



HUMAN RESOURCES CONSULTANTS
INVESTIGATIONS

On-Demand ENVIRONMENTAL HEALTH AND SAFETY MANAGEMENT Learning Library Catalog

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EHSM: Behavior-Based Safety Program for Supervisors

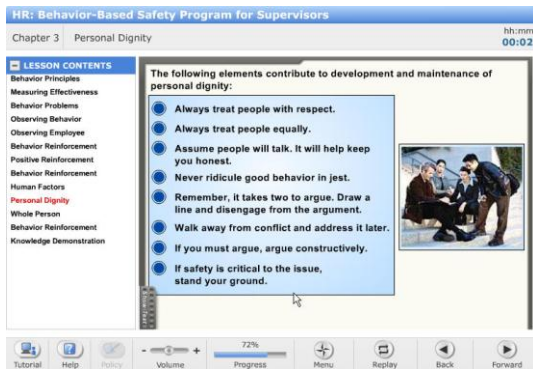
This course provides supervisors with an overview of the concepts of behavior-based safety. This training will aid supervisors in providing behavior-based safety techniques in their day-to-day duties and responsibilities.



Objectives:

- Identify the scope and purpose of a local safety policy
- Define the supervisor's responsibilities
- Identify the concepts of behavior-based safety
- Identify the scope and general purpose of 29 CFR 1910, the Industrial Safety Standards
- Specify the OSHA penalty policy for safety violators
- Identify the methods and techniques used to protect workers

Audience: All employees, safety committees, corporate managers, department managers, first line supervisors, and accident investigation team members



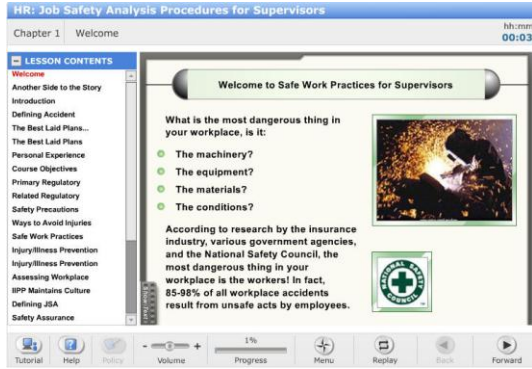
Primary Regulations: OSHA 29 CFR 1903.1, The General Duty Clause

Related Regulations: None

Duration: 45-60 minutes

EHSM: Job Safety Analysis Procedures for Supervisors

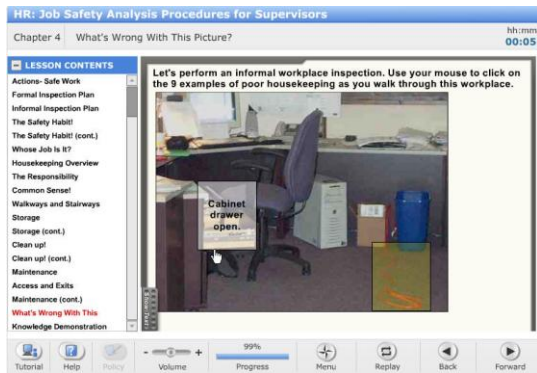
This course provides information about day-to-day safe work practices and the processes of identifying and rectifying hazards on the job. The intent of the course is to enable supervisors to establish a safe work practices program that will facilitate his or her department in eliminating or minimizing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



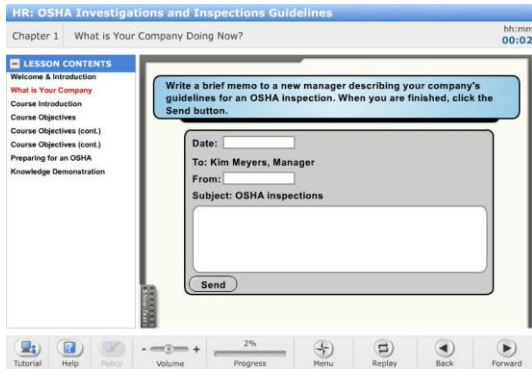
Primary Regulations: OSHA 29 CFR 1910 Subpart D, Walking-Working Surfaces. OSHA 29 CFR 1910 Subpart E, Means of Egress. OSHA 29 CFR 1910 Subpart G, Occupational Health and Environmental Control

