements
- Recognize proper HAZMAT marking and labeling
- Recognize proper HAZMAT placarding

Audience: Shippers of hazardous materials, process engineers, safety committees, process operators, process specialists, shipping personnel, receiving personnel, corporate managers, department managers, first line supervisors, maintenance personnel, hazardous waste workers, accident investigation team members.

Primary Regulations: Hazardous Materials Regulations (HMR), 49 CFR Parts 171-180

Related Regulations: None

Duration: 60-90 minutes

508DOT: Transportation Security Requirements

This training covers the Security Regulations for companies who work with and transport hazardous materials. The course will define the DOT Security Requirement rule, and will detail requirements under the rule that must be followed by employees who are involved in the transport of hazardous materials. The course will identify ways to evaluate potential threats to security, and will detail secure practices for transporting hazardous substances.

Objectives:

- Recognize the DOT Security Requirements rule.
- Recognize the security risks related to the transportation of hazardous materials.
- Recognize methods and practices designed to enhance the security of hazardous materials in transportation.
- Identify individuals who are a potential threat to hazmat security.
- Recognize the Department of Homeland Security's warning system.
- Recognize and respond to possible security threats.

Audience: Drivers who carry hazardous materials

Primary Regulations: The DOT Security Requirements rule

Related Regulations: None

Duration: 60-90 minutes

508HR: Drug-Free Workplace Procedures

This training course provides employees and supervisors with valuable information for promoting a drug free work environment. The course helps employees and supervisors understand the impact that drugs have on the workplace and how to help promote health and well being in the workplace.

Objectives:

- Identify the goal of a drugfree workplace policy
- Identify the signs of employee substance abuse
- Specify what actions employees should take in the event of a suspected substance abuse problem
- Identify the stages of addiction for alcohol and drug abuse
- Identify the employer's policies and procedures regarding substance abuse
- Identify conditions or circumstances that could prompt your employer to request a drug test of an employee or potential employee
- Identify the role of an Employee Assistance Program
- Identify the supervisor's role in a drug free workplace program

Audience: Employees, first-line supervisors, and department managers

Primary Regulations: OSHA 29 CFR 1903.1, The General Duty Clause

Related Regulations: The Drug-Free Workplace Act of 1988|Guide to State Drug Testing Laws

Duration: 45-60 minutes

508HR: Stress Management Principles

In today's world stress management is a must. This course assists in developing the skills necessary to recognize, control, and relieve stress in everyday life. This includes teaching how to recognize signs of stress, defining its effects, showing how to control and relieve stress, as well as demonstrating ways of resolving conflict. This is an overview of techniques to manage and deal with everyday stressful situations in and out of the workplace.

Objectives:

- Define the effects of stress
- Recognize the warning signs of stress
- Distinguish between the different types of stress
- Recognize means for controlling and relieving stress
- Specify ways to maintain life balance
- Specify ways to resolve conflict

Audience: All employees and employers

Primary Regulations: None

Related Regulations: None

Duration: 45-60 minutes

508HR: Workplace Diversity Guidelines

Today diversity is defined in broad and inclusive terms including age, ethnic origins, cultures, and personal styles. This course examines the diverse factors that employees bring to the workforce, including attitudes toward authority, motivation and teamwork. This course provides an overview of barriers to diversity and what can be done to create a more diverse workforce.

Objectives:

- Recognize opportunities resulting from a diverse workforce
- Recognize the non-discrimination legislation intent and language
- Specify objectives for a workplace diversity policy
- Recognize the influences of stereotypes
- Identify challenges of a diverse workforce
- Specify actions that can develop workplace diversity

Audience: All employers and employees.

Primary Regulations: Equal Employment Opportunity Act of 1972

Related Regulations: Equal pay act of 1963 as amended; Title VII of the Civil Rights act of 1964 as amended; Pregnancy Disability Act of 1978; The Rehabilitation Act of 1973, as amended; The Americans with Disabilities Act of 1990; Age Discrimination Act of 1967 as amended

Duration: 45-60 minutes

508EHSM: Indoor Air Quality Control for Supervisors

The goal of this course is to provide supervisors with the tools needed to help prevent and correct indoor air quality problems in their building or work areas. It recommends practical, actions that can be carried out by facility management, maintenance personnel and building occupants. The course will help you to integrate IAQ-related activities into your existing organization and identify which of your staff have the necessary skills to carry out those activities.

Objectives:

- Define Indoor Air Quality problems.
- Discuss the importance of IAQ in the workplace.
- Discuss the need for maintaining an IAQ program.
- Discuss the basic steps required in an IAQ program.
- Identify the health effects associated with poor air quality.
- Identify the hazards of not maintaining good air quality.
- Discuss the general concepts of toxicology.

Audience: All personnel who must be informed about IAQ issues.

Primary Regulations: ASHRAE Standard 62-1989, Ventilation. ASHRAE Standard 55-1981, Thermal Environmental Conditions for Human Occupancy.

Related Regulations: None

Duration: 45-60 minutes

508EHSM: Job Safety Analysis Procedures for Supervisors

This course provides information about day-to-day safe work practices and the processes of identifying and rectifying hazards on the job. The intent of the course is to enable supervisors to establish a safe work practices program that will facilitate his or her department in eliminating or minimizing the potential for injury from work place hazards.

Objectives:

- Define the purpose of safe work practices.
- Identify the assessment tools used to identify workplace hazards.
- Define job safety analysis (JSA), its methods, and steps.
- Define job safety analysis control methods and specify the effectiveness and/or limitations to each method.
- Explain workplace inspection components and procedures.
- Apply safe housekeeping practices for work areas.

Audience: Supervisors who work in either the industrial work environment or administrative areas.

