

SAFETY TRAINING COURSES



Relationships at Work

Workers' Comp Solutionists

ffvamutual.com/safety

Employee safety is essential to reducing workplace accidents and injuries. Our training courses, led by FFVA Mutual’s expert safety consultants, provide employers with the necessary tools for a successful safety program. All of our courses are available to policyholders at no additional cost, are offered at on-site and off-site locations, and many cover OSHA requirements. Note: employer must meet a minimum employee count for on-site training events.

To schedule training for your employees, email safetytraining@ffvamutual.com.
For our latest online and scheduled live events, visit www.ffvamutual.com/events/.

Table of Contents

Table of Contents 2

Training Courses Checklist 3

Training Course Descriptions 4

 10-Hour OSHA [General Industry]* 4

 10-Hour OSHA [Construction]* 4

 Accident Investigation 4

 Bloodborne Pathogens 4

 Confined Space [OSHA Requirements] 4

 Defensive Driving [Certification] 4

 Defensive Driving [General] 4

 Electrical 5

 Ergonomics Awareness 5

 Excavations [OSHA Requirements] 5

 Fall Protection [OSHA Requirements] 5

 Fire Protection and Emergency Evacuation Plans 5

 First Aid/CPR/AED [Offered in English & Spanish]* 5

 Forklift [Train-the-Trainer] 5

 Hand and Power Tools 5

 Health Hazards in Construction 6

 Job Hazard Analysis 6

 Ladder Safety 6

 Lock Out/Tag Out 6

 Machine Guarding 6

 Intro to OSHA and Preparing for an OSHA Inspection 6

 Recordkeeping 6

 Personal Protective Equipment 6

 Respiratory Protection 7

 Safety Audits 7

 Safety Leadership Academy 7

 Walking and Working Surfaces 7

Training Courses Checklist

	TOPIC	HOURS	PARTICIPANTS REQUIRED PER CLASS (Min-Max)
	10-Hour OSHA*	10 (two 5-hour days)	10-30
	Accident Investigation	1	6-25
	Bloodborne Pathogens	1	6-25
	Confined Space Awareness [OSHA Requirements]	1-2	6-25
	Defensive Driving, General	1.5	8-30
	Defensive Driving Certification Course	4	8-30
	Electrical	1	6-25
	Ergonomics Awareness	1-2	6-25
	Excavations [OSHA Requirements]	1-2	6-25
	Fall Protection [OSHA Requirements]	1-2	6-12
	Fire Protection/Egress and Emergency Evacuation	1	6-25
	First Aid/ CPR/AED [English & Spanish]*	4.5-5	4-10
	Forklift [Train-the-Trainer]	2.5	2-4
	Hand and Portable Power Tools-Construction	1	6-25
	Hand and Portable Power Tools-General Industry	1	6-25
	Hazardous Communication	2-3	6-25
	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	6-12
	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
	Safety Audits	1	6-30
	Safety Leadership Academy	8	10
	Slip, Trip and Fall Hazards	1-2	6-30
	Walking, Working Surfaces	1-2	6-30

OSHA 10-Hour classes offered for general industry and construction.

**Some training courses may have a fee for the required guidebook and/or card.*

Training Course Descriptions

10-Hour OSHA [General Industry]*

OSHA 10-hour General Industry Course covers specific OSHA-mandated topics, including an OSHA overview, basic hazardous communication, and electrical safety. Additionally, OSHA training topics that pertain specifically to operations (e.g., slip, trips and falls, exit routes and emergency action plans, PPE, Machine Guarding, Blood-borne Pathogens, etc.) will be reviewed. Upon successful completion of the course, participants receive an OSHA General Industry Safety 10-hour course completion card. Training provided at no cost to FFVA Mutual policyholders. **A nominal fee for the OSHA card (issued by the OSHA Outreach Training Institute) may apply.*

10-Hour OSHA [Construction]*

OSHA 10-hour Construction course covers certain OSHA-mandated topics, such as: overview of OSHA, fall protection, electrical, caught in/between, struck by, PPE and health hazards. Remaining hours can be customized to address other OSHA training topics that pertain specifically to your operations. Upon successful completion of the course, participants will receive an OSHA Construction Safety 10-hour course completion card. Training provided at no cost to FFVA Mutual policyholders. **A nominal fee for the OSHA card (issued by the OSHA Outreach Training Institute) may apply.*

Accident Investigation

An introduction to basic accident investigation procedures and reviews accident analysis techniques. Attendees will gain the basic skills to conduct an effective accident investigation at their workplace. The target audience is the small business employer, manager, employee or employee representative who, as part of an organization's safety and health program, would be directly involved in conducting accident and/or near miss investigation(s).

Bloodborne Pathogens

Reviews information on precautions to must take to eliminate the risk of infectious diseases that could be contracted through exposure and the proper methods of handling potential contaminants. Attendees will learn how to reduce and minimize potential occupational exposure to the Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), and other human blood-borne pathogens.

Confined Space [OSHA Requirements]

This course covers OSHA requirements for safe practices and procedures to protect employees from the hazards of entry into permit-required confined spaces or permit spaces. The OSHA standard requires employers to develop a written confined space entry permit program and provide employee training.

Defensive Driving [Certification]

This 4-hour course motivates drivers to improve their behind-the-wheel behaviors and attitudes. An interactive, 4-hour class reviews key skills and techniques through videos, knowledge checks and 2-D animations to avoid collisions and reduce future violations. The result is a more responsible driver who understands best practices that prevent injuries and even fatalities while operating a motor vehicle. Attendees receive course workbooks and upon completion will receive a [National Safety Council](#) certificate to turn into the employer's auto liability insurance carrier for possible discounts.