Related Regulations: None

Duration: 45-60 minutes

EHSM: OSHA Investigations and Inspections Guidelines

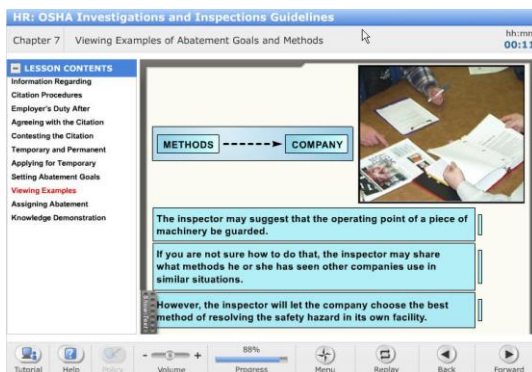
The moment OSHA inspectors arrive to perform an investigation is not the time to get your house in order. Compliance with OSHA regulations requires planning, preparation, training, follow-up, and review. This course teaches management, supervisors, safety professionals, human resources professionals,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



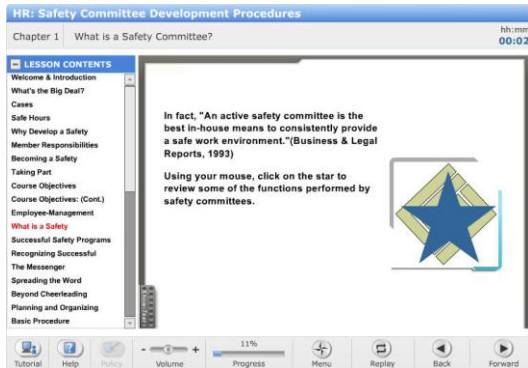
Primary Regulations: OSHA 29CFR 1904 NEW, Recording and Reporting Occupational Injuries and Illness

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

EHSM: Safety Committee Development Procedures

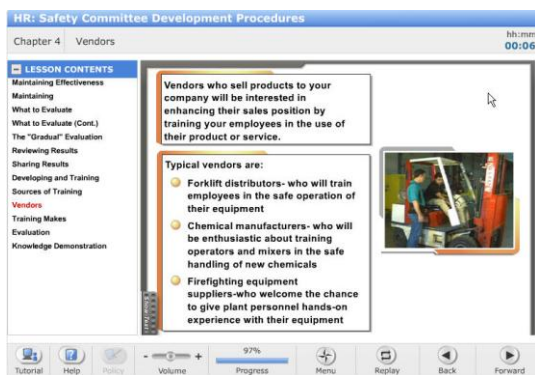
Employee involvement is one of the keystones of successful occupational health and safety programs, and one of the best ways to achieve this involvement is through forming a joint employee-management safety committee. Many agree that an active safety committee is the most effective in-house means of consistently providing a safe work environment. This course introduces managers to best practices in establishing and maintaining an effective safety committee.



Objectives:

- Describe the benefits of safety committees
- Recognize the ways safety programs rely on safety committees
- Describe the steps involved in planning and organizing a safety committee
- Describe the effective operation of a safety committee
- Recognize management's part in the various roles of a safety committee, including safety planning and programming, handbook production, setting and communicating policies, hazard identification and control, safety auditing and inspection, accident investigation and prevention, safety communication and training, promoting and implementing safety meetings, safety motivation, and incentive programs
- Describe processes for evaluating and improving a safety committee
- Identify sources of training for safety committee members

Audience: Managers or supervisors who wish to play an active role in establishing or revitalizing their company's safety committee.



