



Workplace Safety Training Programs

Workplace Safety Training Programs



The Texas Department of Insurance, Division of Workers' Compensation (DWC) delivers on-site training to businesses, groups, and trade associations in **English or Spanish**.

DWC's Occupational Safety and Health Administration (OSHA)-authorized instructors offer training programs to meet the needs of your workforce, job site, and processes. **All training programs can be adapted** to meet your needs, or a program can be created for you.

To learn more, call **800-687-7080**, email safetytraining@tdi.texas.gov, or visit txsafetyatwork.com for more information.

Contents

One-Day Courses:

Accident Investigations	3
Avoiding Maintenance Hazards	3
Bloodborne Pathogens	3
Confined Space Entry	4
Developing Safety Inspection Programs.....	4
Effective Incident Prevention Programs	4
Effective Safety Committee Operations.....	4
Effective Safety Meetings.....	4
Electrical Safety	5
Exit Routes and Emergency Plans	5
Fall Protection – Construction Industry	5
Fall Protection – General Industry	5
First Aid, CPR, and AED Certification	5
Forklift/Powered Industrial Vehicle Requirements.....	6
Forklift/Powered Industrial Vehicle Training Programs.....	6
Hand and Portable Power Tool Safety	6
Hazard Communication Programs.....	6
Hearing Conservation	7
Landscaping and Grounds Personnel Safety	7
Machine Guarding	7
Occupational Driving Safety Programs	7
OSHA Compliance Update.....	8
OSHA Recordkeeping and Reporting	8
OSHA Written Program and Training Requirements	8
Personal Protective Equipment	9
Preventing Back Injuries	9
Preventing Sprains and Strains.....	9
Safety Orientation for New Employees.....	9
Scaffolding.....	10
Supervising for Safety	10
Trenching and Shoring.....	10
Walking and Working Surfaces	10
Warehouse Safety.....	11
Workplace Ergonomics	11
Work-Zone Safety	11

OSHA Construction and General Industry Courses:

OSHA 10-Hour Construction.....	12
OSHA 10-Hour General Industry.....	12
OSHA 30-Hour Construction.....	12

One-Day Courses

1. Accident Investigations

People often think of accident investigations as an exercise in blaming and finger-pointing, instead of a way to find the facts. A good accident investigation records what happened, who was involved, and what injuries resulted. The investigation ends by finding the accident's cause(s) and ways to prevent it in the future. Through lectures, classroom discussion, and hands-on exercises, course participants cover the requirements of OSHA regulation CFR 1960.29, Accident Investigation. Participants will learn accident investigation theory, including putting together an investigator's tool kit, creating an accident investigation team, gathering information; and making corrections.

(Length: 1-3 hours)

2. Avoiding Maintenance Hazards

Keeping employees safe when repairing or maintaining machinery means using protective measures and procedures. When employers cannot remove a hazard from the workplace, a combination of engineering and administrative controls, along with personal protective equipment (PPE), should be used. This session covers OSHA standards CFRs 1910.147, 1910.120, and 1910.132, as well as other ways to keep maintenance employees safe by:

- using job safety analysis to create maintenance procedures;
- following a preventive maintenance schedule;
- managing maintenance requests and creating a reporting process;
- using a lockout/tagout program to protect employees from hazardous electrical, mechanical, hydraulic, pneumatic, chemical, and thermal energy sources found in machines and equipment;
- choosing the right tools, sensors, testers, and personal protective equipment;
- keeping facility supply closets compliant with OSHA's Hazard Communication standard;
- managing changes in maintenance processes; and
- keeping records before and after an inspection.

(Length: 3 hours)



3. Bloodborne Pathogens

Bloodborne pathogen exposures affect much more than the health care industry. This program's topics include basic microbiology, hazard determination, exposure control plans and ways to comply with OSHA standard CFR 1910.1030, including vaccinations, what to do after an exposure, recordkeeping, and training. This program can be customized for medical and non-medical settings. The program for medical providers includes information on the OSHA Needlestick Act.

(Length: 1-4 hours)

4. Confined Space Entry

This session provides awareness training of OSHA's General Industry CFR 1910.146 and Construction CFR 1926 Subpart AA Permit-Required Confined Spaces, including the requirements and best safety practices for creating a confined space program. Using OSHA's "confined space" and "permit-entry confined space" definitions, instruction covers entry and permit conditions, program requirements, atmospheric testing, job duties, responsibilities, and emergency rescue services.

