

NEW JERSEY STATE SAFETY COUNCIL'S TRAINING INSTITUTE

JANUARY- DECEMBER 2012
OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENTAL COURSES



"THE MOST IMPORTANT THING
WE DO IS KEEP PEOPLE ALIVE"



NEW

TEAM SAFETY
JOB SAFETY ANALYSIS
SAFETY INSPECTIONS
ERGONOMICS

New Core Classes for
National Safety Council's
Advanced Safety Certification

INCLUDING NATIONAL SAFETY COUNCIL'S
ADVANCED SAFETY CERTIFICATE
NEW CORE COURSES
AND OSHA TRAINING INSTITUTE COURSES
ON-SITE TRAINING AVAILABLE!!
JUST CALL THE COUNCIL AT
908-272-7712 FOR DETAILS



Your Safety & Health
Leader for over 90 Years



NJ STATE SAFETY COUNCIL'S CERTIFICATE PROGRAMS

NATIONAL SAFETY COUNCIL'S ADVANCED SAFETY CERTIFICATE

You can earn this prestigious, internationally recognized certificate by successfully completing, within a 5 yr period

Principles of Occupational Safety & Health

And Two of the Following:
Safety Training Methods
Safety Management Techniques
Fundamentals of Industrial Hygiene

New Jersey State Safety Council's Practicing Safety Professional Certificate Series

If you have already earned the **Advanced Safety Certificate** from the National Safety Council through courses conducted at the NJ State Safety Council (NJSSC), just complete any two (2) courses listed below at the NJSSC within 3 years and receive the NJ State Safety Council's **Practicing Safety Professional Certificate**

You can also earn our certificate by completing 4 core courses and 2 electives within 3 years. You are automatically enrolled in the certificate series when you register for any of the courses listed below:

CORE COURSES

Incident Investigation: Root Cause Analysis
Fundamentals of Industrial Hygiene
Ergonomics: Managing For Results (New)
Job Safety Analysis (New)
Principles of Occupational Safety and Health
Safety Management Techniques
Safety Training Methods
OSHA Construction (10 Hour)
OSHA General Industry (10 Hour)
Safety Inspections (New)
Team Safety (New)

ELECTIVES

Confined Space Train the Trainer
Electrical Safety
Excavation & Trenching
Fall Protection
Lift Truck Train the Trainer
OSHA Recordkeeping
Respiratory Protection (Trainer or Administrator)

"Journey To Safety Excellence" - National Safety Council has added 4 new courses to the Advanced Safety Certificate Program.
One Day/0.65 CEU's

In the event of inclement weather,
call the Council at
908-272-7712 for course
cancellation information.

PLEASE NOTE

Please include your business card, if available, with your registration. Help us minimize duplicate mailings by notifying the Council of any address or job title changes. Call or fax the Council with this information.

Please complete and mail your registration with check or purchase order/voucher payable to New Jersey State Safety Council or provide credit card information as indicated on registration form. You may also fax your registration along with voucher/credit card information to 908-276-6622. No telephone registrations accepted. Registrations received without payment verification will be returned to sender. There will be no refund for failure to attend, but organizations may send substitutes. Cancellations accepted only if received in writing one week prior to program date.
A \$35 cancellation fee will be applied without exception.

DIRECTIONS

New Jersey State Safety Council Training Center,
Cranford, NJ (NJSSC)
Training Center is located at 6 Commerce Drive just off Exit 136 of the Garden State Parkway

Southbound: Exit 136, bear right onto Centennial Ave. Go to 3rd traffic light and turn right onto Myrtle St. Proceed to the first street after going under Parkway overpass and turn right onto Commerce Drive. Proceed to Number 6, which is the third building. Classroom is on the 1st floor; administrative office is on the 3rd floor.

Northbound: Exit 136, stay to the left and make left turn at the traffic light onto Centennial Ave. Go to 3rd traffic light and turn right onto Myrtle St. Proceed to the first street after going under Parkway overpass and turn right onto Commerce Drive. Proceed to Number 6, which is third building on your right. Classroom is on the 1st floor; administrative office is on the 3rd floor.

The Garden State Parkway connects with Routes 22 & 78 just a few miles north of Cranford and with the New Jersey Turnpike a few miles south at interchange 11 (north or south).

