



FFVA Mutual's Loss Control Department offers FREE safety training to insured's and their employees. We understand that the safety and protection of employees is very important. To help minimize the frequency and severity of on-the-job injuries, our Loss Control Department has developed several safety training modules, many of which cover OSHA requirements.

| SAFETY TRAINING AVAILABLE | HOURS | Participants per class (min – max) | |
|--|-------|---------------------------------------|----------|
| | | | |
| 10 hour OSHA * | 10 | 6 | 50 |
| 30 hour OSHA * | 30 | 8 | 50 |
| 10 hour OSHA Service Industry* | 10 | 6 | 50 |
| Accident Investigation | 1 | 6 | 25 |
| Blood borne Pathogens | 1 | 6 | 25 |
| Confined Space Awareness | 1-2 | 6 | 25 |
| Cranes | 1 | 6 | 25 |
| Defensive Driving, Driver's Risk Index | 1.5 | 10 | 30 |
| Defensive Driving Certification Course | 4 | 10 | 30 |
| Electrical | 1 | 6 | 25 |
| Emergency Evacuation | 1 | 6 | 25 |
| Ergonomics Awareness | 1-2 | 6 | 25 |
| Excavations | 1-2 | 6 | 25 |
| Fall Protection | 1-2 | 6 | 12 |
| Fire Protection/Egress | 1 | 6 | 25 |
| Fit Testing | 1 | 5 daily | 20 daily |
| First Aid/ CPR/AED * | 5-6 | 4 | 12 |
| Forklift Train-the-Trainer | 3-4 | 2 | 6 |
| Hand/Portable power tools-Construction | 1 | 6 | 25 |
| Hand/Portable power tools-General Industry | 1 | 6 | 25 |
| Hazardous Communications | 2-3 | 5 | 25 |
| Health Hazards in Construction | 1-2 | 6 | 25 |
| Introduction to OSHA | 1 | 6 | 25 |
| Job Hazard Analysis | 1-2 | 6 | 25 |
| Ladder Safety | 1 | 6 | 25 |
| Lock out/Tag out | 2-3 | 5 | 12 |
| Machine Guarding | 1 | 6 | 30 |
| Personal Protective Equipment | 1 | 6 | 30 |
| Preparing for an OSHA Inspection | 1-2 | 2 | 12 |
| Proper Lifting | 1 | 6 | 30 |
| Recordkeeping | 1 | 2 | 12 |
| Respiratory Protection | 2 | 5 | 20 |
| Safety Audits | 1 | 6 | 30 |
| Slip, Trip & Falls | 1-2 | 6 | 30 |
| Walking, working surfaces | 1-2 | 6 | 30 |

1. OSHA 10 & 30 HRS classes are offered for both General Industry and Construction.
2. First-Aid/CPR/AED Training may have a slight cost to cover student manuals/handouts.

LOSS CONTROL SAFETY TRAINING TOPIC DESCRIPTIONS

10 HOUR OSHA GENERAL INDUSTRY TRAINING: OSHA 10-hour General Industry Course covers certain OSHA-mandated topics, such as an overview of OSHA, recordkeeping, tips on how to locate specific OSHA regulations and basic electrical safety. But the remaining 5 hours of the class can be customized to address other OSHA training topics that pertain specifically to operations (example: slip, trips and falls, exit routes and emergency action plans, PPE, Hazardous Communication, Machine Guarding, Bloodborne Pathogens, etc.) Upon successful completion of the course, the participant will receive an OSHA General Industry Safety 10- hour course completion card.

10 HOUR OSHA CONSTRUCTION TRAINING: OSHA 10-hour Construction course covers certain OSHA-mandated topics, such as: Fall Protection, Electrical, Caught in/between, Struck By, PPE and Health Hazards. The remaining hours can be customized to address other OSHA training topics that pertain specifically to your operations. Upon successful completion of the course, the participant will receive an OSHA Construction Safety 10- hour course completion card.

10 HOUR OSHA SERVICE INDUSTRY: OSHA 10-hour Service Industry course covers the OSHA-mandated topics under General Industry such as Intro to OSHA, Recordkeeping rules, Walking, working surfaces, Exit routes, Hazardous Communication and more. This training also covers topics specifically related to the service industry.

30 HOUR OSHA GENERAL INDUSTRY TRAINING: It will cover OSHA policies, procedures, and standards, as well as general industry safety and health principles. Topics include scope and application of the OSHA general industry standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion of the course, the participant will receive an OSHA General Industry Safety 30- hour course completion card.