(Length: 2 hours)



5. Developing Safety Inspection Programs

Thorough inspections can help your organization know how well your safety program is working. This course covers OSHA standards CFRs 1960.25-26, 28, and 30. Participants will learn how to design and conduct safety inspections; how to choose the best types of inspections for different work environments; benefits of formal, announced inspections versus informal or unannounced inspections; general versus targeted inspections; and types of documents to review. You will learn useful reference standards and other tools, such as methods to evaluate hazards and unsafe acts, and ways to observe and interview employees.

(Length: 2 hours)

6. Effective Incident Prevention Programs

A good incident prevention program is the backbone of all safety programs. This program guides employers in creating a safe, productive, and professional work environment outlined in OSHA standard CFR 1910 Subpart J. Course topics will include accident prevention planning, management, accident investigation, safety training, inspections, safety analysis, recordkeeping, and program review. Besides learning about safety program regulations, attendees participate in exercises to keep records, analyze trends and job hazards, conduct safety inspections, investigate accidents, and set training requirements.

(Length: 1-8 hours)

7. Effective Safety Committee Operations

Safety committees can boost employee participation in an organization's safety program. This session shows how to form an effective safety committee in your workplace. Topics include best practices, a committee's key roles and functions, how to make meetings successful, the meeting management cycle, effective communication skills, and problem-solving. Topics covered comply with OSHA standards CFRs 1960.37-38, and 40.

(Length: 2 hours)

8. Effective Safety Meetings

This program helps you create motivational safety meetings that work. You'll learn to do both formal and informal "tailgate" or "toolbox" safety meetings, learn about your target audience, and use data to decide on training topics. You will receive examples of meeting formats and tips for delivering information. The session also covers keeping meeting records and how meetings affect workplace safety.

(Length: 2 hours)



9. Electrical Safety

This program teaches OSHA General Industry CFRs 1910.301-335 standards and best practices. Topics include electrical elements and hazards, protective devices, fuses, safe work practices, use of testing and other equipment, personal safeguards, and electrical inspections.

(Length: 2 hours)

10. Exit Routes and Emergency Plans

This session covers OSHA requirements for exit routes, emergency action plans, and fire prevention plans as listed in CFRs 1910.33-39 Subpart E Appendix and 1926.35. Attendees learn the components, maintenance, safeguards, and operational features of exit routes, key elements of emergency action and fire prevention plans, and fire protection best practices.

(Length: 2 hours)

11. Fall Protection – Construction Industry

This program covers the requirements of OSHA regulation CFR 1926 Subpart M, Fall Protection. You will learn employer responsibilities, fall-protection requirements for certain work areas, requirements for protection from falling objects, the six fall-protection systems and how to inspect them, planning for fall protection, and guidelines for emergency response planning and training requirements.

(Length: 1-3 hours)



12. Fall Protection – General Industry

Employers must take steps in the workplace to prevent employees from falling off overhead platforms, elevated workstations, or into holes in floors or walls. This program based on OSHA standards CFRs 1910.23, 28, and 132 focuses on employer responsibilities in general industry, including keeping safe work conditions, choosing fall protection systems, and meeting employee training needs.

(Length: 1-3 hours)



13. First Aid, CPR, and AED Certification

This course trains you in first aid, CPR, and automated external defibrillator (AED) use in a safe and effective way. Our American Heart Association-certified instructors provide hands-on training to help you become prepared for an emergency. This course is designed to help employers comply with OSHA's requirement for trained First Aid responders outlined in CFRs 1910.151 and 1926.50.

(Length: 5 hours)



14. Forklift/Powered Industrial Vehicle Requirements

This program covers the basic ways to comply with OSHA standard CFR 1910.178, including driver training, safety inspections before operating a forklift, maintaining the vehicle, fire protection, pedestrian safety, operator safety, load handling, fueling, and battery handling.

(Length: 1-4 hours)

15. Forklift/Powered Industrial Vehicle Training Programs

A forklift's unique design and weight make it different to operate from a car. This session teaches employers how to create a good forklift training program based on OSHA standard CFR 1910.178. This course covers:

- forklift instructor qualifications;
- basic and advanced operator training and testing;
- classroom training for forklift driving, parking, and loading;
- practical operator evaluations;
- records and refresher training for authorized operators; and
- licenses and certificates.