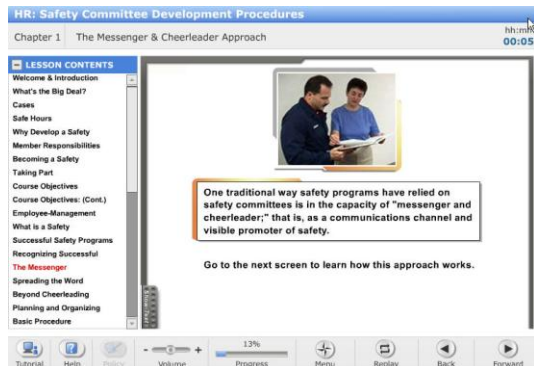
Primary Regulations: 5 subpart a 2 General Duty Clause

Related Regulations: None

Duration: 45-60 minutes

EHSM: Safety Committee Operations Procedures

Employee involvement is one of the keystones of a successful occupational health and safety program, and one of the best ways to achieve this involvement is through forming a joint employee-management safety committee. This course introduces employees to the benefits of working effectively and efficiently in their company's safety committee.



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 not specifically addressed by OSHA, but which are necessary for safety

Audience: Employees, from management through supervisors and workers, who will play an active role in their company or department's safety committee.



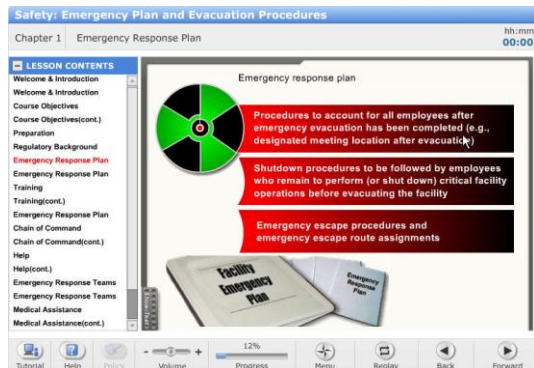
Primary Regulations: 5 Subpart A 2, General Duty Clause

Related Regulations: None

Duration: 45-60 minutes

EHSM: Emergency Plan and Evacuation Procedures

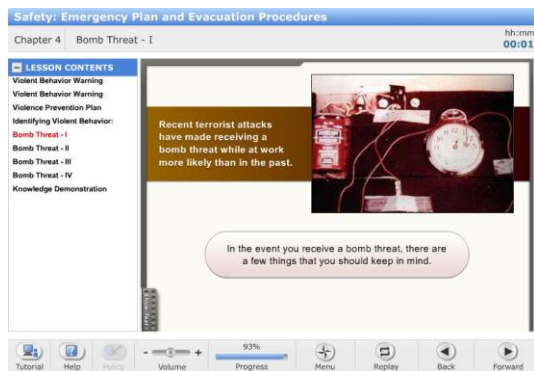
This training course provides instruction on emergency response, safety, reporting, and evacuation of company facilities and work areas in the event of a natural disaster, fire, bomb threat, or other emergency. The procedures contained in this training should be followed unless otherwise directed by your employer, police or fire department officials.



Objectives:

- Identify the provisions of an employer's emergency response plan.
- Specify the purpose of a chain of command.
- Specify the methods used to request emergency help.
- Specify the function of an emergency evacuation plan and circumstances for implementation.
- Identify actions to take in the event of an earthquake.
- Identify actions to take in the event of a flood.
- Identify actions to take in the event of a tornado.
- Identify actions to take in the event of a fire.
- Identify actions to take if you receive a bomb threat.
- Identify actions to take if a hazardous material spill occurs.
- Identify violent behavior warning signs.
- Identify the components of a violence prevention plan.
- Describe how to report workplace violence incidents.

Audience: All employees.