Topics include:

- ◆ Hazard violation
- ◆ Means of egress and fire protection
- ◆ Personal protective equipment
- ◆ Material handling
- ◆ Electrical safety standards and work practices
- ◆ Hazard communication
- ◆ Introduction to industrial hygiene
- ◆ Machine guarding
- ◆ Lock out/tag out
- ◆ Walking/working surfaces

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30 HOUR OSHA CONSTRUCTION TRAINING: It will cover OSHA policies, procedures, and standards, as well as Construction safety and health principles. Topics include scope and application of the OSHA Construction standards. Special emphasis is placed on those areas that are the most hazardous, using OSHA standards as a guide. Upon successful completion of the course, the participant will receive a Construction 30- hour course completion card. Below is a list of mandatory topics covered and the remaining hours can be customized to address other OSHA training topics that pertain specifically to your operations. Upon successful completion of the course, the participant will receive an OSHA Construction 30- hour course completion card.

Mandatory Topics include:

- ◆ Intro to OSHA
- ◆ OSHA Focus Four Hazards: Fall Protection, Electrical, Struck by, Caught in/between
- ◆ Personal Protective Equipment
- ◆ Health Hazards in Construction
- ◆ Stairways and Ladders

Accident Investigation: This awareness training provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of the course is to help participants gain the basic skills necessary to conduct an effective accident investigation at their workplace. The target audience is the small employer, manager, employee or employee representative who, as part of a firm's safety and health system, would be involved in conducting accident and/or near-miss investigations.

Bloodborne Pathogens: The course will inform you about precautions you must take to eliminate the risk of infectious diseases that can be contracted through exposure and the proper methods of handling potential contaminants. It is designed to reduce and minimize the potential for occupational exposure to the Human Immunodeficiency Virus, or more commonly referred to HIV, the Hepatitis B Virus (HBV) and other human Bloodborne pathogens.

Confined Space: Contains the requirements for safe practices and procedures to protect employees from the hazards of entry into permit-required confined spaces (i.e., permit spaces). The standard requires employers to develop a written confined space entry permit program and provide employee training.

Cranes: This program is designed to help companies/employers comply with the OSHA Crane Standard. Information presented in the program includes: Types of cranes, Equipment Inspection, Hand signals, Rigging and Lifting.

Defensive Driving/Driver's Risk Index: The Driver Risk Index evaluation is designed to evaluate a driver's risk recognition and decision making skills. DRI utilizes crash evaluation and video to effectively determine the driver's ability to identify and control traffic related risks. The DRI video depicts traffic risk situations that require the driver to make decisions relating to gap selection, distance judgment, turns, vehicle speed and control. By agreeing or disagreeing with the scene narrator, the driver accepts or rejects the traffic risk, and is scored accordingly. The companies/employers rules and policies are incorporated into the training as well as defensive driving techniques.

Defensive Driving Certification Course: This course meets the National Safety Council guidelines and is designed to create self-awareness around the challenges associated with driving. This course provides attendees with tools, tips and techniques that offer positive choices in regard to driving and motivates them to embrace personal change in driving habits. This course focuses on collision prevention through hazard recognition and application of collision-avoidance techniques. Also discussed are common driving violations and how to eliminate them. The emphasis is on identifying and choosing safe and legal behind-the-wheel behaviors and actions.

Electrical: Covers requirements to keep employees safe around workplace electricity. Electrical safety training teaches safe practices for those expected to work with electric equipment and installations.

Ergonomics Awareness: This course covers the use of ergonomic principles to recognize, evaluate, and control work place conditions that cause or contribute to musculoskeletal and nerve disorders.

Excavations: This course focuses on OSHA standards and on the safety aspects of excavation and trenching. Discussions include practical soil mechanics and its relationship to the stability of shored and un-shored slopes and walls of excavations. Various types of shoring (wood timbers and hydraulic) are covered.

Fall Protection: 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.

Fire Protection and Emergency Evacuation Plans: This covers basic requirements for the protection of property and life and the prevention of fires and explosions. OSHA requires employers to have a Fire Prevention Plan and to inform their employees of fire hazards to which they are exposed upon initial assignment to their jobs. Employees will learn what is required to implement a Fire Prevention Plan and Emergency Evacuation Procedures of their work place, understand the threat and power of fire, and learn fire prevention tips.