(Length: 3 hours)

16. Hand and Portable Power Tool Safety

Hand-held tools are the most widely used equipment available to employees. Inspecting, using, and maintaining these tools correctly helps prevent incidents. The program teaches how to comply with CFRs 1910 Subpart P and 1926 Subpart I. Topics include machine guarding, equipment anchoring, personal protective equipment, and general hand-tool requirements.

(Length: 1 hour per subpart)

17. Hazard Communication Programs

Exposure to hazardous chemicals in the workplace can lead to poor employee health. Some chemicals are also safety hazards that can cause fires, explosions, and other serious incidents. A hazard communication program helps employers and employees understand the effects of chemicals in the workplace, ways to prevent exposure, and what to do in an emergency. Employers must meet the requirements of written hazard communication programs to comply with OSHA standard CFR 1910.1200 Subpart Z. We'll talk about OSHA materials inventory, labeling, safety data sheets, and employee training requirements. An in-class exercise helps you take away the information and skills needed to do your own OSHA-compliant training.

(Length: 3 hours)





18. Hearing Conservation

This program can be customized for general industry or construction. The course covers OSHA's hearing conservation requirements in CFRs 1910.95 and 1926.52; hearing conservation terminology; the auditory system; noise hazards; choosing hearing protection; hearing conservation program requirements; employee training requirements; employer and employee responsibilities; and hearing protector cleaning, maintenance, and inspection.

(Length: 1-4 hours)

19. Landscaping and Grounds Personnel Safety

People who work in landscaping, groundskeeping, nurseries, and other agriculture areas are exposed to many hazards on the job, like noise, chemicals, insects, weather, and repetitive motions. Getting the right safety training can lower the risk of injury. This course covers landscaping and grounds safety and health topics outlined in OSHA standards CFRs 1910 and 1926 for field workers, supervisors, and risk managers. It combines a lecture, discussion, videos, handouts, and hands-on training covering:

- tool, equipment, and machinery safety;
- hot-weather safety;
- back and lifting safety;
- ways to avoid poisonous plants and dangerous animals;
- safety training requirements;
- ways to identify and remove hazards; and
- creating a safety program.

(Length: 4 hours)



20. Machine Guarding

Machine guards keep workers from losing fingers, hands, arms, and even their lives. This program covers topics in OSHA standard 1910.211-219, including types of machine guards and their importance in stopping injuries.

(Length: 1 hour)

21. Occupational Driving Safety Programs

Whether employees drive as a large or small part of their jobs, roadways, and work zones are likely the most dangerous part of their work environment. Transportation incidents are the main cause of work-related fatalities in Texas. Many industries and jobs require employees to drive or be exposed to driving-related hazards. Employers with employees who drive for work should create an occupational driving safety policy and program. This session offers a framework for putting an effective program in place. The course covers:

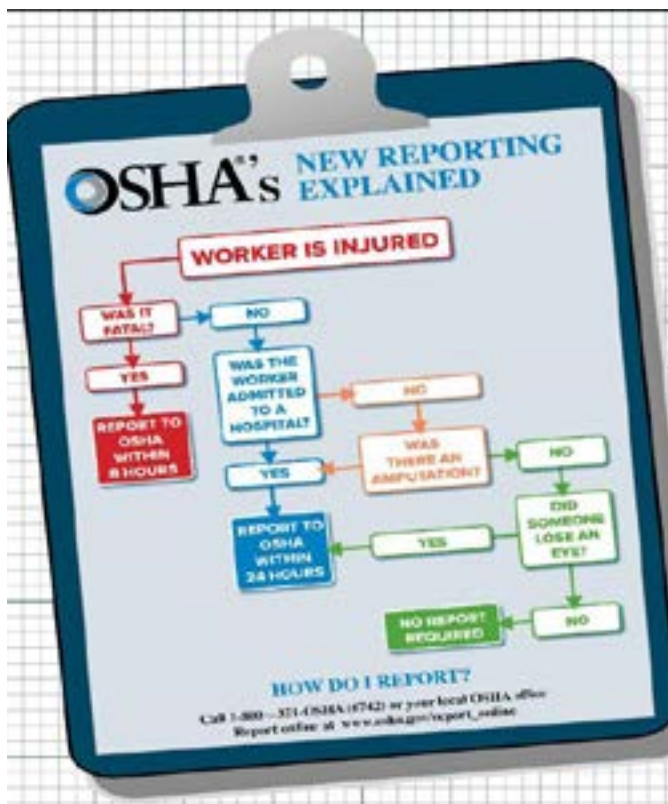
- employer policies;
- driver skill and behavior assessment;
- distracted, impaired, and fatigued driving;
- vehicle operation and maintenance;
- weather and road conditions; and
- driver-training recommendations.