COURSE SCHEDULE JANUARY—DECEMBER 2012 AT A GLANCE

January 2012

18 Coaching Lift Truck Operator Train-the-Trainer
19-20 10 Hour OSHA Standards in General Industry

February 2012

14-17 Safety Management Techniques (SMT)
15 Coaching Lift Truck Operator Train-the-Trainer
23 Ergonomics: Managing For Results
28 Residential Construction Safety
29 Team Safety. Building a Winning Team Strategy

March 2012

7 OSHA Electrical Safe Work Practices/NFPA 70E ARC FLASH/BLAST
8 OSHA Excavation Safety Standards for Competent Person
15 Coaching Lift Truck Operator Train-the-Trainer
27-28 10 Hour OSHA Safety & Health Standards for Construction

April 2012

4 Incident Investigation & Documentation with Cause Analysis
9-12 Principles of Occupational Safety & Health (POSH)
18 Coaching Lift Truck Operator Train-the-Trainer

May 2012

9 Coaching Lift Truck Operator Train-the-Trainer
15-16 Supervisor's Development Training
23 OSHA Electrical Safe Work Practices/NFPA 70E ARC FLASH/BLAST

June 2012

6 Conducting Safety Audits & Inspections
7 OSHA Confined Space Train-the-Trainer
13 Coaching Lift Truck Operator Train-the-Trainer
19 Respiratory Protection & FIT Testing Train-the-Trainer

July 2012

18 Coaching Lift Truck Operator Train-the-Trainer
25-26 10 Hour OSHA Standards in General Industry

August 2012

8 Residential Construction Safety
15 Coaching Lift Truck Operator Train-the-Trainer

September 2012

12 Coaching Lift Truck Operator Train-the-Trainer
19 OSHA Excavation Safety Standards for Competent Person

October 2012

2-5 Safety Training Methods (STM)
9 Respiratory Protection and FIT Testing Train-the-Trainer
10 Coaching Lift Truck Operator Train-the-Trainer
11 Team Safety. Building a Winning Team Strategy
15-18 Fundamentals of Industrial Hygiene (FIH)
23 Ergonomics: Managing For Results

November 2012

7 OSHA Electrical Safe Work Practices/NFPA 70E ARC FLASH/BLAST
8 OSHA Recordkeeping
14 Coaching Lift Truck Operator Train-the-Trainer

December 2012

5-6 10 Hour OSHA Standards in General Industry
12 Coaching Lift Truck Operator Train-the-Trainer



TEAM SAFETY: Building a Winning Team Strategy



February 29, 2012 (CR022912)
October 11, 2012 (CR101112)

Team Safety is an introductory training course. It is geared to personnel who have responsibility for building teams. This Course provides the basic understanding of key approaches to planning for; assembling and building effective teams. Interactive discussions, key team concepts, techniques for identifying the training needs of team members as well as meeting management skills, will all be part of the key concepts presented.

Location/Hours: NJSSC, Cranford, NJ/8:30a.m.—4:00 p.m. **0.65 CEU**
Fee: \$325 for Subscribers/Members & \$375 for Nonsubscribers/Nonmembers
Presenter: William C. Margaretta, CUSA

No matter what your safety needs, the Safety Council can provide training for you. For further information please call (908) 272-7712

NATIONAL SAFETY COUNCIL'S ADVANCED SAFETY CERTIFICATE

PRINCIPLES OF OCCUPATIONAL SAFETY & HEALTH

•April 9, 10, 11, 12, 2012

(CR041212)

This 4-day National Safety Council Course introduces participants of occupational safety & health and how to implement an effective safety program in any size or type of industry. Topics will include accident investigation, electrical safety, fire safety, incident reporting, industrial hygiene, intro to safety, job safety analysis, machine safeguarding, new employee orientation, OSHA regulatory issues, PPE, recording, safety inspections, safety meetings & others. Through workshop sessions, participants will be involved in developing a complete safety program for a company.

SAFETY MANAGEMENT TECHNIQUES

•February 14,15, 16,17, 2012

(CR021712)

Based on current safety, management quality and performance technology principles, this 4-day National Safety Council program conducted by our NSC certified instructors is designed for supervisors, middle/upper management and safety & health professionals responsible for managing employees/projects in safety & health efforts. This course focuses on knowledge & skills required to deal effectively with safety & health management issues. Participants explore safety & health systems, organizational structure, work processes and practices and relationships with employees and their needs.

SAFETY TRAINING METHODS

•October 2, 3, 4, 5, 2012

CR100512)

This 4-day National Safety Council Course focuses on knowledge and skills needed to plan, organize, create and deliver effective training programs. Participants will learn by exploring training methods that encompass a variety of interactive and educational activities. Attendants learn to plan and design a training program, share instructional methods with other safety professionals, deliver presentations and assess public speaking skills, analyze and recommend training solutions.