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces. OSHA 29 CFR 1910 Subpart E, Means of Egress. OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Control

Related Regulations: None

Duration: 45-60 minutes

508EHSM: OSHA Investigations and Inspections Guidelines

The moment OSHA inspectors arrive to perform an investigation is not the time to get your house in order. Compliance with OSHA regulations requires planning, preparation, training, follow-up, and review. This course teaches management, supervisors, safety professionals, human resources professionals, and others in your organization what to expect and how to properly respond when inspected by OSHA.

Objectives:

- Recognize what prompts an OSHA inspection
- Describe how to prepare for an OSHA inspection
- Specify how to respond to the OSHA inspector that arrives at your front door
- Describe what to expect from the OSHA inspector including the opening conference
- Respond to questions from the OSHA inspector
- Describe how to provide safety documentation to the OSHA inspector for review
- Identify personal and corporate rights regarding confidential and proprietary information
- Describe what to do as the OSHA inspector walks around your facility
- Describe steps in maintaining side-by-side documentation of the inspection
- Recognize what to expect when the OSHA inspector interviews employees
- Describe what to expect during the closing conference
- Describe a process for fulfilling safety hazard abatement expectations
- Describe the steps in responding to a citation
- Recognize legal rights to appeal
- Describe successful participation in informal conferences and settlement agreements

Audience: Managers, supervisors, and employees in all organizations subject to OSHA inspections and investigations.

Primary Regulations: OSHA 29CFR 1904 NEW, Recording and Reporting Occupational Injuries and Illness

Related Regulations: OSHA 29CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910.38, Emergency Action & Fire Prevention; OSHA 29 CFR 1910.120, Hazardous Materials Emergency Response; OSHA 29 CFR 1910.95, Hearing Conservation Program; OSHA 29 CFR 1910.147, Hazardous Energy Control Program (Lockout); OSHA 29 CFR 1910.134, Respiratory Protection Program; OSHA 29 CFR 1910.146, Confined Space Entry Program; OSHA 29 CFR 1910.1030 Exposure Control Plan (Bloodborne Pathogens)

Duration: 45-60 minutes

508Safety: Asbestos Awareness Guidelines

This course provides information about the serious health hazards and available protective measures associated with asbestos. Upon successful completion of this course, students will be able to identify where asbestos containing materials are commonly found, know requirements for signs and labels where asbestos hazard areas exist, be familiar with circumstances where employees may risk asbestos exposure, describe safety measures to protect against exposure, identify illnesses and describe the medical program required by OSHA.

Objectives:

- Define health effects associated with asbestos exposure.
- Define the relationship between smoking and exposure to asbestos producing lung cancer.
- Specify the quantity, location, manner of use, release, and storage of asbestos, and the specific nature of operations which could result in exposure to asbestos.
- Define the required engineering controls, work practices, and associated work activities involving asbestos.
- Identify the specific procedures implemented to protect employees from exposure to asbestos, such as appropriate work practices, emergency and clean-up procedures, and personal protective equipment to be used.
- Specify the purpose, proper use, and limitations of respirators and protective clothing, if appropriate.
- Specify the purpose and components of the medical surveillance program required by 29 CFR 1910.1001.
- Identify the purpose of 29 CFR 1910.1001.
- Identify additional resources, which provide information, materials, and/or conduct programs concerning smoking cessation. (Appendix I of 29 CFR 1001).
- Define the requirements for posting signs and affixing labels and the meaning of the required legends for such signs and labels.
- Recognize asbestos containing material (ACM) and presumed asbestos containing material (PACM) damage and deterioration.
- Define proper response to fiber release episodes

Audience: Employees exposed to asbestos at or above the permissible exposure levels. Employees who perform housekeeping operations in areas that contain ACM and PACM.

Primary Regulations: OSHA 29 CFR 1910.1001, Asbestos

Related Regulations: OSHA 29 CFR 1910 Subpart I, Respiratory Protection; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Controls

Duration: 45-60 minutes

508Safety: Back Protection and Lifting Procedures

This course provides general back safety awareness information regarding job specific hazards, safe work practices, and ergonomics.

Objectives:

- Identify the extent of back injury problems in the workplace
- Identify the basic requirements for recognition and control of occupational ergonomic hazards
- Identify basic risk identification skills for supervisors
- Define ergonomics
- Recognize good practice for reducing back injuries
- Identify job specific hazards
- Identify back safety safe work practices
- Specify how to conduct an ergonomics assessment
- Identify the steps in conducting health screenings
- Define engineering controls and the types available for implementation

Audience: All employees, to include supervisors and managers.

Primary Regulations: OSHA 29 CFR 1903.1, The General Duty Clause

Related Regulations: OSHA 29 CFR, Proposed Ergonomics Guidelines

Duration: 45-60 minutes

508 Safety: Bloodborne Pathogen Procedures

This course provides information that will help minimize serious health risks to people who may potentially be exposed to blood and other potentially infectious materials.

Objectives:

- Define bloodborne pathogens and symptoms of bloodborne diseases
- Specify the purpose of the company's Written Exposure Control Plan
- Identify different modes of transmission of bloodborne pathogens
- Recognize tasks and activities that may involve exposure to blood and other potentially infectious materials
- Identify standard precautions, appropriate engineering controls, work practices, and PPE to prevent exposure
- Specify the proper type, location, use, handling, decontamination and disposal of PPE
- Specify the effectiveness and safety of the Hepatitis B vaccine
- Specify emergency procedures for incidents involving potentially infectious materials
- Specify the procedures to follow if an exposure incident occurs

Audience: Persons involved in administering healthcare, emergency medical/first aid response, cleaning of healthcare areas, equipment or devices or any other likely exposure to human blood or body fluids.