Fit Testing for Respiratory Wearers: This must be done annually according to OSHA. Wearers must have passed a medical review before we can perform fit testing.

First Air/CPR: This is a 6 hour training that includes first aid, CPR, AED and Bloodborne pathogens. Student Books are \$15/per person. This training is geared for the workplace with workplace scenarios and at the end of the course; trainees will be qualified to perform training for your own company. At least one person in the group needs to upgrade to instructor level. There will be an additional charge of \$25.00/instructor (the first one is free) and the instructor materials (only one is needed per company) cost around \$140.00.

Forklift Train-the-Trainer: This course material is needed to train and authorize your forklift operators in-house. It covers Powered Industrial Trucks (Classes I-VII) and includes information on: OSHA Regulations, Load Centers, Data Plates, Refueling, Battery Charging, Inspections, and trainer information. Trainers will learn how to test operators for proficiency and ensure they are instruction as per OSHA guidelines.

Hand and Power Tools: This covers the potential hazards associated with the use of hand and power tools and the safety precautions required to prevent those hazards from occurring.

Hazardous Communication: This course covers training required by 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 instruction is intended to help prevent or minimize employee exposures to harmful materials and minimize accidental releases of the material to the work environment.

Health Hazards in Construction: This course provides an introduction to common health hazards that are encountered in the workplace. These health hazards will include exposure to chemicals, asbestos, silica and lead. The course will feature these topics: identification of hazard; sources of exposure; health hazard information; evaluation of exposure; and engineering and work practice controls. The course is designed as an awareness course for employers and employees.

Intro to OSHA: This course provides an introduction to the Occupational Safety and Health Administration (OSHA) for employers and employees. The goal of the course is to help participants gain an understanding of OSHA operations and procedures and learn how they can work with OSHA to prevent or reduce injuries and illnesses in their workplaces. Included in the course is information on the background of OSHA, standards, the inspection process, implementing a safety and health program.

Job Hazard Analysis: This training provides instruction on filling out the Job Hazard Analysis form to reduce injury exposure associated with job tasks.

Ladder Safety: Ladder safety covers topics related to working safely on ladders. The training will cover: Portable ladders, Fixed ladders, Ladder maintenance, Ladder selection, Ladder placement, Ladder care and use.

Lock out/Tag out: This course provides information regarding the control of hazardous energy and work under the protection of a lock out/tag out system. The intent of the course is to provide basic information on lock out/tag out practices and the significance of lock out/tag out devices that help identify and control hazardous energy sources and to comply with OSHA standards.

Machine Guarding: This covers guarding methods, as well as defining terms associated with machine guarding. It is designed to comply with OSHA standards and to be able to identify where mechanical hazards exist and to identify the different types of safeguard devices and guards.

Personal Protective Equipment: The module covers OSHA regulations affecting the use of personal protective equipment and provides employees with the skills needed to maintain and clean the equipment to protect themselves against hazards in the workplace. The module addresses head, hand, eye, hearing and foot protection.

Preparing for OSHA Inspection: This training provides tools to employers to prepare in case OSHA comes knocking. Topics include: What are OSHA's priorities, how does a compliance office prepare for an inspection, what does the inspection process involve, results of an inspection, how does the typical inspection proceed, etc.

Proper Lifting: This training includes proper lifting techniques, back care and using lifting aids.

Recordkeeping: This course covers the reporting criteria for consistency of injury and illness data, while simplifying the system for your employer using OSHA's recordkeeping rule. The regulation is designed to improve employee involvement and protect the privacy of an injured or ill worker. Topics covered include: Identify employers and employees covered under OSHA's revised recordkeeping requirements, Identify OSHA requirements for recordkeeping, posting, and reporting, Correctly complete OSHA Forms 300, 300A, and 301 posting requirements.

Respiratory Protection: This 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.

Safety Audits: Safety audits are a tool employers utilize to evaluate the workplace and written safety programs in place with the goal of reducing workplace hazards. Audits should be performed regularly to reduce workplace hazards. This training provides the employer how to perform and audit and the forms used.

Slip, Trip and Fall Hazards: Slips, trips, and falls constitute the majority of industry accidents. 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.

Walking, Working Surfaces/Includes Scaffolds: This course covers information relating to hazards associated with holes in floor, ceilings and walls, scaffolds and safe work practices. The course includes information on proper guarding and types of mechanisms used for worker protection.