FUNDAMENTALS OF INDUSTRIAL HYGIENE

•October 15, 16 17, 18, 2012

(CR101812)

This 4-day course is designed to develop a basic understanding of industrial hygiene (IH) terminology, principles and practices. It is geared to safety, health, environmental and management personnel with IH on-the-job responsibilities, but who lack training or experience in industrial hygiene. Topics to be addressed include: anticipation, recognition, evaluation and control of workplace hazards; anatomy, physiology & toxicology; chemical and physical hazards including noise, radiation and thermal stress; ergonomics, biological hazards; ventilation; PPE; respiratory protection; safety & health programs/agencies; government standards and voluntary guidelines.

Location:	NJSSC Training Center, Cranford, NJ
Course Hours:	8:30 a.m. - 4:30 p.m. CEU 3.0 for each class
Fee:	\$1,195 for Council subscribers/NSC members; \$1,550 for nonsubscribers/nonmembers includes morning coffee daily, lunches 4 days, course materials, certificate of completion. (Students must attend all four days to be eligible for certification and CEU.)
Presenters:	Gary P. Schwartz, MPH, CIH, CSP; Robert E. Lawless, CUSA, CHST, ASHM, CSS; William C. Margaretta, CUSA

NATIONAL SAFETY COUNCIL'S LIFT TRUCK TRAINING & SERVICES

COACHING THE COACHING LIFT TRUCK OPERATOR 2™: TRAIN-

- | | | | |
|---------------------|------------|----------------------|------------|
| • January 18, 2012 | (CR011812) | • July 18, 2012 | (CR071812) |
| • February 15, 2012 | (CR021512) | • August 15, 2012 | (CR081512) |
| • March 15, 2012 | (CR031512) | • September 12, 2012 | (CR091212) |
| • April 18, 2012 | (CR041812) | • October 10, 2012 | (CR101012) |
| • May 9, 2012 | (CR050912) | • November 14, 2012 | (CR111412) |
| • June 13, 2012 | (CR061312) | • December 12, 2012 | (CR121212) |

This comprehensive one day National Safety Council OSHA compliance program is designed for persons responsible for developing and/or instructing employees on lift truck safety at their facilities. It teaches awareness for the total worksite situation, including pedestrians. This Course utilizes a dynamic, interactive teaching approach, the way adults learn best!

The cost of the course includes morning coffee, course materials (complete instructor kit including DVD/videos and one operator response book) as indicated by registrant and a certificate of completion.

Note: If you already have the course DVD/videos or you are an additional attendee from the same company and do not wish to buy another set of DVD/videos, please register checking off the appropriate choice.

Location:	CR=NJSSC Training Center, Cranford, NJ CEU = .5
Course Hours:	8:30 a.m. – 4:00 p.m.
Fee:	DVD/Videos - \$525 for Council subscribers/NSC members \$625 for nonsubscribers/nonmembers Without DVD/Videos - \$300 and \$350 respectively. Specify choice of DVD/Video on registration form
Presenter:	Joseph Serratelli and Vincent Bellino

ON-SITE LIFT TRUCK TRAINING & SERVICES

COACHING LIFT TRUCK OPERATOR TRAINING

The National Safety Council Coaching Lift Truck Operator's course is tailored to *your* facility. It includes classroom and behind-the-wheel instruction on 2 pieces of your equipment. Each course is customized to meet the training needs of your employees, whether seasoned or inexperienced operators, and **meets the current OSHA REQUIREMENTS for training**. **Fee** for up to 10 employees: \$900 for Council Subscribers/NSC Members; \$1,150 for Nonsubscribers/NSC Nonmembers. For Saturday or off-hours training, please add \$100 to the fee.

COACHING LIFT TRUCK OPERATOR REFRESHER TRAINING

Our broad range of refresher training is designed to peak the interest of your operators and enhance their knowledge of lift truck safety. It includes classroom, behind-the-wheel instruction on 2 pieces of your equipment and written and practical evaluations and **meets the current OSHA REQUIREMENTS for training**. **Fee:** *It is the same as the Operator Training above.*

COACHING LIFT TRUCK OPERATOR EVALUATIONS

This program **meets the current OSHA REQUIREMENTS** for evaluating your operators in the workplace. Includes observations and formal evaluations of each operator's performance, including checklist and feedback to management. **Fee:** *It is the same as the Operator Training above.*

COACHING LIFT TRUCK OPERATOR TRAIN-THE-TRAINER

This National Safety Council course is the same as that offered at our training center. It is designed for persons directly or indirectly responsible for developing and/or instructing employee lift truck safety training in their facilities. **Meets OSHA REQUIREMENTS**. Classroom instruction only. **Fee** for up to 10 employees: \$1,950 for Council Subscribers/NSC Members; \$2,450 for Nonsubscribers/NSC Nonmembers. For Saturday or off-hours training, please add \$100 to the fee. **Course videos not included.** They can be purchased at an additional charge.