(Length: 3 hours)

22. OSHA Compliance Update

This session provides updates on recent changes to the OSHA recordkeeping, hazard communication, and confined space standards.

(Length: 1 hour)



23. OSHA Recordkeeping and Reporting

This session explains how to keep your workplace compliant with OSHA illness and injury recordkeeping and reporting requirements in CFR 1904. You'll do hands-on exercises to get experience working with OSHA forms. The training covers:

- OSHA exemptions;
- OSHA Forms 300, 301, and 300A;
- OSHA rule changes on electronic submission of injury and illness data;
- Bureau of Labor Statistics reporting;
- incident investigation reports;
- motor vehicle collision reporting;
- medical/exposure records; and
- training records.

(Length: 3 hours)

24. OSHA Written Program and Training Requirements

This session covers OSHA's required and suggested written programs, and training topics for employers. (See www.osha.gov/Publications/osha2254.pdf.) You'll gain an understanding of when written programs are required, what training must cover, and how often to train. Programs and topics covered include:

- hazard communication;
- bloodborne pathogens;
- lockout/tagout;
- respiratory protection;
- hazardous waste and emergency operations;
- permit-required confined spaces;
- Subpart Z: Hazardous materials specialty programs;
- emergency action plans;
- fire prevention plans;
- forklift/powered industrial truck training;
- hearing conservation;
- hot-work permit systems; and
- personal protective equipment written assessment.

25. Personal Protective Equipment

Personal protective equipment (PPE) protects workers from hazards that engineering or work-practice controls cannot remove. This program addresses PPE requirements as outlined in OSHA standards CFRs 1910.132, 1926.28 and 1926.95. The course covers the training required before employees may do any work that requires protective gear. The instruction covers eye, face, hand, and foot protection, and electrical protective gear.

(Length: 1 hour)



26. Preventing Back Injuries

The bones, muscles, tendons, and ligaments that make up our backs literally hold us up. One of the most frequent and expensive sources of workers' compensation claims is back injury. By being more aware of the risks and by following recommended prevention tips, you can greatly lower the chances of a back injury. This program covers the anatomy and physiology of the back and spine, body mechanics, healthy lifestyle changes, manual materials handling, and workplace back injury prevention programs that work.

(Length: 1-4 hours)

27. Preventing Sprains and Strains

Sprains and strains make up many of the thousands of workers' compensation claims in Texas each year. These injuries are preventable. These injuries happen when an employee is exposed to risk factors like awkward postures; repetitive motions; excessive force; or slip, trip, and fall hazards. Injuries can develop suddenly or over time and can mean costly productivity losses and medical expenses. This session focuses on identifying and assessing ergonomic and individual risk factors for sprain and strain injuries. We also cover practical and proactive approaches to injury prevention.

(Length: 3 hours)

28. Safety Orientation for New Employees

Creating a culture of safety in the workplace starts with telling employees about company safety policies, procedures, and expectations. Sharing this information with employees at date of hire, and making sure new hires understand the information, creates a foundation to build on. Many OSHA standards lay out training requirements for new employees. This session covers how to have a successful safety orientation that includes: emergency evacuation, lockout/tagout awareness training, hazard communication, fire extinguishers, injury reporting, personal protective equipment, and forklift safety.

(Length: 2 hours)

29. Scaffolding

This program presents information on scaffolds as outlined in CFR 1926 Subpart L. Topics covered include scaffold capacities; construction and placement requirements; supports; access standards; how to safely put up and take down scaffolds; clearance restrictions near power lines; regulations for suspended scaffolds; fall protection; falling object protection; training requirements; and safe use of aerial lifts.

(Length: 2 hours)



30. Supervising for Safety

Supervisors and safety officers wear many hats in the workplace, so their duties can be overwhelming. They must not only enforce safety policies, provide quality goods and services, provide on-the-job training, and motivate their employees, but they must often do all this with little or no training, support, goals, or objectives. This session covers creating a good safety plan for general industry, safety program principles, emergency action plans, job hazard analyses, incident investigations, safety audits and inspections, and employee safety training.