Primary Regulations: OSHA 29 CFR 1910.1030, Bloodborne Pathogens

Related Regulations: Meatpacking Plant Guidelines

Duration: 45-60 minutes

508Safety: Compressed Gas Procedures

Compressed gases are used in a wide variety of industries and present hazards beyond those associated with the gases themselves. This course will help both employers and employees control the physical and health hazards associated with compressed gases. By taking this course, employees will gain the skills and knowledge needed to work safely with compressed gases.

Objectives:

- Discuss the physical properties of commonly-used compressed gases
- Explain the steps in visual and other inspections of compressed gas cylinders, regulators, and associated fittings
- Describe safe in-plant handling and storage of compressed gases in cylinders, portable tanks, rail tankcars, or motor vehicle cargo tanks
- Describe safe utilization of compressed gases in cylinders, portable tanks, rail tankcars, or motor vehicle cargo tanks
- Discuss the use of safety relief devices for compressed gas containers
- Discuss basic hazard recognition and control procedures
- Discuss safety planning that should be in place before any emergency involving compressed gases occurs
- Explain the steps in responding to emergency situations involving compressed gases

Audience: Any employees working in an area where compressed gases are shipped, stored, or in use; including department and maintenance managers, shipping and receiving employees, and construction workers.

Primary Regulations: OSHA 29 CFR, 1910.101, Compressed gases (general requirements)

Related Regulations: OSHA 29 CFR 1910.94, Ventilation; OSHA 29 CFR 1910.102, Acetylene; OSHA 29 CFR 1910.104, Oxygen; OSHA 29 CFR 1910.110, Storage and Handling of Liquefied Gases; OSHA 29 CFR 1910.120, Hazardous Waste Operation

Duration: 45-60 minutes

508Safety: Confined Space Entry Procedures

This course covers information about confined spaces, hazardous atmospheres, necessary equipment, and permits. The intent of the course is to provide the learner with information about the hazards and hazard control methods that will permit safe work in enclosed work areas or confined spaces.

Objectives:

- Define a confined space
- Identify hazards associated with confined spaces
- Identify the classifying requirements of permit required and non-permit required confined spaces
- Define terms associated with confined space such as enclosed space, entry, authorized entrant, and attendant
- Define hazardous atmosphere and identify conditions that produce a hazardous atmosphere
- Identify equipment needed for confined space entry
- Specify pre-entry requirements for confined space
- Recognize permits posted at points of entry to a confined space and specify their purpose and use
- Identify the duties and responsibilities of a confined space attendant

Audience: Employees who are assigned work in and around work areas that have been identified as confined spaces

Primary Regulations: OSHA 29 CFR 1910.146, Permit-Required Confined Spaces

Related Regulations: OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances

Duration: 45-60 minutes

508Safety: Defensive Driving Procedures

This course provides easy to follow defensive driving techniques which will help reduce your chances of being in a motor vehicle accident. This training will define defensive driving, show how to recognize accident prevention methods, describe the impact of drinking and driving, and identify vehicle safety measures on the job.

Objectives:

- Define defensive driving
- Recognize accident prevention methods
- Identify the importance of using the seat belt
- Describe the facts concerning the impact of "drinking and driving"
- Identify vehicle safety measures on the job

Audience: All employees and employers.

Primary Regulations: OSHA 29 CFR 1903.1, The General Duty Clause

Related Regulations: None

Duration: 45-60 minutes

508Safety: Electrical Hazard Procedures

This course is designed for those who regularly work with electricity or who may be exposed to live electrical wiring or devices during the course of their job. By the end of this course, learners will be able to distinguish exposed live parts from other parts of electric equipment as well as identify other electrically related safety practices.

Objectives:

- Identify the general safety-related work practices required by 29 CFR1910.331 through 29 CFR1910.335 that pertain to respective job assignments
- Identify necessary skills and techniques to distinguish exposed live parts from other parts of electric equipment
- Specify the clearance distances specified in 29 CFR 1910.333(c) and the corresponding voltages to which the qualified person will be exposed
- Identify other electrically related safety practices that are not specifically addressed by 29 CFR1910.331 through 29 CFR1910.335, but are necessary for safety reasons
- Identify the basic requirements of ground fault protection on construction sites
- Recognize hazardous (classified) locations
- Identify OSHA electrical standards for construction

Audience: All employees and employers.

Primary Regulations: OSHA 29CFR 1926 Subpart K, Electrical - Installation Safety Requirements; OSHA 29CFR 1910 Subpart S, Electrical - Safety-Related Work Practices

Related Regulations: None

Duration: 45-60 minutes

508Safety: Ergonomics Control Procedures

This course addresses the key components of an Ergonomics Program identified by OSHA in the DRAFT Ergonomics Standard and the NIOSH manual "Elements of Ergonomics Program," including information regarding the risk factors, signs, and symptoms of "work-related musculoskeletal disorders" (MSD).

Objectives:

- Recognize signs and symptoms of musculoskeletal injury and the importance of early reporting
- Identify risk factors for injury to the muscles and skeleton
- Specify controls and work practices to reduce and/or eliminate risk factors for injury to the muscles and skeleton
- Specify how to report WMSD signs, symptoms, and hazards in your job and how to make recommendations to address them
- Identify the elements of an ergonomics program and the role of the employee within that program
- Recognize the general requirements of the ergonomics standard

Audience: All persons who have work activities that involve physical efforts involving lifting and handling materials/objects or activities that involve repetitive motions.