To schedule on-site training, call the Council at 908-272-7712

OSHA OUTREACH TRAINING

10 HOUR SAFETY & HEALTH STANDARDS FOR CONSTRUCTION

- March 27-28, 2012 (CR032812)

This 2-day certification program provides instruction on a variety of construction industry OSHA standards. Topics include intro to OSHA, OSH Act/General Duty Clause 5(a) (1), general safety & health provision, competent person. Also: motor vehicles, mechanized & construction equipment, electrical safety; excavation; fall protection; PPE & lifesaving equipment; fire protection/prevention; signs, signals, barricades; recordkeeping OSHA forms 300 & 301. Upon successful completion, students

10 HOUR GENERAL INDUSTRY IN OSHA STANDARDS

- January 19-20, 2012 (CR012012)
- July 25-26, 2012 (CR072612)
- December 5-6, 2012 (CR120612)

This 2-day certification program provides the participant with instruction on a variety of general industry OSHA standards. Topics include intro to OSHA, OSH Act/General Duty Clause 5(a)(1), general safety & health provisions, walking working surfaces, means of exit, electrical safety; PPE, machine guarding, hazard communication and other topics.

RESIDENTIAL CONSTRUCTION SAFETY

- February 28, 2012 (CR022812)
- August 8, 2012 (CR080812)

This Training Course focuses on identification and avoidance of hazards in residential construction. Residential construction workers face a unique set of hazards and safety considerations. Each year, approximately 38,000 construction injuries are reported, with some 21,000 involving days away from work. Many OSHA standards apply to residential construction for the prevention of liability and possible fatalities.

OSHA RECORDKEEPING

- November 8, 2012 (CR110812)

Confused about the current OSHA recordkeeping requirements and your obligations and responsibilities? This training session addresses the OSHA 301 Injury Report, 300 Log Documentation, 300A Summary Posting and more. Refresh your understanding of illness & injury classification and much more. All participants will receive samples of required forms. Concerned about the knock at the door? This class will also address preparation for 3rd party auditors and setting your organization up for success.

Location:	CR=NJSSC Training Center, Cranford, NJ
Course Hours:	8:30 a.m. - 4:00 p.m. <i>(OSHA 10-Hour Classes end at 3:00 p.m. each day)</i>
Fee:	\$325 for Council Subscribers/NSC members \$ 375 for Nonsubscribers/Nonmembers
Presenter:	Robert E. Lawless, CUSA, CHST, ASHM, CSS

“OSHA’S CONFINED SPACE” TRAIN-THE-TRAINER

• June 7, 2012

(CR060712)

This course is designed for attendees who want their own in-house confined space training programs and will provide the necessary instructional tools to meet those objectives. All elements of the OSHA requirements, 29 CFR 1910.146 will be covered in lecture formats. Tips regarding in-house training techniques to use a facility’s site entry equipment will also be covered (air monitoring instruments, harness, lifeline, tripods, etc.). The course fee will include text material and certificate of completion.

Location:	CR=NJSSC Training Center, Cranford, NJ		
Course Hours:	8:30–4:00 p.m.	CEU = .5	
Fee:	<u>With Kit:</u> \$525 for Council Subscribers/NSC members	\$625 for Nonsubscribers/Nonmembers	
	<u>Without Kit:</u> \$325 and \$400 respectively		
Presenter:	Robert Lawless, CUSA, CHST, ASHM, CSS		

ERGONOMICS: MANAGING FOR RESULTS

• February 23, 2012

(CR022312)

October 23, 2012

(CR 102312)

This Course focuses on key ergonomic issues relating to all businesses and is designed to increase and improve the participants’ knowledge, skills and access to valuable resources. It will assist a participant in establishing an ergonomic management system based on OSHA guidelines applicable to all businesses. In addition to basic ergonomic concepts and definitions, participants will learn to recognize risk factors related to Musculoskeletal Disorder (MSDs), how to conduct an ergonomic worksite analysis and how to evaluate hazards using a critical inventory to handle hazards by risk. Control methods and management techniques and resources will be discussed.

OSHA ELECTRICAL SAFE WORK PRACTICES & NFPA 70E ARC FLASH/ BLAST

• March 7, 2012 (CR030712)

• May 23, 2012 (CR052312)

• November 7, 2012 (CR110712)

This course addresses OSHA’s Subpart S and the 2009 revised NFPA 70E which focuses on PPE and ARC FLASH/BLAST. Participants will receive numerous handouts, however the NFPA 70E Standard Book is not included nor mandated for this class. The course is designated for supervisors, managers, and other safety leaders along with electrical personnel.