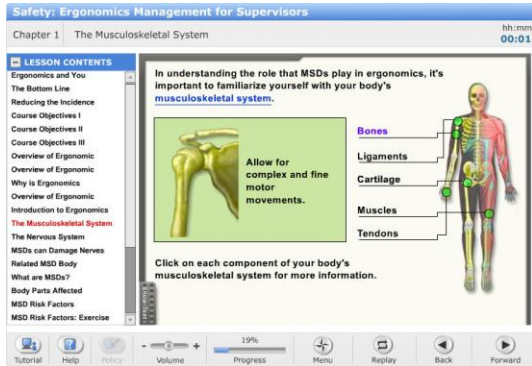
Primary Regulations: OSHA 29 CFR 1910.31 Means of Egress. OSHA 29 CFR 1910.38 Employee Emergency Plans and Fire Prevention

Related Regulations: None

Duration: 45-60 minutes

EHSM: Ergonomics Management for Supervisors

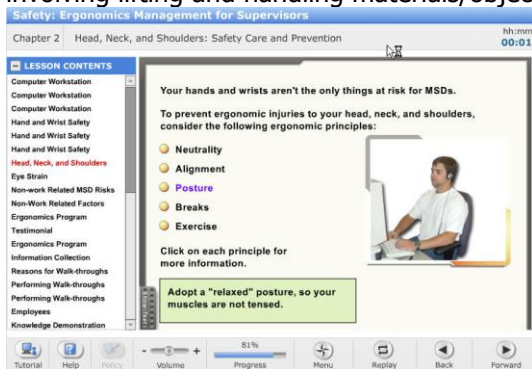
This course addresses the key components of an Ergonomics Program identified by OSHA in the DRAFT Ergonomics Standard and the NIOSH manual "Elements of Ergonomics Program," including information regarding the risk factors, signs, and symptoms of "work-related musculoskeletal disorders" (MSD). Specifically, the course is designed for those who supervise people working in jobs that put them at risk for MSD and details the process to follow when an incident occurs.



Objectives:

- Define the terms: "musculoskeletal disorder" (MSD) and "ergonomics."
- Locate the most common parts of the body susceptible to MSDs.
- Recognize the signs and symptoms of injury to the muscles, skeleton, and nervous system.
- Classify some of the most common types of MSDs and their locations.
- Identify risk factors and work activities most commonly related to injury of the muscles, skeleton, and nervous system.
- Select controls and work practices that reduce and/or eliminate risk factors for injury to the muscles and skeleton.
- Identify the core elements of an ergonomics program and the roles of the employer and employees in making the program successful.
- Describe basic procedures for reporting MSD signs, symptoms and hazards in the jobs you supervise.
- Illustrate the general sequence of events that employers should follow if an MSD, or its signs or symptoms, are reported.
- Identify the elements of an ergonomics program and the roles of the employer and employees in making the program successful.

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



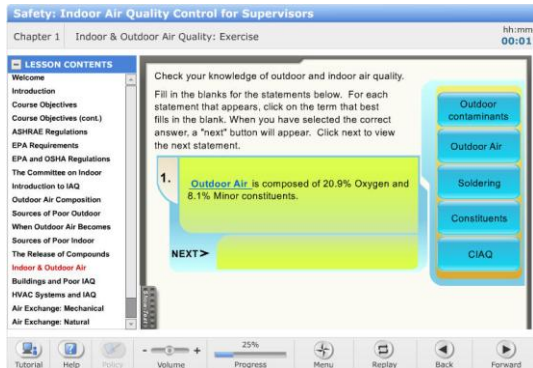
Primary Regulations: OSHA 29CFR1910, Ergonomics (Proposed)

Related Regulations: None

Duration: 45-60 minutes

EHSM: Indoor Air Quality Control for Supervisors

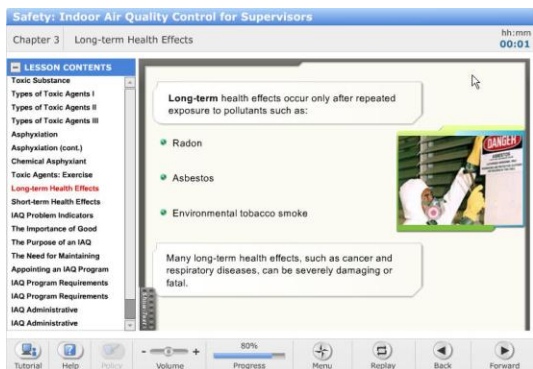
The goal of this course is to provide supervisors with the tools needed to help prevent and correct indoor air quality problems in their building or work areas. It recommends practical, actions that can be carried out by facility management, maintenance personnel and building occupants. The course will 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.