Primary Regulations: OSHA 29CFR 1910, Ergonomics (Proposed)

Related Regulations: None

Duration: 45-60 minutes

508Safety: Fall Protection Procedures

This course provides basic fall protection principles to employees who might be exposed to fall hazards. Upon successful completion of this course, students will be able to identify hazards, specify guidelines for fall protection systems, recognize methods to minimize the risk of falls, specify employer and employee roles and responsibilities in fall protection, and recognize safety equipment limitations.

Objectives:

- Identify the nature of fall hazards in the work area
- Define the correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems
- Identify methods to minimize fall hazards
- Specify the role of each employee in the safety monitoring system when the system is in use
- Identify mechanical equipment limitations that occur during the performance of low-sloped roof work
- Define the correct procedures for equipment, materials handling and storage, and the erection of overhead protection
- Specify the employee's role in fall protection plans

Audience: All personnel exposed to a potential free fall greater than six feet while on the job.

Primary Regulations: OSHA 29CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29CFR 1910 Subpart F, Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms; OSHA 29 CFR 1926 Subpart M, Fall Protection; OSHA 29 CFR 1926 Subpart L, Scaffolds; OSHA 29 CFR 1926 Subpart E, Personal Protective and Life Saving Equipment; OSHA 29 CFR 1926 Subpart X, Stairways and Ladders; OSHA 29 CFR 1926 Subpart P, Excavations

Related Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R Special Industries

Duration: 45-60 minutes

508Safety: Fire Control Procedures

This course introduces the student to basic fire safety principles, including the recognition and prevention of potential fire hazards and proper emergency procedures such as proper fire extinguisher operation and maintenance. Information required by OSHA's Workplace Fire Protection Program, including the employer's responsibility to provide proper exits, fire fighting equipment, and employee training to prevent fire, death, and injury in the workplace is included in this course.

Objectives:

- Define the chemistry of fire
- Specify the dangers of fire
- Specify the classification and proper use of portable fire extinguishers
- Identify the general requirements of the means of egress standards
- Identify the basic requirements of emergency evacuation planning
- Specify the requirements for a written fire prevention plan
- Identify the basic steps for preventing workplace fires
- Specify the basic operation and purpose of fire/smoke detection and alarm systems
- Identify correct fire exit design
- Identify the 5 areas evaluated during OSHA 's Fire Safety Inspections
- Identify employer responsibilities and employee responsibilities under OSHA
- Site other sources of information for fire safety and prevention in the workplace

Audience: All employees

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R Special Industries

Related Regulations: OSHA 29 CFR 1910 Subpart M, Compressed gas and compressed air equipment; OSHA 29 CFR 1910.119 & 1926.64, Process safety management of highly hazardous chemicals; OSHA 29 CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910.120, Hazardous Waste Operations

Duration: 45-60 minutes

508Safety: First Aid and CPR Principles and Procedures

This course covers basic First Aid and CPR practices in the workplace. It will not provide First Aid or CPR certification. Instruction will be provided on appropriate responses to emergency situations such as bleeding, shock, burns, eye injuries, heart attack, fractures, exposure to chemicals, etc. Having completed this course, participants will be able to face emergency and first aid situations with confidence, knowing where their responsibilities begin and end.

Objectives:

- Describe the "Three S's" of first aid
- Discuss personal liability and "Good Samaritan Laws"
- Explain universal precautions for bloodborne pathogens
- Describe the steps in assessing a scene and victim(s) for appropriate action
- Describe the steps in caring for a victim in shock
- Describe the steps in caring for bleeding, amputation and impalement
- Describe the steps in caring for burns, including chemical and electrical burns
- Describe the steps in caring for injuries of the bones, joints, and muscles
- Describe the steps in caring for seizures & fainting
- Describe the steps in caring for stroke and heart attack victims
- Explain the "ABC's" of first aid
- Describe the steps in caring for breathing emergencies
- Describe the steps necessary to perform CPR
- Recognize the need for additional training

Audience: All employees in general industry

Primary Regulations: OSHA 29 CFR 1910.152 [Reserved] Subpart K, Medical and First Aid; OSHA 29 CFR 1910.151, Medical Services and First Aid , Subpart K Medical and First Aid

Related Regulations: OSHA 29 CFR 1926.23 First aid and medical attention, Subpart C General Safety and Health Provisions; OSHA 29 CFR 1926.50 Medical services and first aid, Subpart D Occupational Health and Environmental Controls

Duration: 45-60 minutes

508Safety: Forklift Operation Procedures

The purpose of this training is to help employees become qualified forklift operators. The course includes practical exercises in forklift operation and safety, illustrating good habits and providing the necessary training to become a qualified forklift operator.

Objectives:

- Define forklift physics
- Specify proper forklift operation procedures (speed, turns, 8 inch rule, overhead clearance)
- Identify proper forklift safety practices (pinch points, proper use of forks, surroundings, intersections, tip-overs)
- Identify general forklift preventative maintenance practices
- Specify safe refueling and recharging procedures

Audience: Employees operating and servicing forklifts.

Primary Regulations: OSHA 29 CFR 1910.178, Powered Industrial Trucks

Related Regulations: OSHA 29 CFR 1910.110, Storage and Handling of Liquefied Petroleum Gases; OSHA 29 CFR 1910.176, Handling Materials; OSHA 29 CFR 1910.177, Servicing Multi-piece and Single Piece Rim Wheels; OSHA 29 CFR 1915.120, Shipyard Employment; Powered Industrial Truck Operator Training

Duration: 45-60 minutes

508Safety: General Construction Guidelines

This course provides an overview of the hazards inherent in construction work, and identifies principles and practices to mitigate them.