OSHA EXCAVATION SAFETY STANDARDS FOR COMPETENT PERSON

• March 8, 2012

(CR030812)

September 19, 2012

(CR091912)

Designed for attendees who supervise or work with excavations and are expected to be utilized as “competent persons” during work in the excavations. Soil characterization, trenching and shoring systems and the OSHA regulations covering employees working in excavations and trenches will be covered. All aspects of OSHA CFR 1926.651 will be covered. Inspections, access, egress, and emergency warning systems will be covered.

CONDUCTING SAFETY AUDITS & INSPECTIONS

• June 6, 2012

(CR060612)

Audits are an important “window” into the effectiveness of safety management systems. This training discloses key elements of effective auditing & inspection techniques, methods and regulatory compliance. All organizations in any industry gain competitive edge by avoidance of injury and business disruptions.

Location:	CR=NJSSC Training Center, Cranford, NJ		
Course Hours:	8:30 a.m. – 4:00 p.m.		
Fee:	\$325 for Council Subscribers/NSC members	\$ 375 for Nonsubscribers/Nonmembers	
Presenter:	Robert E. Lawless, CUSA, CHST, ASHM, CSS		

NEW JERSEY STATE SAFETY COUNCIL COURSE REGISTRATION FORM

Copy this form for additional courses or for additional attendees and mail or fax to:
New Jersey State Safety Council • 6 Commerce Drive • Cranford, NJ 07016
• TEL 908-272-7712 • FAX 908-276-6622

Course Name/ Date _____ Course Number _____

NJSSC Subscriber/National Safety Council Member (circle one) Yes or No

NSC Member/Subscriber # (if applicable) _____ Course Fee \$ _____

Registrant Name & Title _____ Email: _____

Company/Organization _____

Address _____

City, State, Zip _____

Day Phone # _____ Fax _____ Cell _____

Check PO/Voucher Master Card Visa American Express Discover

PO/ VOUCHER # _____ COPY ATTACHED (circle one) Yes or No

Card Number _____ Exp. Date _____ CVV# _____

(3-digit Number at back of card)

Name and address on Card _____

Signature _____

NEW JERSEY STATE SAFETY COUNCIL ON-SITE REQUEST/REGISTRATION FORM

Copy this form and mail or fax to:
New Jersey State Safety Council • 6 Commerce Drive • Cranford, NJ 07016 • TEL 908-272-7712 • FAX 908-276-6622

DATE: _____ NAME OF COURSE: _____

SUBSCRIBER: _____ NON SUBSCRIBER: _____

CONTACT PERSON & TITLE: _____

NAME OF ORGANIZATION: _____

STREET ADDRESS: _____

PHONE: _____ FAX: _____ CELL: _____

EMAIL: _____

DESIRED DATE (S) _____ DESIRED TIME _____ NUMBER OF PEOPLE TO BE TRAINED: _____

SITE LOCATION/ADDRESS: _____

WILL SUPPLY EQUIPMENT: SCREEN: _____ PROJECTOR: _____ DVD/ VCR: _____ MONITOR: _____

ON-SITE OCCUPATIONAL
SAFETY & HEALTH TRAINING

Can't come to us? Let us come to you!

The New Jersey State Safety Council offers quality on-site safety training that can be conducted at your facility. The Safety Council can provide an on-site for any course listed in this brochure as well as:

- **Confined Space Entry**
- **Incident Investigation**
- **Emergency Response Exercise Development**
- **Lockout/Tagout**
- **Rent a Safety Professional**
- **Contractor Safety & Health**
- **Outage/ Shutdown Safety & Health**

As well as many more!

Courses can be tailored to the needs of your company. For information on these and other on-site programs, please call the Council at (908) 272-7712.

Call us or visit our website: www.njsafety.org for information on interactive computerized and online training options!

NAME ON THIS BROCHURE NOT YOU?

NO PROBLEM, HERE'S WHAT YOU CAN DO

Please help the New Jersey State Safety Council to update its records.

If the name addressed on this brochure is not you please correct it and **fax** your correction to the Safety Council attention "Mailing Correction" to (908) 276-6622.

That way we can make sure your record is current and up-to-date.



**NEW JERSEY STATE SAFETY COUNCIL
TRAINING INSTITUTE**

6 Commerce Drive
Cranford, NJ 07016
Phone (908) 272-7712 (800) 228-3834
Fax: (908) 276-6622
<http://www.njsafety.org>

*Occupational Safety, Health
& Environmental Courses
for January-December 2012*



CHAPTER NATIONAL SAFETY COUNCIL