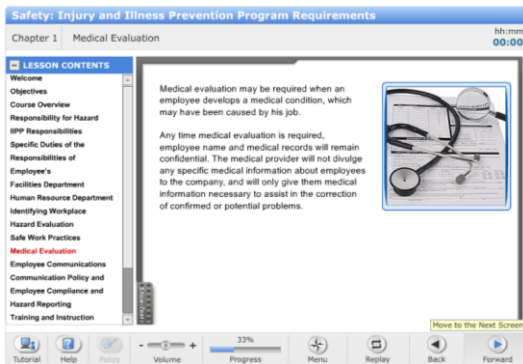
Primary Regulations: ASHRAE Standard 62-1989, Ventilation. ASHRAE Standard 55-1981, Thermal Environmental Conditions for Human Occupancy.

Related Regulations: None

Duration: 45-60 minutes

EHSM: Injury and Illness Prevention Program Requirements

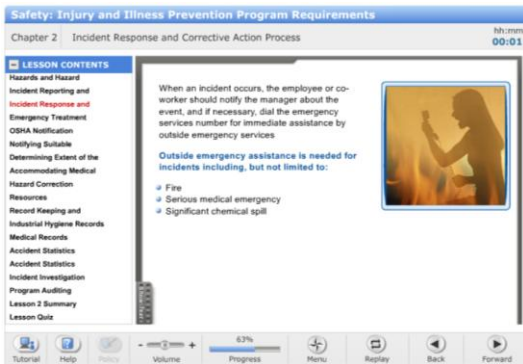
This course provides information about workplace safety and health hazards and how they are addressed under a comprehensive Injury and Illness Prevention Program.



Objectives:

- Explain IIPP responsibilities.
- Discuss how to identify workplace hazards.
- Discuss communication.
- Discuss training and instruction.
- Define incident reporting and investigation.
- Explain hazard correction.
- Explain record keeping and documentation.
- Discuss program auditing.

Audience: All employees and employers



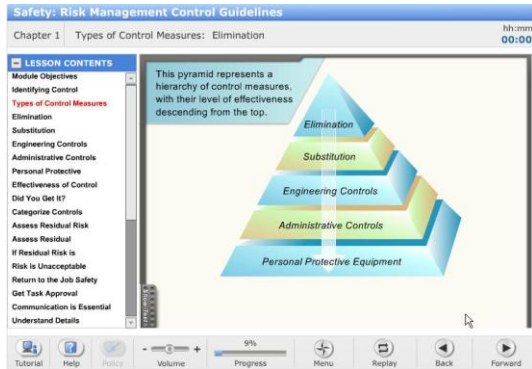
Primary Regulations: None

Related Regulations: None

Duration: 30-45 minutes

EHSM: Risk Management Control Guidelines

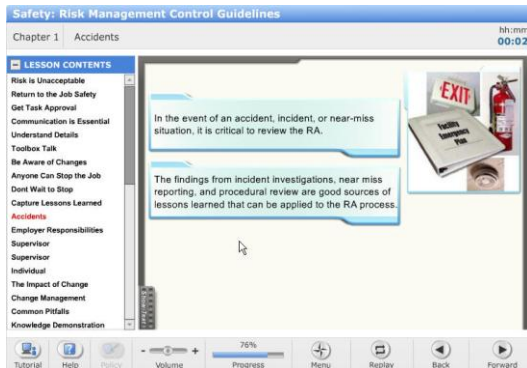
The process of risk management consists of three major components: identifying hazards, evaluating their risk, and controlling that risk. Module 3, Controlling Risk, teaches you to establishing control measures to reduce the likelihood of the hazard occurring and/or the severity of its effect.



Objectives:

- Identify five types of control measures.
- Prioritize control measures according to their effectiveness.
- Define the criteria for stopping a job.
- Distinguish roles and responsibilities in the risk assessment process.