Objectives:

- Identify general considerations for contractors and employees.
- Discuss special requirements for tools and equipment used in concrete and masonry construction.
- Discuss hazards associated with confined spaces.
- Recognize considerations for working safely around cranes.
- Identify safe practices for working with and around electricity.
- Discuss who is covered and what activities are covered by the Lockout/Tagout standard.
- Identify hazards associated with trenching and excavation work.
- Identify required types of fall protection.
- Identify covers/guards for each type of opening and hole.
- Identify hazards and precautions associated with hand and power tools.
- Discuss right to know training and chemical warning labels.
- Discuss ladder safety, inspection and storage.
- Identify principles of scaffold safety.
- Discuss proper moving, handling, and storage of materials.
- Identify when PPE should be worn.

Audience: All workers in the construction industry

Primary Regulations: OSHA 29 CFR 1926 Subpart C - General Safety and Health Provisions

Related Regulations: None

Duration: 75-90 minutes

508Safety: Hazard Communication Requirements

This course covers information required by the Hazard Communication Standard. The course provides the learner with an overview of OSHA's Hazard Communication Standard, which requires that hazardous materials used at the work site are identified, labeled, handled, used, and disposed of properly. The intent of the information is to help prevent or minimize employee exposures to the materials and minimize accidental releases of the material to the work environment.

Objectives:

- List topics required in an OSHA-compliant Hazard Communications program
- Identify the three chemical states
- Identify employer responsibilities and employee responsibilities under the Hazard Communication Standard
- Identify the company's goals (which include OSHA's requirements) for the Hazard Communication Standard
- Identify Federal agencies that regulate workplace chemicals

Audience: All persons who will be in work areas where specific job-related hazards (flying/falling objects, hazardous materials, high noise levels, respiratory hazards, exposure to temperature extremes, potential exposure to energy sources, fall potentials, etc.)

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication

Related Regulations: OSHA 29 CFR 1910.1450 Lab Standard; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910.119, Process Safety Management; OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Duration: 45-60 minutes

508Safety: HAZWOPER 8-Hour Recertification

This course is an annual refresher training of eight hours and is required for regular hazardous waste site workers and managers. The eight-hour course is a refresher to an original 24 or 40 hour training course in hazardous waste operations and emergency response. It includes the following: Decontamination in Industrial Environments; Fire and Explosion Safety in Industrial Environments; Hazard Communication for Industry; Industrial Facility Regulatory Overview; Industrial Spill Response/Spill Control; PPE/Respiratory Protection in Industrial Environments; Site Safety and Health Plans/Procedures for Industry; Site Control in Industrial Environments; Toxicology; and Working in Extreme Temperatures.

Objectives:

- Identify the general requirements of a hazardous waste site safety and health program
- Specify how to evaluate a site's characteristics
- Identify site training requirements
- Identify Medical Surveillance requirements
- Specify how to reduce exposures below established exposure levels for hazardous substances
- Define Air monitoring and its use in evaluating and controlling personal exposure to hazardous chemicals
- Identify newly developed air and contaminant monitoring equipment
- Identify new developments in personal protective equipment
- Specify proper decontamination procedures
- Recognize elements of a properly developed emergency response plan to handle possible on-site emergencies
- Recognize elements of a properly developed off-site emergency response plan
- Identify changes to pertinent provisions of EPA or OSHA standards or laws
- Specify new developments with respect to material covered in the 40-hour course

Audience: Regular hazardous waste site workers and managers.

Primary Regulations: OSHA 29 CFR 1910.120, Hazardous Waste Operations and Emergency Response

Related Regulations: OSHA 29 CFR 1926|OSHA 29 CFR OSHA 29 CFR 1926; OSHA 29 CFR 1910 Subpart E, Means of Egress; OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart J, General Environmental Controls; OSHA 29 CFR 1910 Subpart K, Medical and First Aid; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart R, Special Industries; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment, Including Respiratory Protection; OSHA 29 CFR 1910.146 Permit Required Confined Spaces; EPA 40 CFR PART 311, Worker Protection

Duration: 8-10 hours

508Safety: Hearing Conservation Procedures

This training course provides information to help employees prevent noise-induced hearing loss. It also explains the purpose and components of a Hearing Conservation Program.

Objectives:

- Identify the effects of noise on hearing
- Identify the purpose of OSHA's Hearing Conservation Program
- Specify the purpose and procedures of audiometric testing
- Specify the purpose of hearing protectors and the advantages and disadvantages of the various types
- Specify the proper fitting, use, and care of hearing protectors

Audience: Individuals who work at jobs that endanger their hearing.

Primary Regulations: OSHA 1910.95, Occupational Noise Exposure

Related Regulations: None

Duration: 45-60 minutes

508Safety: Job Safety Analysis Procedures

This course provides information about day-to-day safe work practices and the benefits of participating in a company's safety program. The intent of the course is to enable employees to identify those practices (the "right way" to do things) that must be followed in order to eliminate or minimize the potential for injury from work place hazards.

Objectives:

- Define the purpose of safe work practices
- Identify the assessment tools used to identify workplace hazards
- Define job safety analysis (JSA), its methods, and steps
- Define job safety analysis control methods and specify the effectiveness and/or limitations to each method
- Recognize workplace inspection components and procedures
- Identify housekeeping practices for work areas

Audience: All persons who work in either the industrial work environment or administrative areas.

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1910 Subpart E, Means of Egress; OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Control

Related Regulations: OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart J, General Environmental Controls; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart N, Materials Handling and Storage

Duration: 45-60 minutes

508Safety: Laboratory Radiation Control Procedures

One in a series on laboratory safety. In this course students will learn how to work safely with radioactive materials. This course also addresses specific hazards in the workplace, and where to go to find information on changes and updates in regulatory policy.