(Length: 4-6 hours)

31. Trenching and Shoring

Construction worker injuries and deaths often happen when trenching safety procedures are not followed. This program assumes that participants already know basic trenching and shoring requirements. It covers CFR 1926 Subpart P, including excavation terminology; general digging and call-before-you-dig requirements; surface crossings; hazardous atmospheres; soil mechanics and testing; and protective systems (shoring, shielding, sloping, and benching).

(Length: 3 hours)



32. Walking and Working Surfaces

Slips, trips, and falls make up many of the workplace injuries that happen each year. Keeping a clean, dry, and uncluttered workspace can help prevent many of these incidents. This session explains OSHA's General Industry standards for walking and working surfaces found in CFRs 1926.25-27 and 1910 Subpart D, including requirements for floor and wall openings, loading docks, stairways and ladders, and general housekeeping.

(Length 2 hours)

33. Warehouse Safety

Warehouses can be busy and dangerous environments. Top causes of worker injuries in warehouses are forklifts overturning, manual handling and lifting, people struck by powered equipment, slips and falls, and chemical splashes. This program helps you avoid these injuries and make your warehouse safer. It covers materials handling, lifting, and ergonomics; walking surfaces in the work environment; forklifts (powered industrial trucks); exit routes and fire prevention; and hazard communication. Topics outlined include those at www.osha.gov/Publications/3220_Warehouse.pdf.



(Program length varies by customer need.)



34. Workplace Ergonomics

Using proper ergonomics in the workplace can help reduce muscle fatigue and the number of musculoskeletal disorders while boosting productivity. This session looks at the relationship between the body and work environment; common ergonomic disorders; ergonomic assessment methods; and practical ways to reduce the risk of ergonomics-related injuries in both office and non-office work environments.

(Length: 3 hours)

35. Work-Zone Safety

Construction, maintenance, and utility work zones are hazardous places where being trained in safety can save lives. This broad skill-building course is designed to teach you how to provide safe passage of traffic through and around work areas.

(Length: 3 hours)





OSHA Construction and General Industry Courses

1. OSHA 10-Hour Construction

This two-day course is presented by authorized outreach trainers and is designed to train employers and employees in the basics of construction safety, including specific OSHA standards and requirements. The class also teaches safety awareness to help employees recognize and reduce job-site hazards and risks. Classes are taught in English and Spanish, and are offered in Austin, Dallas/Fort Worth, Houston, San Antonio, and El Paso. Participants who complete the course receive an OSHA 10-Hour Construction class completion card within eight weeks. Participants must register due to limited space. Visit www.txsafetyatwork.com to register.

2. OSHA 10-Hour General Industry

This two-day course is presented by authorized outreach trainers and is designed to train employers and employees in the basics of general industry safety, including specific OSHA standards and requirements. The class also teaches safety awareness to help employees recognize and reduce job site hazards and risks. Classes are taught in English and Spanish. Participants who complete the course receive an OSHA 10-Hour General Industry class completion card within eight weeks. Participants must register due to limited space. Visit www.txsafetyatwork.com to register.

3. OSHA 30-Hour Construction

This four-and-a-half-day course is delivered by authorized outreach trainers and is intended to provide supervisors or workers with safety responsibilities with awareness of job-related health and safety hazards. This training helps ensure attendees gain knowledge about workplace hazards and regulations to help contribute to a productive and safe workforce. Participants who complete the course receive an OSHA 30-Hour General Industry class completion card within eight weeks. Participants must register due to limited space. Visit txsafetyatwork.com to register.

To learn more, call **800-687-7080**, email safetytraining@tdi.texas.gov, or visit www.txsafetyatwork.com for more information.



Safety Violations Hotline

1-800-452-9595

safetyhotline@tdi.texas.gov

The Texas Department of Insurance,
Division of Workers' Compensation
(DWC)

E-mail resourcecenter@tdi.texas.gov

or call 1-800-687-7080 for more
information.

Disclaimer: Unless otherwise noted, this document was produced by the Texas Department of Insurance, Division of Workers' Compensation (DWC)-Workplace Safety using information from staff subject specialists, government entities, or other authoritative sources. Information contained in this publication is considered accurate at the time of publication. For more free DWC publications on this and other safety topics and for free occupational safety and health audiovisual loans, visit www.txsafetyatwork.com, call 800-252-7031, option 2, or email resourcecenter@tdi.texas.gov.