**Nominal fee for required workbook.*

Defensive Driving [General]

This 2-hour course is a general safe driving awareness course designed to remind drivers about distractions, road rage, driving under the influence, and more. Approximately 2-hours long, the course can also incorporate your company's policies and procedures.

Electrical

This training covers requirements to keep employees safe around workplace electricity and teaches safe electrical 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 workplace conditions that cause or contribute to musculoskeletal and nerve disorders.

Excavations [OSHA Requirements]

This course focuses on OSHA standards and the safety aspects related to 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 (e.g., wood timbers and hydraulic) are reviewed.

Fall Protection [OSHA Requirements]

Provides basic fall protection principles to employees exposed to any type of fall hazard. Upon successful completion of this course, attendees 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

OSHA requires employers to have a Fire Prevention Plan and to inform their employees of fire hazards to which they are exposed to upon initial assignment to their jobs. This class covers basic requirements for the protection of property and life and the prevention of fires and explosions. 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.

First Aid/CPR/AED [Offered in English & Spanish]*

This training includes first aid, CPR, AED, is geared for the workplace and includes work-related scenarios. At the end of the course, trainees will be qualified to provide basic level First Aid/CPR and use an AED defibrillator.

Forklift [Train-the-Trainer]

Held at the employer's workplace, this train-the-trainer course is for company forklift operators and provides the necessary tools for them to use during future in-house training. OSHA's Standard 1910.178 Powered Industrial Trucks is covered during the training. Students will learn how to test operators for proficiency to ensure instruction and training recordkeeping meets OSHA requirements. Attendees must have recent forklift experience and good communication skills.

Hand and Power Tools

Covers the potential hazards associated with the use of hand and power tools and the safety precautions required to prevent hazards from occurring.

Hazardous Communication

This course reviews training required by OSHA's Hazard Communication Standard, which requires that hazardous materials used at the worksite are identified, labeled, handled, used, and disposed of properly. The instruction helps prevent and minimize employee exposures to harmful materials and minimize accidental releases of the material to the work environment.

** There is a nominal fee for the required student book and certification card.*

Health Hazards in Construction

An introduction to common health hazards encountered in the workplace and designed as an awareness course for employers and employees. Health hazards include exposure to chemicals, asbestos, silica and lead. Training also features hazard identification, sources of exposure, health hazard information, evaluation of exposure, and engineering/work practice controls.

Job Hazard Analysis

Instruction on how to fill out the Job Hazard Analysis (JHA) form to reduce injury exposure associated with job tasks.

Ladder Safety

Topics related to working safely on ladders. The training covers: portable ladders, fixed ladders, ladder maintenance, ladder selection, ladder placement, ladder care and use.

Lock Out/Tag Out

Information regarding the control of hazardous energy and work under the protection of a lock out/tag out system. This course provides 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 compliance with OSHA standards.

Machine Guarding

This course reviews guarding methods and the terms associated with machine guarding. It is designed to help employees comply with OSHA standards, be able to identify where mechanical hazards exist and distinguish the different types of safeguard devices and guards.

Intro to OSHA and Preparing for an OSHA Inspection

An introduction to the Occupational Safety and Health Administration (OSHA) for employers and employees. This training provides tools to prepare employers for an OSHA inspection. Topics include OSHA's priorities, how the compliance office prepares for an inspection, what the inspection process involves, how the typical inspection progresses, results of an inspection, etc.

Recordkeeping

This course covers the reporting criteria for consistency of injury and illness data, while simplifying the system using OSHA's recordkeeping rule. The regulation improves employee involvement and protects the privacy of an injured or ill worker. Topics include: which employers and employees are covered under OSHA's revised recordkeeping requirements, OSHA requirements for recordkeeping, posting, and reporting, how to correctly complete OSHA Forms 300, 300A, and 301, and posting requirements.

Personal Protective Equipment

Reviews OSHA regulations on the use of personal protective equipment (PPE) and provides employees with the skills needed to maintain and clean the equipment to protect themselves against hazards in the workplace. This module addresses head, hand, eye, hearing and foot protection.

Proper Lifting

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

Respiratory Protection

This course covers information relating to respiratory hazards, protection mechanisms, and safe work practices. Attendees will learn about ways to use respiratory protection for protection against hazardous airborne contaminants in the work environment.

Safety Audits

An employer overview on how to perform a safety audit and the types of forms used. Safety audits are a tool employers utilize to evaluate the workplace and its written safety programs with the goal of reducing workplace hazards. It is important to perform audits regularly to reduce workplace hazards.

Safety Leadership Academy

This one-day training event, offered at select locations and dates throughout the year, is packed with easy to implement procedures to improve safety and reduce injury costs that impact your company's bottom line. Developed specifically for anyone responsible for safety management initiatives (owner, manager, supervisor, safety professional), the program is provided at no cost and includes lunch. Attendees receive course handouts, a certificate of completion and access to all session modules.

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 reviews the key components of ladder safety.

Walking and Working Surfaces

This course covers safe work practices and information related to hazards associated with holes in floor, ceilings, walls and scaffolds. Information on proper guarding and types of mechanisms used for worker protection are also reviewed.

FFVA Mutual's Employer Resources

Report an Injury 24/7

 Phone: 1-800-226-0666

 Fax: 321-214-0235 or 321-214-0234

 Login to access your policy at www.ffvamutual.com

Claims Support:
customersupport@ffvamutual.com

Customer Service:
800-346-4825

Employer Resources & Forms:
www.ffvamutual.com/employers

Corporate Office:

PO Box 948239

Maitland, Florida 32794

321-214-5300

www.ffvamutual.com/safety