Objectives:

- Initial training on working with radioactive materials
- Discuss federally mandated training requirements for working with radioactive material
- Identify types, characteristics, and example emitters of radiation typically encountered in the laboratory
- Recognize the hazardous effects radioactive materials cause to tissue
- Identify methods of measuring exposure to radiation
- List safety procedures for controlling exposure to radioactive material
- Recognize decontamination procedures for radioactive contamination
- Identify regulatory process and organizational procedures for the use of radioactive materials

Audience: All employees who work with or come in contact with radioactive materials.

Primary Regulations: OSHA 29 CFR Part 19.12 Notices, Instructions & Reports to Workers: Inspection & Investigations

Related Regulations: None

Duration: 45-60 minutes

508Safety: Laboratory Safety Procedures

This course is designed for employees who work in an industrial, clinical, and academic laboratory setting. It will serve to educate the laboratory employee to diverse safety and health concerns related to their job.

Objectives:

- Identify general requirements of the Laboratory Safety Standard
- Recognize the importance of a Chemical Hygiene Plan in your workplace
- Define the purpose of a Material Safety Data Sheet
- Describe safety guidelines specific to laboratory fire and burn hazards
- Identify general emergency guidelines to be followed in the laboratory

Audience: All personnel working with hazardous chemicals in a laboratory.

Primary Regulations: OSHA 29CFR 1910.1450, Laboratory Standard

Related Regulations: OSHA Regulations 1910.119 App A, List of Highly Hazardous Chemicals, Toxics and Reactives; OSHA 29 CFR 1910.1030, Bloodborne pathogens; OSHA 29 CFR 1910.1030 App A, Hepatitis B Vaccine Declination; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Duration: 45-60 minutes

508Safety: Ladder and Scaffolding Requirements

This course trains employees to recognize the hazards associated with ladders, stairways, and the type of scaffolding that is used at worksites. This course also outlines the procedures needed to control or minimize those hazards.

Objectives:

- Identify the construction, use, placement, care, and handling of ladders
- Describe the proper use of a ladder
- Specify what safety features you should look for when selecting a ladder
- Identify the correct procedures for erecting ladders
- Identify types of fall protection devices for ladders
- Identify the nature of scaffold hazards
- Specify factors to consider when erecting and moving scaffolding
- Identify general scaffolding requirements
- Describe fall and falling object protection guidelines for scaffolding
- Recognize electrical hazard safety guidelines

Audience: All employees working with ladders, stairways, and scaffolding.

Primary Regulations: OSHA 29 CFR 1926.1060 Subpart X, Stairways and Ladders; OSHA 29 CFR 1926.454 Subpart L, Scaffolding

Related Regulations: None

Duration: 45-60 minutes

508Safety: Large Chemical Spill Control Procedures

This course prepares learners for chemical releases and threats of releases that are not specifically covered by the HAZWOPER standard. The intent is to provide the learner with basic information on acting safely when chemical releases and threatened releases require appropriate action, but are limited in quantity, exposure potential, or toxicity, and present minor safety or health hazards if handled properly. The course covers recognition of a release, risks associated with a release, and responsibilities in the event of a release.

Objectives:

- Define the basic terms associated with chemical releases.
- Describe the ways in which chemicals can be hazardous to workers.
- Distinguish between incidents and emergency situations.
- Describe the roles and responsibilities of personnel in incidents and emergency situations.
- Recognize that some industries have additional requirements on incidental releases.
- Select proper personal protective equipment (PPE) based on the chemical released.
- Describe the basic principles of toxicology.
- Identify additional resources for information on spill response procedures.

Audience: Employees who in the normal course of their duties may experience incidental releases of chemicals; general industry employees working with hazardous substances but not specifically covered by HAZWOPER.

Primary Regulations: OSHA 29CFR1910.1200, Hazard Communication Standard

Related Regulations: None

Duration: 45-60 minutes

508Safety: Lead Awareness Guidelines

This course provides general knowledge on the hazards associated with lead exposure as well as information regarding the Medical Surveillance Program and respirator use.

Objectives:

- Identify sources of lead exposure
- Identify adverse health effects associated with lead exposure
- Specify the purpose and elements of the Medical Surveillance Program and the Medical Removal Protection Program
- Specify controls and work practices to reduce lead exposures

Audience: Employees who have a potential exposure to airborne lead.

Primary Regulations: OSHA 29 CFR 1910.1025, Toxic and Hazardous Materials, Lead

Related Regulations: OSHA 29 CFR 1910.134, Respiratory Protection; OSHA 29 CFR 1926.59, Hazard Communication Occupational Health and Environmental Controls; OSHA 29 CFR 1926.21 Safety Training and Education

Duration: 45-60 minutes

508Safety: Lockout-Tagout Control Procedures

This course provides information regarding the control of hazardous energy and work under the protection of a lockout/tagout permit. The intent of the course is to provide basic information on lockout/tagout practices and the significance of lockout/tagout devices that help identify and control hazardous energy sources.

Objectives:

- Define lockout/tagout terms
- Identify the purpose and use of the lockout/tagout program
- Identify the general requirements of lockout/tagout
- Identify the limitations of tags used in the lockout/tagout program
- Identify the hazards and consequences of operating machines or equipment that have been locked out or tagged out

Audience: All persons whose jobs will require the operation or use of a machine or equipment on which service or maintenance is to be performed, or whose duties will require that person to work in an area in which such servicing or maintenance is being performed.

Primary Regulations: OSHA 29 CFR 1910.147, The Control of Hazardous Energy

Related Regulations: OSHA 29 CFR 1910 Subpart R, Special Industries; OSHA 29 CFR 1910 Subpart S, Electrical; OSHA 29 CFR 1910 Subpart O, Machinery and Machine Guarding

Duration: 45-60 minutes

508Safety: Machine Guarding Control Procedures

This course provides definitions and requirements for different kinds of machinery with regard to the Machine Guarding Program. It provides a general discussion of various guarding methods, and defines terms associated with Machine Guarding.

