

SAFETY TRAINING COURSES



Relationships at Work

Workers' Comp Solutionists

ffvamutual.com/safety

Employee safety is essential to reducing workplace accidents and injuries. Training courses offered by our expert safety consultants provide your company with the necessary tools for a successful safety program.

Available to our policyholders at no additional cost, classes are held at on-site and convenient off-site locations and many cover OSHA requirements. To schedule training for your company, contact karen.johnson@ffvmutual.com.

Table of Contents

- Training Courses Checklist 3
- Training Course Descriptions 4
 - 10-Hour OSHA General Industry 4
 - 30-Hour OSHA General Industry 4
 - 10-Hour OSHA Construction 4
 - 30-Hour OSHA Construction 4
 - Accident Investigation 5
 - Bloodborne Pathogens 5
 - Confined Space 5
 - Defensive Driving - Certification 5
 - Defensive Driving - General 5
 - Electrical 5
 - Ergonomics Awareness 5
 - Excavations 5
 - Fall Protection 6
 - Fire Protection and Emergency Evacuation Plans 6
 - First Aid/CPR/AED/Bloodborne Pathogens 6
 - First Aid/CPR (Spanish) 6
 - Forklift (Train-the-Trainer) 6
 - Hand and Power Tools 6
 - Hazardous Communication 6
 - Health Hazards in Construction 7
 - Job Hazard Analysis 7
 - Ladder Safety 7
 - Lock Out/Tag Out 7
 - Machine Guarding 7
 - Intro to OSHA and Preparing for an OSHA Inspection 7
 - Recordkeeping 7
 - Personal Protective Equipment 7
 - Proper Lifting 7
 - Respiratory Protection 7
 - Safety Audits 8
 - Safety Leadership Boot Camp 8
 - Walking and Working Surfaces 8

Training Courses Checklist

	TOPIC	HOURS	PARTICIPANTS REQUIRED PER CLASS (Min-Max)
	10-Hour OSHA*	10 (two 5-hour days)	10-30
	30-Hour OSHA*	30 (four 8-hour days)	15-30
	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 Bloodborne Pathogens*	6	4-6
	First Aid/ CPR/AED Bloodborne Pathogens* (Spanish)	6	4-6
	Forklift (Train-the-Trainer)	3-4	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 Boot Camp	2 days	10
	Slip, Trip and Fall Hazards	1-2	6-30
	Walking, Working Surfaces (including scaffolds)	1-2	6-30

OSHA 10-Hour and 30-Hour classes are offered for both general industry and construction.

**Defensive Driving and First-Aid/CPR/AED training have a nominal fee to cover attendee workbooks.*

For courses requiring mandated attendee workbooks, there may be a fee (indicated in topic description).

Training Course Descriptions

10-Hour OSHA General Industry

OSHA 10-hour General Industry Course covers specific OSHA-mandated topics, such as an overview of OSHA, tips on how to locate specific OSHA regulations, and basic hazardous communication and electrical safety. The remaining 5 hours of the class can be customized to address other 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.) Upon successful completion of the course, the participant will receive an OSHA General Industry Safety 10-hour course completion card. **Training is provided at no cost to FFVA policyholders; however, there is a charge of \$5.00 per OSHA card issued, per the OSHA Outreach Training Institute.*

30-Hour OSHA General Industry

It covers 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 the OSHA standards guide. Upon successful completion of the course, the participant will receive an OSHA General Industry Safety 30-hour course completion card. **Training is provided at no cost to FFVA policyholders; however, there is a charge of \$5.00 for each OSHA card issued, per the OSHA Outreach Training Institute.*

Topics include:

- Electrical Safety Standards and Work Practices
- Hazard Communication
- Introduction to OSHA
- Lock Out/Tag Out
- Machine Guarding
- Material Handling
- Means of Egress and Fire Protection
- OSHA's Recordkeeping Requirements
- Personal Protective Equipment
- Walking/Working Surfaces

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, the participant will receive an OSHA Construction Safety 10-hour course completion card. **Training is provided at no cost to FFVA policyholders; however, there is a charge of \$5.00 per OSHA card issued, per the OSHA Outreach Training Institute.*

30-Hour OSHA Construction

It covers 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 the OSHA standards 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. **Training is provided at no cost to FFVA policyholders; however, there is a charge of \$5.00 per OSHA card issued, as per the OSHA Outreach Training Institute.*

Mandatory Topics include:

- Health Hazards In Construction
- Introduction to OSHA
- OSHA Focus Four Hazards: Fall Protection, Electrical, Struck By, Caught In/Between
- Personal Protective Equipment
- Stairways and Ladders

Accident Investigation

Provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of this course is to gain the basic skills 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 an organization's safety and health system; who would be involved in conducting accident and/or near-miss investigations.