Audience: All employees involved in workplace risk management



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

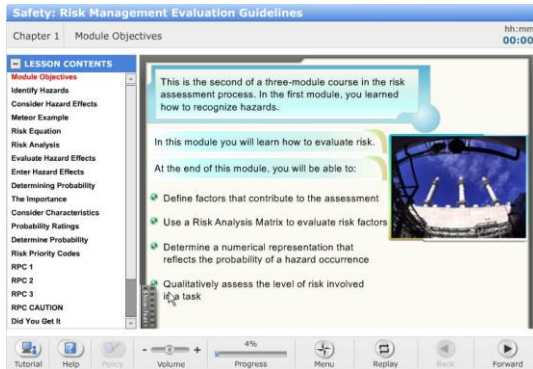
Related Regulations: None

Prerequisites: Hazard Identification and Evaluating Risks

Duration: 45-60 minutes

EHSM: Risk Management Evaluation Guidelines

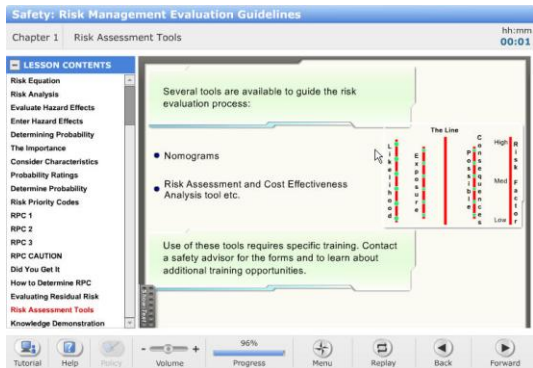
The process of risk management consists of three major components: identifying hazards, evaluating their risk, and controlling that risk. Module 2, Evaluating Risk, teaches you to quantify the effect of the hazard and determine the probability of exposure.



Objectives:

- Define factors that contribute to the assessment of risk.
- Use a Risk Analysis Matrix to evaluate risk factors.
- Determine a numerical representation that reflects the probability of a hazard occurrence.
- Qualitatively assess the level of risk involved in a task.

Audience: All employees involved in workplace risk management



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

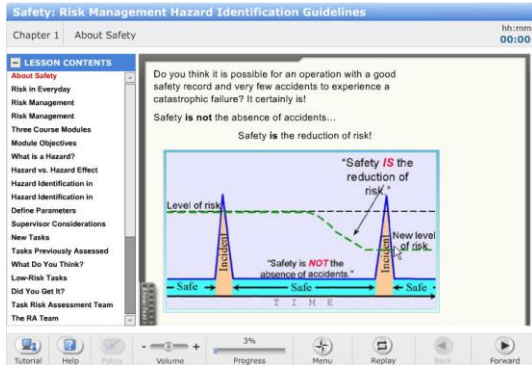
Related Regulations: None

Prerequisites: Safety: Risk Management Hazard Identification Guidelines

Duration: 15-30 minutes

EHSM: Risk Management Hazard Identification Guidelines

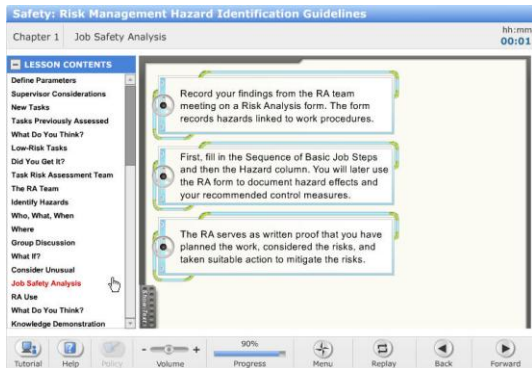
The process of risk management consists of three major components: identifying hazards, evaluating their risk, and controlling that risk. Module 1, Hazard Identification, teaches you to identify hazards involved in a workplace task.



Objectives:

- Differentiate between a hazard and a hazard effect.
- Categorize a task.
- Define the composition and function of a Task Risk Assessment team.
- Determine how to identify hazards and their sources.

Audience: All employees involved in workplace risk management



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: 15-30 minutes