Objectives:

- Identify types of machine guarding
- Define "Point of operation guarding"
- Identify examples of machinery that require guarding
- Specify the purpose and the requirements of a Machine Guarding Program

Audience: All employees who use power tools and machines during the course of their work.

Primary Regulations: OSHA 29 CFR 1910.212, Machine Guarding Requirements

Related Regulations: OSHA 29 CFR 1926.300, Tools, Hand and Power, General Requirements

Duration: 45-60 minutes

508Safety: Material Handling and Storage Procedures

This course covers information about drum handling, compressed gas cylinders, flammable materials, slings, safe lifting techniques, and safe handling procedures. The intent of the information is to familiarize the learner with necessary safe work practices to prevent injury while handling materials and equipment in the workplace.

Objectives:

- Identify safe lifting techniques when manually handling an object
- Identify hazards associated with handling drums and containers
- Specify the proper handling, transportation, storage, and use of compressed gas cylinders
- Identify hazards associated with handling acetylene, oxygen, or hydrogen
- Specify how to detect leaks
- Recognize materials that may be flammable and/or combustible
- Identify the factors involved in the proper selection, use, and inspection of slings used to hold suspended loads
- Identify safe handling and moving practices when performing routine maintenance

Audience: Persons who will be moving or handling objects in and around the workplace.

Primary Regulations: OSHA 29 CFR 1910 Subpart N, Materials Handling and Storage

Related Regulations: OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart M, Compressed Gas and Compressed Air Equipment; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances

Duration: 45-60 minutes

508Safety: Office Hazard Control Procedures

This course covers hazards that may be encountered when working in administrative areas. The areas of concern include ergonomic stress, hazard communication, bloodborne pathogens, and electrical safety.

Objectives:

- Identify employer and employee responsibilities under the Hazard Communication Standard
- Identify the company's goals (which include OSHA's requirements) under the Hazard Communication Standard
- Define the terms: "work-related musculoskeletal disorder" (WMSD), and "ergonomics"
- Recognize signs and symptoms of injury to the muscles and skeleton, and the importance of early reporting
- Identify risk factors for injury to the muscles and skeleton
- Specify controls and work practices to reduce and/or eliminate risk factors for injury to muscles and skeleton
- Specify how to report WMSD signs, symptoms, and hazards in your job and how to make recommendations to address them
- Identify the elements of an Ergonomics Program and the role of the employee within it
- Recognize the general requirements of the ergonomics standard| Define bloodborne pathogens and symptoms of bloodborne diseases
- Specify the purpose of the company's written Exposure Control Plan
- Identify different modes of transmission of bloodborne pathogens
- Recognize tasks and activities that may involve exposure to blood and other potentially infectious materials
- Identify standard precautions, appropriate engineering controls, work practices, and PPE to prevent exposure
- Identify basic safety-related work practices required by OSHA that pertain to respective job assignments and electrical safety| Identify any electrically related safety practices which are not specifically addressed by OSHA, but are necessary for safety

Audience: Personnel working in administrative areas.

Primary Regulations: OSHA 29 CFR 1910.1200, Hazard Communication; OSHA 29 CFR 1910, Ergonomics (proposed); OSHA 29 CFR 1910.1030, Bloodborne Pathogens; OSHA 29 CFR 1910 Subpart S, Electrical-Safety-Related Work Practices

Related Regulations: None

Duration: 45-60 minutes

508Safety: Personal Protective Equipment Procedures

This course covers types of personal protective equipment, when personal protective equipment is necessary, and the selection, use, and maintenance of personal protective equipment in the workplace.

Objectives:

- Specify when PPE is necessary
- Identify what PPE is necessary based upon the hazards present
- Understand how to properly don, doff, adjust, and wear PPE
- Identify the limitations of PPE
- Specify the proper care, maintenance, useful life, and disposal of PPE

Audience: Personnel working in fields that require PPE.

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment

Related Regulations: OSHA 29 CFR 1910 Subpart R, Special Industries; OSHA 29 CFR 1910 Subpart L, Fire Protection; OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1910 Subpart F, Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

Duration: 45-60 minutes

508Safety: Power Tool Operation Procedures

Employees use a variety of hand-held tools in the workplace. This course will provide an understanding of the potential hazards associated with the use of hand tools and power tools as well as the safety precautions required to prevent those hazards from occurring. Power tool hazards are addressed by the power source used: pneumatic, liquid fueled, hydraulic, and powder-actuated.

Objectives:

- Define general hand-tool safety precautions
- Specify the requirements for the management of a Hand Tool Safety Program
- Identify specific hazards and prevention measures involved with hand tools|Identify general power tool safety precautions
- Specify the purpose and correct usage of guards
- Specify how safety switches work and what tools are equipped with them
- Identify specific hazards and prevention measures involved with electrical tools
- Identify specific hazards and prevention measures involved with powered abrasive wheel tools
- Identify specific hazards and prevention measures involved with pneumatic tools
- Identify specific hazards and prevention measures involved with powder-actuated tools
- Identify specific hazards and prevention measures involved with hydraulic tools

Audience: All employees using hand and power tools.

Primary Regulations: OSHA 29 CFR 1926 Subpart I, Tools - Hand and Power; OSHA 29 CFR 1910 Subpart P, Hand and Portable Powered Tools and Other Hand-Held Equipment

Related Regulations: OSHA 29 CFR 1926 Subpart F, Fire Protection and Prevention; OSHA 29 CFR 1915 Subpart H, Tools and Related Equipment; OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart J, General Environmental Controls

Duration: 45-60 minutes

508Safety: Respiratory Protection Procedures

This comprehensive course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. The course includes information on how to use respiratory protection for protection against hazardous airborne contaminants in the work environment.