Bloodborne Pathogens

The course will inform you of 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 (HIV), the Hepatitis B Virus (HBV), and other human blood-borne pathogens.

Confined Space

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

Defensive Driving - Certification

This is 4-hour 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 to driving, and motivates drivers 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. An emphasis on identifying and choosing, safe and legal behind-the-wheel behaviors and actions. Attendees receive course workbooks and upon completion will receive a [National Safety Council](#) certificate that can be turned into auto liability insurance for possible discounts. **The cost for the workbook is \$6.00/attendee.*

Defensive Driving - General

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

Electrical

This training covers requirements to keep employees safe around workplace electricity. This training 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 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 unshored slopes and walls of excavations. Various types of shoring (e.g., 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, 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

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.

First Aid/CPR/AED/Bloodborne Pathogens

This is a 6-hour training that includes first aid, CPR, AED and blood-borne pathogens. **Attendee workbooks are \$20/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. This is a train-the-trainer level instruction and trainees have the option of upgrading to instructor level. **There is an additional charge of \$25.00/instructor and the instructor materials (only one is needed per company) cost is \$175.00 for First Aid/CPR/AED and \$90.00 for Bloodborne Pathogens.*

First Aid/CPR (Spanish)

This is a 6-hour training that includes first aid, CPR, AED and blood-borne pathogens and is taught in Spanish. **Attendee workbooks are \$20/per person.* This training is designed for the workplace with workplace scenarios. Upon completion course trainees will be qualified to perform training for your own company. This is a train-the-trainer level training and trainees have the option of upgrading to instructor level. **There is an additional charge of \$25.00/instructor and the instructor materials (only one is needed per company) cost is \$175.00 for First Aid/CPR/AED and \$90.00 for Bloodborne Pathogens.*

Forklift (Train-the-Trainer)

This course material is needed to train and authorize your forklift operators in-house. 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 instruction and training recordkeeping meets OSHA requirements. This is a train-the-trainer course and attendees must already have experience on the forklift and have good communication skills. We will provide attendees with the tools to provide your own in-house training as per CFR 1910.178.

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 worksite 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 encountered in the workplace. These health hazards will include exposure to chemicals, asbestos, silica and lead. This course will feature: identification of hazard; sources of exposure; health hazard information; evaluation of exposure; and engineering and work practice controls. This course is designed as an awareness course for employers and employees.

Job Hazard Analysis

This training provides instruction on how to fill 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. 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 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 distinguish the different types of safeguard devices and guards.

Intro to OSHA and Preparing for an OSHA Inspection

This course provides 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: What are OSHA's priorities, how does a compliance office prepare for an inspection, what does the inspection process involve, how does the typical inspection proceed, results of an inspection, etc.

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, how to correctly complete OSHA Forms 300, 300A, and 301, and posting requirements.

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. 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. The course includes information on how to use respiratory protection for protection against hazardous airborne contaminants in the work environment. This training is done in conjunction with respirator fit testing.

Safety Audits

Safety audits are a tool employers utilize to evaluate the workplace and its written safety programs 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.

Safety Leadership Boot Camp

This program is a two-day intensive classroom course, is designed to educate management and supervisory personnel in the aspects of: Safety Management, How to develop a safety culture, and How to reduce costs associated with claims, and is designed to help you improve the quality of your safety program and improving your company's profit.

This Boot Camp event consists of interactive presentations, individual and team exercises, videos and table discussions. All attendees will receive each module presented and handouts. Our highly qualified course facilitators have 20+ years of experience in the area of safety management and loss control in the private industry and with insurance carriers.

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; address the key components of ladder safety.

Walking and Working Surfaces

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.

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