Objectives:

- Specify why respiratory protection is necessary
- Identify employee and employer responsibilities for respiratory protection
- Identify the nature, extent, and effects of respiratory hazards to which you may be exposed
- Identify the operation, limitations, and capabilities of respirators
- Identify respirator selection procedures and practices
- Specify proper respirator use and inspection practices
- Recognize proper respirator maintenance, cleaning, and storage practices
- Recognize respirator malfunction and follow-up procedures

Audience: Persons who will be exposed to potentially hazardous airborne contaminants in the course of their work.

Primary Regulations: OSHA 29 CFR 1910 Subpart I, Respiratory Protection

Related Regulations: OSHA 29 CFR 1910 Subpart H, Hazardous Materials; OSHA 29 CFR 1910 Subpart J, General Environmental Controls; OSHA 29 CFR 1910 Subpart Z, Toxic and Hazardous Substances

Duration: 45-60 minutes

508Safety: Slips, Trips, and Falls Control Procedures

Slips, trips, and falls constitute the majority of general industry accidents. They cause 15% of all accidental deaths and are second only to motor vehicles as a cause of fatalities. This course provides employees with the ability to recognize and prevent slip, trip, and fall hazards and to address the key components of ladder safety.

Objectives:

- Identify the general OSHA requirements for housekeeping, aisles and passageways, covers and guardrails, floor loading protection
- Specify the proper guarding procedures for floor and wall openings and holes (including protection of open-sided floors, platforms, runways, stairway railings, and guards)
- Identify the nature of fall hazards in the work area
- Specify the procedures for fixed industrial stairs
- Identify various types of ladders and the differences between them
- Specify the proper construction, use, placement, and care in handling of all ladders
- Determine the maximum intended load-carrying capacities of various ladders used
- Specify the proper procedures for portable ladder use
- Specify the proper procedures for fixed ladder use
- Specify correct procedures for erecting, maintaining, and disassembling the fall protection systems to be used
- Identify safety requirements for scaffolding
- Specify the proper procedures for manually propelled mobile ladder stands and scaffolds (towers)|Specify safety procedures for other working surfaces

Audience: All personnel exposed to a potential slip, trip, and fall hazards while on the job and who have the potential to use or be around ladders during the course of a routine/non-routine workday.

Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces; OSHA 29 CFR 1926 Subpart E, Personal Protective and Life Saving Equipment; OSHA 29 CFR 1910 Subpart F, Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms; OSHA 29 CFR 1926 Subpart L, Scaffolds; OSHA 29 CFR 1926 Subpart M, Fall Protection; OSHA 29 CFR 1926 Subpart P, Excavations; OSHA 29 CFR 1926 Subpart X, Stairways and Ladders

Related Regulations: OSHA 29 CFR 1910 Subpart I, Personal Protective Equipment; OSHA 29 CFR 1910 Subpart R, Special Industries

Duration: 45-60 minutes

508Safety: Trench and Excavation Control Procedures

This course is designed to inform employees of the health and safety concerns unique to trenching and excavating. Upon completion of this course, students will: know the factors to consider before trenching and excavating begin, identify the purpose of site assessment, specify different types of excavation methods, and recognize other hazards present during trenching and excavation work.

Objectives:

- Identify the health and safety concerns unique to trenching and excavation
- Identify the applicable confined space requirements associated with trenching and excavation
- Specify trenching and excavation safety principles
- Identify the purpose of the site assessment
- Identify the causes of excavation and trenching related fatalities
- Identify causes and preventive actions associated with excavation cave-in accidents using the Deaths and Injuries from Excavation Cave-ins
- NIOSH ALERT

Audience: Employees involved with trenching and excavation operations at the workplace.

Primary Regulations: OSHA 29 CFR 1926.650 Subpart P, Excavations

Related Regulations: None

Duration: 45-60 minutes

508Safety: Welding Operation Control Procedures

Welding, cutting, and brazing are hazardous activities that pose a unique combination of both safety and health risks to more than 500,000 workers in a wide variety of industries. The risk from fatal injuries alone is more than four deaths per thousand workers over a working lifetime. This course will inform students of potential health and safety concerns unique to welding, cutting, and brazing.

Objectives:

- Identify the elements of a welding safety program
- Identify the potential health and safety concerns associated with welding, cutting, and brazing
- Specify the proper handling, transportation, use, and storage of compressed gas cylinders
- Identify hazards and safe work practices associated with oxygen cylinders
- Specify proper operating procedures to ensure a safe means of arc welding and cutting
- Define the importance of using and maintaining proper Personal Protective Equipment (PPE) and the implications if not used
- Specify fire prevention techniques used during welding, cutting, and brazing
- Define mechanical ventilation and its purpose
- Identify the health and safety concerns while welding, cutting, and brazing in confined spaces
- Identify the health concerns of welding, cutting, and brazing on metals of toxic significance and metals with protective coatings
- Identify the various safety and health hazards associated with different types of welding

Audience: Employees involved in welding operations in the workplace.

Primary Regulations: OSHA 29 CFR 1910 Subpart Q, Welding, Cutting & Brazing

Related Regulations: Shipyard Employment - OSHA 29 CFR 1915 Subpart D, Welding, Cutting and Heating; Marine Terminal - OSHA 29 CFR 1917.152, Welding, cutting and heating (hot work); Construction (General Industry) - OSHA 29 CFR 1926 Subpart J, Welding and Cutting

Duration: 45-60 minutes